



Swallowfield Lower School

Weathercock Close, Woburn Sands, Milton Keynes, MK17 8SR, Tel: 01908 582101

September 2021

Dear Parents/Carers,

During the course of the school year there may be opportunities to publicise some of the activities that your child is involved in. This may well involve filming or photographing children for use in the local media. As a school, we welcome these opportunities and hope that you do too. There may also be occasions when we arrange photography for our own purposes, such as displays and school brochures.

Photography or filming will only take place with the permission of the head teacher, and under the supervision of a teacher. When filming or photography is carried out by the news media, children will only be named if there is a particular reason to do so (e.g. they have won a prize), and home addresses will never be given out.

We believe that positive publicity benefits all involved with the school. Nevertheless, we will not involve your child without your consent. Could you please take a few minutes to fill in the form below. Images of your child held by the school can be viewed upon request. You may withdraw consent at any time.

Name of child (Block Capitals):		
Name of person responsible for the child:		
I understand that images may be taken of my child as follows:		
<ul style="list-style-type: none">By the local media in covering school activities that show the school and children in a positive light. These may include school starters (Reception Year pictures), drama and musical performances, sports and prize-givings.By photographers acting on behalf of the school for use in displays and publicity material. (Images will be used for a maximum of 2 years and will then be destroyed.)		
Having read the statement above, do you give your consent for photographs or other images to be taken and used? (please tick the appropriate box)	<input type="checkbox"/>	YES , I give my consent for pictures to be taken and used
	<input type="checkbox"/>	NO , I do not give my consent for pictures to be taken and used
Signature of person responsible for the child:		
Relationship to the child:		
Date (Date/Month/Year):		

NB There may be other circumstances, falling outside the normal day to day activities of the school, in which pictures of children are requested. The school recognises that in such circumstances specific consent from parent or guardian will be required before the school can permit photography or filming of children.

Please return the form to Mrs Holmes in the School Office and we will keep each form on record.

Yours sincerely

Mrs Kim Brewer
Headteacher



Head Teacher: Mrs K Brewer NPQH
Email: office1@swallowfieldlowschool.co.uk
www.swallowfieldlowschool.co.uk

