



Burlington Infant & Nursery School

Burlington Road
New Malden
KT3 4LT

Tel: 020 8942 1586
Fax: 020 8336 0992

Web: www.burlingtoni.kingston.sch.uk Email: admin@bri.rbksch.org
Headteacher: Mrs S Yay-Walker BA (Hons) PGCE NPQH

Dear Parents

Permission to Photograph Your Child - Consent Form

As part of our school activities, we take photographs or recordings of the children to record their learning and progress. These could be individually or in groups. Photos maybe used in children's books and their Learning Journeys – both paper copies and through a secure online progress tracking tool through the 'Tapestry' website. These photographs often form the record of a learning activity and are used to record a child's learning and progress. Additionally we use these to record achievement and to celebrate achievements within the school.

However, we also may wish to use these images in other ways:

- school displays
- school publicity material
- school website
- local or national media

To comply with the Data Protection Act 2018, we need your permission before we can photograph or make any recordings of your child to use in this way.

Please sign and complete the form overleaf and return to **Mrs Julie Herring**. If you ever need to withdraw consent for any reason, please do so in writing.

Yours sincerely

Mrs S Yay-Walker
Headteacher





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Permission to Photograph Your Child - Terms and Conditions

1. This form is valid for the period your child attends this school. If you have given appropriate consent, some images of your child may be used after this time in publicity material and on the school website. If you wish these images to be withdrawn after your child leaves the school please contact us in writing.
2. Consent can be withdrawn at any time by contacting the school in writing.
3. The images we take will be of activities that show the school and children in a positive light. Images may also be taken of children in Acorns, our breakfast and after-school club.
4. We may use group or class photographs or footage with very general labels e.g. 'science lesson'.
5. If we use photographs of individual pupils on the website or in publicity material, we will not use the name of that child in the accompanying text or photo caption. If we name a pupil in the text, we will not use a photograph of that child to accompany the article.
6. If a child has won an award and the parent would like the name of their child to accompany their picture we will obtain explicit permission from the parent before using the image.
7. 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.
8. We will take all reasonable measures to ensure the images are used solely for the purposes for which they are intended and not passed on to any third party websites or publishers. 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 where images have been used without our consent.

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.





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Permission to Photograph Your Child

Please complete the form below, sign and date and return to the school.

I confirm that I have read and understood all school terms and conditions and that I agree to abide by their use.

Name of Child	Class
Name of Parent/Guardian (please print clearly)	
Signature of Parent/Guardian	Date

It is important to tick all boxes that apply. Where forms are incomplete we will assume permission has not been given.

Type of Consent	Yes	No
I give my permission for my child's image to be used to record their learning - Learning Journeys (both paper copies and online) and children's books – either their own or belonging to other children (if in a group photograph).		
I give consent for my child's photograph to be used within the school for display purposes.		
I give permission for my child's photograph to be used on the school website and for school publicity materials such as the school brochure.		
I give permission for my child's photograph to be used in local and/or national media.		

You may withdraw consent at any time by writing to Mrs J Herring.

Video Filming and Photography during School Productions

During school productions we accept that many parents may wish to photograph or film their child. However, all parents must agree to the following terms and conditions:

- All photography and filming is for personal use only and must not be shared with external agencies.
- Video or photography from school events must not be shared on any form of social media.

I understand that if I film my child during any school productions, I am agreeing to the Schools Terms and Conditions especially regarding the use of social media.

Signature of Parent/Guardian	
Date	

