15th October 2019

Dear Parent/ Carer

Newlands Spring Primary School has been approached by Mrs Helen Huntley and Mrs Charlene Kitchener who would like to use some photos of pupils showing them in various school-related activities, as part of the Year 6 Leavers Yearbook. These photos have been taken over your child’s time at the school by staff, with your permission, for use at Newlands Spring.

The school is not involved in the production of the Year 6 Leavers Yearbook, it is undertaken by parent volunteers within your child’s year. To comply with Data Protection regulations, the school is unable to provide any photos to a third party, in this case the organisers of the Year 6 Leavers Yearbook, without your explicit consent. If you do not give your permission, your child’s photo cannot be released to the third party for inclusion within the Yearbook. Occasionally photos are taken of whole class/group situations and it is not always possible to remove individual children. As a result, we cannot always prevent the use of photos that unintentionally include your child.

Newlands Spring is releasing the images for use only in the Year 6 Yearbook. Both of these are for the parent’s and children’s private use. To respect the privacy of all the children who feature in these, we request that the images are not circulated on social media or sent onto other third party individuals/groups.

Please can you complete the consent form below indicating your choice and return by Tuesday 5th November 2019

Mrs Giles
Receptionist

☑  Consents for use of Images for Year 6 Leavers Yearbook
☐  Refuses consent for use of Images for Year 6 Leavers Yearbook

Signed: ………………………………………………………………Date:…………………………………………

Please return to the School Office by Tuesday 5th November