

April 2015

Dear Parent/Carer

The use of Photographic Images of Children (Year 6)

We occasionally take photographs of the students either at the College or when they are involved in organised activities and trips away from the College site. We may use the pictures in College publications, such as the prospectus, and on our website as well as photographs for displays around the College or make video recordings as part of coursework and for use within the College.

The College may be visited by the news media (usually local newspapers) to take photographs or film an event at the College. Students will often appear in these images, which can be published in local newspapers or even broadcast on television.

We trust you understand these photographs and recordings are taken in accordance with the College's Guidelines on Photography, which can be found on our website.

To comply with the Data Protection Act 1998, when your child joins us in September, we will assume that consent has been given to photograph or make any recordings of your child which will remain valid throughout their time at the College. Upon joining, you will be given information about our parent portal, Schoolbase and if you do not consent, will be given the opportunity to express this by ticking the 'opt-out' box or if you prefer, by notify us in writing.

Please do not hesitate to contact the College should you wish to discuss this matter further.

Yours sincerely



Paul Hughes
Principal