

KNIGHTS TEMPLAR FIRST SCHOOL

SCHOOL POLICY ON PUBLISHING PUPILS' PHOTOGRAPHS AND NAME OF CHILDREN IN THE MEDIA

Occasionally we may take individual or group/team photographs of the children at our school (for displays, for example). These may be used in publications that we produce such as the school's prospectus. We may also make video recordings for assessing work (eg drama lessons), school-to-school conferences, monitoring or other educational uses.

The media occasionally visits the school to take photographs or film footage of events. Pupils will often appear, sometimes named, in these images that may be seen in local or national newspapers or on television. Additionally the school sends out press releases of special events and celebrations of achievements. The school has been using photographs of students to publicise the school for many years with no problems.

However, to comply with the Data Protection Act 1998 the school needs permission from parents to take these photographs. *Please note that we will only use images of pupils who are suitably dressed to reduce the risk of such images being used inappropriately.*

If you have any objection to your child being photographed or being named (in the media) or their image being used in any other way to promote the school or for educational purposes please return this form stating exactly what you are objecting to. **DO NOT SEND THE FORM BACK IF YOU ARE HAPPY FOR YOUR CHILD'S PHOTO TO BE TAKEN.**

We will do all we can to ensure that all staff are aware of your wishes if you do not wish the school or the media to take photographs of your child.

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Name of child's parent or guardian:

Name of child:

Class:

Please state exactly what you are objecting to:

Parent or Guardian's signature:

Date:

IT IS VERY IMPORTANT THIS FORM IS RETURNED TO SCHOOL IF YOU HAVE AN OBJECTION. IF YOU DO NOT CONTACT US IT WILL BE ASSUMED THERE IS NO OBJECTION TO YOUR CHILD BEING INVOLVED IN PUBLICITY.

