Permission Letter for Publication of Students’ Work or Photographs

Dear parent or caregiver,

We are writing to request your permission for work samples, photographs and data of your child to be taken and published during school activities. If photographs are taken, this would be for the purpose of educating students, displaying student work or promoting the school. Data and work samples would be acquired to benefit the reporting and details relating to students’ progress and events. Student data information would not be published openly and would be used for teacher and school reporting.

With your permission, the school may publish photographs of your child and/or samples of work done by your child in a variety of ways. The publications could include, but are not limited to, school website, school newsletters (online, in hard copy and school app), class blogs or websites, school media productions (slidshows at assembly, network meetings and teacher professional development), and local newspapers. If published, third parties would be able to view the photographs and work.

Signing the attached form means that you agree to the following:

1. The school is able to publish photographs of your child and samples of your child’s work as many times as it requires in the ways mentioned above.

2. Your child’s photograph may be reproduced either in colour or in black and white.

3. The school will not use your child’s photograph or samples of your child’s work for any purpose other than for the education of students, or for the general promotion of education and the school.

4. Student data will be stored using the school server, a cloud based server, google drive or on teachers’ school Pad’s and laptops. All data is password protected and confidential.

Any photographs taken by the school will be kept for no longer than is necessary for the above mentioned purposes and will be stored and disposed of securely.

Student surnames will not be used in conjunction with photographs or work samples.

Parents or caregivers will be contacted for permission of students’ photographs to be used in external school promotion (e.g. local newspaper, brochures and flyers).

Please complete the consent form if you agree to permit the school to take photographs of your child, and to publish photographs of your child, or samples of your child’s work, in the manner detailed above.

This consent, when signed, will remain effective until such time as you advise the school otherwise.

Consent Form for Publication of Students’ Work or Photographs

☐ By ticking this box your child’s photographs and work will NOT be used in any school activity

I agree, subject to the conditions set out above, to the taking and publication of photographs of my child during school activities, to be used by the school in educating students and promoting the school and education. I will notify the school if I decide to withdraw this consent.

Student’s name: ___________________________________________ Student’s class: _________

Signature of parent/caregiver: __________________________________ Date: _________________

Signature of student: __________________________________ Date: _________________

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