|  |
| --- |
| Holy Trinity Logo**HOLY TRINITY**  A Catholic and Church of England Voluntary Academy  The Hallam Schools’ Partnership Academy Trust |

**CONSENT FORM FOR TAKING AND USING**

**PHOTOGRAPHS AND RECORDINGS**

Dear parent/carer,

At Holy Trinity, we sometimes take photographs of pupils. We use these photos on display boards around school, in the school’s prospectus, in the school’s newsletters, on the school’s website and school Facebook page and Twitter account.

If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption. If we name a pupil in the text, we will not use a photograph of that child to accompany the article. There may be occasions when we will ask individual parents / carers permission to put their child’s name alongside an image. E.g. if they have won an award.

We may take photos or make recordings of your child for assessment purposes. For example, photos in Learning Journeys and exercise books are used to record and celebrate children’s progress, particularly in the Foundation Stage and in Key Stage 1. These are sent home at the end of the year. Photos of individuals, groups or classes of children may appear in these records. In subjects such as Drama and PE, exam boards require recordings as evidence of performance at Key Stage 4.

From time to time, our school may feature in the media. Children may appear in images published in local or national newspapers, on approved websites or on television.

We would like your consent to take photos and recordings of your child, and use them in the ways described above. Consent can be refused or withdrawn at any time. If consent is withdrawn, we will delete the photograph or video and not distribute it further. Please note that we will not remove your child’s photograph from the management information system (SIMs) which is used for identification purposes as part of our daily processes.

Please tick the relevant box(es) below and return this form to school. ✓/x

|  |  |
| --- | --- |
| I give permission for the school to take photographs of my child. |  |
| I give permission for photos of my child to be used in school displays. |  |
| I give permission for photos of my child to be used in the school prospectus. |  |
| I give permission for photos of my child to be used school newsletters |  |
| I give permission for photos of my child to be used on the school website. |  |
| I give permission for photos of my child to be used on the school Facebook page & Twitter account |  |
| I give permission for photos of my child to be used for assessment purposes |  |
| I give permission for photos of my child to be used in local or national media |  |
| I give permission for my child to have a school photograph taken. I understand this printed/digital photograph can be purchased by parents. |  |
|  |  |
| I do **NOT** give permission for the school to take or use photos of my child. |  |

If you change your mind at any time, you can let us know by writing a letter to school addressed to Mrs Oldcorn or emailing [info@holytrinitybarnsley.org](mailto:info@holytrinitybarnsley.org).

If you have any other questions, please do not hesitate to contact school.

Name of pupil: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Parent / carer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_