

DELCE INFANT AND NURSERY SCHOOL

Photographs

Dear Parents

As part of our work in school, it is sometimes necessary to take photographs and videos of the children in school. These photographs and videos could be used:

- As a record of a child's learning
- For a special project or event
- For a student's project
- As part of a display
- On the school website or virtual learning platform

You will be pleased to know that we are in the final stages of developing the school website and our virtual learning platform.

The **website** will contain information about the school and its staff, school events and newsletters. It will be up-dated at regular intervals throughout the year. The information will be available for the public to see.

The **virtual learning platform (VLP)** is a secure site where children and parents are able to see work done from home. You can access it from any computer with broadband connection. If you do not have access at home, please ask at the office and we will make arrangements for you to see it. It has four layers:

The public layer – this layer can be seen by anyone with or without a password. There will be **no** photographs of individual children on this layer. Unless you have password this is all you will be able to see.

Pupil layer – this layer can be seen with a password. Each pupil will be able to see their own page, their class page and their year group page. There **will be** photographs on these pages of children and their work and, if they are named, we will only use first names. Some of the work covered by the children will include taking digital photos, making movies (with photographs and pictures) and lots more.

Layers three and four are for teachers and administrators of the VLP only. These layers allow us to change the pages, add work, view and edit any comments put on by pupils and generally keep the site up to date.

Several of the teachers will be making slide shows with the children of their activities and they will be keen to show them to you on the pupil layer of the VLP. However, until we have permission slips from parents we are unable to send home the passwords or to make the slide shows available. Please return the permission slips to school so that we know which children can be included in the slide shows and shown on the VLP.

Newspapers – We often ask the local papers to events at the school such as the Christmas concert, dressing up day or our teddy bear’s picnic. They take photographs of groups of children or, very occasionally, individual children (e.g. “Mary” in the Christmas concert) and ask if they can name the children in the newspaper. I need your permission to do this too.

I would like to make it clear what the **school policy** is about the use of photographs.

- No looked after child will appear on the sites or in the newspapers
- No child will be named on the website
- Only first names will be used on the secure pages of the VLP
- Specific permission will be sought from parents for any photograph that is of a child’s face that will appear on the public pages

Please complete the permission slip below and return to the school by **Friday 20th March**. Many thanks!

Yours sincerely

A.G.MORRIS
HEADTEACHER

Delce Infant and Nursery School

Name of child **Class**

I give permission:

1. for my child to be photographed or videoed for use within the school or on the secure pages of the VLP, only first names will be used **YES / NO**
2. for my child to be photographed as part of a group or individually for the website or public pages **YES / NO**
3. for my child to be photographed and named (first name only) in local papers. **YES / NO**

(PLEASE DELETE EITHER YES OR NO)

Signed **Date**