



NORTH LANCING PRIMARY SCHOOL



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(entrance in Browning Road)

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Headteacher: Mrs E Brown - **Deputy Headteacher:** Mr J Todd

Permission for use of Images

I appreciate that the digital age has moved on rapidly from when you originally signed a 'Use of Images' and 'Internet Permission' form. For the majority of you this would have been when your child started school. We reference these forms every time a child's image is published to ensure permission has been given. I have had a number of queries since starting the school *Twitter link so I feel it important that you are given an opportunity to update your preferences given that media has moved on. We have strict guidelines on how images are used – the conditions of use are included below for your information:

1. This consent form is valid for the period of time your child attends this school. The consent will automatically expire after this time.
2. We will not re-use any photographs or recordings after your child leaves this school.
3. We will not use the personal details or names (which means first name **and** surname) of any child or adult in a photograph on our website, in our school prospectus or in any of our other printed publications.
4. We will not include personal e-mail or postal addresses, or telephone or fax numbers on our website, in our school prospectus or in other printed publications.
5. If we name a pupil in the text, we will not use a photograph of that child to accompany the article.
6. We may include pictures of pupils and teachers that have been drawn by the pupils.
7. We may use group or class photographs or footage with very general labels, such as "a science lesson" or "making Christmas decorations".
8. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.
9. If images are taken by local press/media, or parents/guests, the school will not have control of these images.

If you have any questions relating to the above; please contact the school reception office.

Kind regards,

Emma Brown

Headteacher

**Twitter is an online social networking service that enables users to send and read short 140-character messages called "tweets". Very useful for school publicity and sending important messages*



WEST SUSSEX COUNTY COUNCIL





Permission for use of Images

I have listed how your child’s image may be used (if at all). Please complete the form below and return it to school. This data will be held on record at school.

I give permission for my child’s image/work to be used in the following ways (please tick each section applicable or if you are happy for images of your child to be used in all sections please just tick the first box). Blank sections will be deemed as permission denied. You may be happy for your child to appear as part of a group or class picture but not individually – in which case just select the group/class section.

Use of Image/work	Individually and as part of a group/class
All of the below	

OR

Use of Image/work	Individually	As part of a group/class
On the school website		
On the school *Twitter feed		
In school publications (i.e. prospectus/leaflets etc)		
In the press (local papers)		

My child’s name: _____

My child’s current class: _____ Date: _____

Signature: _____

Name (in block capitals) _____



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