



Burston Primary School
Email: office@bps.set.education
Tel: 01379 741 256
Executive Headteacher: Karen Millar
Assistant Head Burston: Sally Underwood

Crown Green
Burston
Diss
IP22 5TZ

Photograph and Social Media Consent

Dear Parents/Carers,

We often like to take photographs of the children at our schools to celebrate a variety of activities. All photographs and images which include children will be to support the children's learning, celebrate their achievements or show the exciting things that occur within the children's time at our schools.

We may use these images:

- in our school prospectus or in other printed publications that we produce, such as newsletters
- in classroom/ corridor displays
- on our website
- on the school's Twitter and Facebook pages

Twitter/Facebook

Both Burston and Tivetshall Primary Schools have public Twitter and Facebook pages. Please be assured that we do not post children's names. In order to keep our children safe, both at school and online, we have a set of social media rules which we all follow. At school, the Twitter and Facebook accounts are the responsibility of the teachers in charge of these accounts. Children should not create their own Twitter or Facebook accounts at home.

The children will not have access to the school Twitter and Facebook usernames or passwords.

To comply with The Data Protection Act 2018, we need your permission before we publish photographs or make any recordings of your child.

Conditions of use:

Burston C P School and Tivetshall C P School are members of Sapientia Education Trust, a charitable company limited by guarantee in England and Wales, company number 7466353.

1. This form is valid for the period of time your child attends this school, or until a subsequent form completed and signed by the parent is submitted. Please write to the school if you wish to withdraw your consent at any time.
2. The images we take will be of activities that show the school and children in a positive light. We may use group or class photographs or footage. Children will not be individually named.
3. We will only use images of pupils who are suitably dressed.
4. We will make every effort to ensure that we do not allow images to be taken of any children for whom we do not have permission or who are 'at risk' or disallowed from having their photographs taken for legal or social reasons.
5. We will take all reasonable measures to ensure the images are used solely for the purposes for which they are intended.
6. We recognise that parents, carers and family members will wish to record events such as school plays, sports days etc. to celebrate their child's achievements. Burston and Tivetshall Primary Schools are happy to allow this, on the understanding that such images/recordings are used for purely personal family use and only images of your own child are shared on social media.

To indicate whether you give consent or not, and to agree with all the conditions of use, please complete the details below and return to the school as soon as possible. If you have any concerns, please speak to the Assistant Headteacher, Miss Underwood.

I have read the terms and conditions and agree to adhere to these.

I give permission for my child's image to be taken and used on the school website, Twitter, Facebook, in newspapers and printed publications.

I DO NOT give permission for my child's image to be taken and used on the school website, Twitter, Facebook, in newspapers and printed publications.

We assume that even if you do not want your child to appear in any images shared externally, you are happy for images of your child to be used within school, e.g., on displays. If this is not the case, please contact the school office.

Name of child:.....

Parent/Carer Signature:.....

Name (in block capitals):.....

Date:.....