

Headteacher: Mr S Woods

April 2017

Upper Shirley High School
Bellemoor Road
Shirley
Southampton
SO15 7QU

Dear Parent/Carer,

Consent form for school photos/recordings (*new form attached*)

Occasionally we take photographs of our students which we currently use in our school displays and in our publications such as the School Newsletter; these images are normally also displayed on our school website.

We would like to improve the information we share with our current and prospective parents and as such we are working on a number ideas, but over the next few months we will be:

- Creating a new school prospectus.
- Increasing our use of social media.

We hope that by using social media we will be able to share more information with you and the local community. Our aim is to give you the opportunity to see a greater number of images from school trips, in-school activities and offsite events such as sporting fixtures. The links to our social media accounts are as follows:

- USH Twitter Account: @ushschool
- USH Facebook page: www.facebook.com/UpperShirleyHigh/

To comply with data protection laws we need parental permission before we can take a photograph of a child or make any recording of them. We currently gain parental consent via our student registration form which is completed when a child joins our school.

In view of our plans, we have updated our photo consent form – please see the attached. Please read this form carefully and complete all sections in relation to the taking, recording and use of images of your child. I would be grateful if you could return your completed form to Mrs Kelly in the General Office by **Friday 26th May 2017**.

Please note that if a parent wishes to change their level of consent they can do this at any time by putting their new instruction in writing or completing a new consent form.

Should you wish to discuss any of the above please do not hesitate to contact me.

Yours sincerely,

Mrs Julie Prince
School Business Manager
Julie.Prince@ushschool.org

Upper Shirley High School Photo Consent Form

Background:

From time to time we take photographs of the children at our school and we would like to be able to use these images in our school's prospectus and in other printed publications that we produce, as well as on our website or on project display boards at our school. Occasionally we also make video or webcam recordings. Moving forward we would also like to share our school activities and events using social media such as Facebook and Twitter.

Purpose of this consent form: To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child.

Conditions of use:

- This form is valid for the period of time your child attends this school. Please write to the school if you wish to withdraw consent at any time.
- Upper Shirley High is part of the Hamwic Trust, when giving permission to the school you are also giving permission to the Trust to use photographic images of your child.
- We will not use the personal details of a student, including their full name, alongside a photographic image on our website, in our school prospectus or in any other printed publications without good reason. For example, we may include the full name of a pupil in a newsletter to parents if the pupil has won an award.
- If we name a pupil in the text, we will not use a photograph of that child to accompany the article without good reason.
- The images we take will be of activities that show the school and children in a positive light.
- We may use group or class photographs or footage with very general labels e.g. 'science lesson' 'trip to Paris'.
- We will only use images of pupils who are suitably dressed to reduce the risk of such images being used inappropriately.
- We will make every effort to ensure that we do not allow images to be taken of any children for whom we do not have permission or who are 'at risk' or disallowed from having their photographs taken for legal or social reasons.
- We will take all reasonable measures to ensure the images are used solely for the purposes for which they are intended. However we cannot guarantee this and take no responsibility for the way images are used by other websites or publishers or for any consequences arising from publication.

General Guidance:

- Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.
- In giving your consent you understand that images may be used in printed and electronic form.
- Please read the conditions for use of these photographs and, by signing the form, confirm that you have read and understood them.

Please answer questions 1 to 5 below, then sign and date the form where shown (please circle your answer)

Q1.	I give permission for my child's image to appear in the school prospectus and/or other printed publications that the school or Trust produce for promotional purposes.	YES / NO
Q2.	I give permission to the school and Trust to use my child's image on school/Trust websites.	YES / NO
Q3.	I give permission to the school to use images of my child in notifications via social media (to include Twitter/Facebook) to share details of school events and activities.	YES / NO
Q4.	I give permission for you to record my child's image on video or webcam to be displayed online via school or other websites.	YES / NO
Q5.	I give permission for images of my child to be used by the news media in printed and/or electronic form and stored in their archives. This might include images sent to the news media by the school and images/footage the media may take themselves if invited to the school to cover an event.	YES / NO

Student Name:	Year Group:
Parent Name:	Parent Signature:
Date:	

Useful Information: USH Twitter Account: @ushschool Facebook: www.facebook.com/UpperShirleyHigh/