



Denbigh School
The Specialist Technology College
In Milton Keynes

2009/2010

Dear Parent/Guardian,

Re: Use of Photographs in Official School and Online Publications

The further development of our online communication systems means that we are able to celebrate student successes and produce school publications which contain photographs of children taking part in school events.

Denbigh School takes the issue of child safety very seriously and this includes the use of photographic and video images of pupils. Whilst many pupils and parents enjoy seeing photographs and video images of the pupils or their work, which are used to celebrate the success of events and projects, the School is mindful of its duty of care towards its pupils to protect them from any inappropriate contact.

As we are now constantly updating our online data and school publications to include recent photographs that are taken of students, we now require you to give your consent, on the accompanying form, so that we can be assured that we are not acting against your wishes.

You should read the conditions section on the back of the attached form carefully so that you are assured of the security measures that we take before we publish photographic images. Please complete the details required on the form and return it promptly to the School Office, so that the database can be updated with the permissions that are received.

Yours sincerely

T. G. Naylor
Assistant Headteacher



Use of Photographs or Video at Denbig

Parental Consent Form

Name of Student:
(in block capitals) _____

Tutor Group: _____

Occasionally, we may take photographs of the students at Denbig. We may use these images in our school's prospectus or in other printed publications that we produce, as well as on our website or on our display boards. We may also make video or webcam recordings for school-to-school conferences, monitoring purposes or other educational use.

From time to time, our school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Students will often appear in these images, which may appear in local or national newspapers, or on televised news programmes.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your son/daughter for educational or promotional purposes. Please answer questions 1 to 4 below, then sign and date the form where shown.

Please circle your answer

- | | | |
|---|------------|-----------|
| 1. May we use your son/daughter's photograph in the school prospectus and other printed publications that we produce for promotional purposes or on project display boards? | Yes | No |
| 2. May we use your son/daughter's image on our website? | Yes | No |
| 3. May we record your son/daughter's image on video or webcam? | Yes | No |
| 4. Are you happy for your son/daughter to appear in the media? | Yes | No |

Please note that the conditions for use of these photographs are on the back of this form.

I have read and understood the conditions of use on the back of this form.

Parent's or
Guardian's signature: _____ Date: _____

Name (in block capitals): _____

Conditions of use

1. This form is valid for eight years from the date you sign it, or for the period of time your son/daughter attends Denbigh School.
2. The consent will automatically expire after this time (subject to condition 3 below), however please contact us immediately if you wish to withdraw consent sooner.
3. Existing images or recordings that have been taken with consent during the life of this agreement may continue to be used by the school for educational or promotional purposes.
4. We will not use the full names (which means first name **and** surname) of your son/daughter in a photographic image, on video, on our website, in our school prospectus or in any of our other printed publications and the full name will not appear in the accompanying text or photo caption.
5. We will not include personal details (including personal e-mail, postal addresses, telephone or fax numbers) of your son/daughter on video, on our website, in our school prospectus or in other printed publications.
6. The file names of digital images will not contain the full names of your son/daughter in the image.
7. We may include pictures of your son/daughter taken from art work that has been drawn by pupils or staff.
8. We may use group or class photographs or footage (that includes your son/daughter) with very general labels, such as “a science lesson” or “the technology day” or “climbing at Longrigg”.
9. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

Parents should be aware that the taking of photographs or video images at school events will be restricted to personnel approved by the school.