26th June 2017

Dear Parent/Carer,

Newlands Spring Primary School has been approached by Ms Lynn Black 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.

In addition to the Yearbook, the Year 6 staff compile a video celebrating the children’s journey through Newlands Spring. This video is presented, on a memory stick, to each Year 6 child on their last day as a gift from the teachers. If you do not give your permission, your child’s photo/video cannot be included within the Year 6 compilation video. As with the yearbook we cannot always guarantee that group photos/videos will not unintentionally include your child.

Newlands Spring is releasing the images for use only in the Year 6 Yearbook and the Year 6 Leavers video. 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 30th June.

☐ I DO consent for Newlands Spring to provide photographs that include my child for the Year 6 Leavers Yearbook
☐ I DO NOT consent for Newlands Spring to provide photographs that include my child for the Year 6 Leavers Yearbook

☐ I DO consent for Newlands Spring to include my child’s image within the Year 6 Leavers Video
☐ I DO NOT consent for Newlands Spring to include my child’s image within the Year 6 Leavers Video. These photographs will be released for private use and we request that parents do not post on social media or send to a third party.

Signed: ……………………………………………………………

Please return this signed form to your child’s class teacher by Friday, 30th June.