



*Learning and improving together
without limits*

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Principal: Susan Stickley

Dear Parent / Carer

At Holmbush Primary Academy we take photographs and video or audio recordings of pupils for our records and administrative systems, to support the safe and effective management of our academy, and to support the assessment of pupils. These are held securely, with access limited to our staff and key stakeholders.

We also sometimes take photographs or recordings of pupils to use in the academy's prospectus, on the website, on display boards around the academy and to help with staff training. We would like your consent to take photos and recordings of your child and use them for these purposes. If you're not happy for us to do this, that's no problem – we will accommodate your preferences.

We really value using photos and recordings of our pupils, to be able to showcase what pupils do in the academy and show what life at our academy is like to others. Where photographs are used, any accompanying caption will not contain the full name of any pupils. We are committed to using any materials sensitively and responsibly.

Consent

Please tick the relevant box below, sign the section immediately below it and return this form to the academy as soon as possible (and by Friday 8 June latest).

I am happy for the academy to take photographs or recordings of my child. I understand that this may include the following:

- Using them on internal displays
- Using them to help with staff and student teacher training
- Participating in school or class photos
- Publishing them on the Academy's/Trust's website
- Publishing them in the Academy's/Trust's printed and online promotional materials (e.g. in our prospectus or in news articles distributed to the media)
- Using them on the Academy's/Trust's social media accounts (e.g. Twitter or Facebook)



OR

I am **not** happy for the academy to take photographs or recordings of my child.

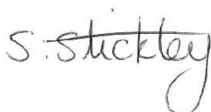
Pupil's name: _____ Class: _____

Parent's / Carer's signature _____ Date: _____

If you change your mind at any time, you can let us know by emailing office@holmbushprimaryacademy.org.uk calling the academy on 01273 592471 or just popping in to the office to complete a new form.

If you have any other questions, please get in touch.

Yours faithfully



Miss S Stickleby
Principal