



STATIONERS' CROWN WOODS ACADEMY

A member of the Leigh Academies Trust

Executive Principal: Mr David Millar

07 October 2016

Photographic Permissions

I appreciate that many parents/carers have already given consent for their child to be photographed by filling in the 'tick box' on our Academy admission form. However, as part of our safeguarding procedures, I would like to take this opportunity to explain the Academy position and procedure with regards to photography of students.

During your child's life at Stationers' Crown Woods Academy there will almost certainly be occasions when we wish to take photographs of activities that involve your child, for example on a trip, at sports day, celebrating results, etc. These photographs or images may be used for internal classroom or corridor displays; Academy publications and via Academy and Leigh Academy Trust social media. They may also be used by the local media. Academy newsletters are uploaded to our website and links placed on our official Twitter page.

Photography will only take place with the Executive Principal's permission and under appropriate supervision. Images of a student identified as a 'Looked After Child' will not be published. When photography is carried out by the news media, students will only be named when there is a particular reason to do so, for example, it would be appropriate if they had won a prize, individual accolade or feature in an Academy activity. Home addresses are never given. Images that might cause embarrassment or distress will not be used nor will images associated with material on issues that are sensitive.

Stationers' Crown Woods Academy assumes consent to photography unless the 'opt out' box below has been completed and returned to your Small School by Monday 17 October 2016. If you have previously given photographic permission and are happy for it to remain in place, there is no need to respond.

If you have any queries, please do not hesitate to contact me.

Yours sincerely

Marion Jones
Communications Director

<p>do not give permission for my child's image to be used</p> <p>Student name: _____</p>	
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Signed: _____ Date:

Parent/Carer