

# Farnsfield St. Michael's C of E Primary School

*love to learn, learn to love*  
Head Teacher – Louise Carpenter



Branston Avenue, Farnsfield  
NEWARK, Nottinghamshire  
NG22 8JZ  
Tel. 01623 882494  
Fax. 01623 882957  
Email. [office@fsmp.org.uk](mailto:office@fsmp.org.uk)

## Guidance Notes for Completing the Pupil Details Consent Form

Dear Parent or Carer,

The Governing Body has produced a policy statement concerning the 'Use of Children's Images'. The policy identifies the arrangements and use of photographs that are taken in school. A copy of the School's full policy is available in school.

The School, as part of the Mitre Trust, occasionally takes photographs of children for a number of purposes. Some examples of when photographs may be taken of children by members of staff include the following:

- Children involved in general school activities. These photographs may then be used as part of display material within school, on school social media and in newsletters.
- Children involved in specific school events such as dramatic performances, sporting events and visits/trips.
- Promotional material linked with specific events in the life of the school.
- For celebratory purposes, such as children receiving Rainbow Celebration awards.

The school's policy concerning the use of children's images is based on the following principles:

- Only images that are appropriate will be recorded.
- Issues of Child Protection will be of primary importance.
- Photographs of children in school that may appear on the school social media or in any marketing publication or press release will not allow the individual to be identifiable by name.
- Photographs may be taken for external publicity purposes (e.g. local press, or for Trust publications).

**To comply with the General Data Protection Regulation 2016, we need your permission before we use any photographs we have taken. Please complete the declaration by ticking the consent box on the attached pupil details sheet. This will be valid for the duration of your child's time at school, unless you notify us in writing to state otherwise.**

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## Consent for School Trips and Other Off-Site Activities

Please give permission if you are happy for your child:

- a) To take part in school trips and other activities that take place off school premises; and
- b) To be given first aid or urgent medical treatment during any school trip or activity

Please note the following important information:

- The trips and activities covered by this consent include;
  - i) all visits which are non-residential taking place during or outside the school day
  - ii) off-site sporting fixtures during or outside the school day
- The school will send you information about each trip or activity before it takes place. However, the school may not inform parents of visits within the village that take place during the school day e.g. the library
- You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Yours sincerely,

Mrs Louise Carpenter  
Head Teacher