



March 2019

Dear Parent/Carer

## Re: Taking and Using Photographs

As a safeguarding measure, all students are photographed on entry into the academy for identification purposes and to create an Identity Badge. Occasionally, it is also necessary to photograph or record students for educational purposes, for example, where students are following some GCSE courses we may need to record them on video as part of the evidence for the examination. In these circumstances, the images are securely stored, used only for those purposes, and are only shared with others where we are legally allowed to do so.

From time to time we also take photographs and videos of students to showcase what students do in school and to celebrate the successes of our students. We use these images in the school's prospectus and newsletters, on the school's website and social media platforms, on display boards around school, and occasionally in the external press and media (although we would ask for your permission on a case by case basis for this).

We really value using images of our students in these ways and would like your consent to do so. If you're not happy for us to do this, that's no problem – we will accommodate your preferences. **Please tick the relevant box(es) below and return this form to school.**

I am happy images of my child to be used on the school website

I am happy for images of my child to be used in the school prospectus

I am happy for images of my child to be used in internal displays and presentations

I am happy for images of my child to be used in the school newsletter

I am happy for images of my child to be used on the school's social media platforms

Name of child.....

Parent or carer's signature.....

Date.....

If you change your mind at any time, you can let us know by emailing [info@abbeygrangeacademy.co.uk](mailto:info@abbeygrangeacademy.co.uk), calling the school on 0113 2757877 or just visiting the school office. If you have any other questions, please get in touch.

Yours faithfully

*J Thornton*

Mrs J Thornton  
Acting Principal

