

# ST SWITHUN'S CE PRIMARY SCHOOL

## PARENT/CARER INFORMATION AND PERMISSION DOCUMENT

### **Permission and Copyright Release**

This school produces printed publications and a school website in which we like to include examples of pupils' work and/or photographs of groups of pupils. Similarly, the local press are occasionally invited to report on things like Book Week or charitable events. All of these are important to help communicate the school's ethos and achievements, and are highly motivational for the children involved. However, we take the issue of children's safety very seriously. We exercise our duty of care to all our pupils in a number of ways. Firstly, we enforce strict confidentiality of all personal information to ensure that individuals are unidentifiable to anyone who doesn't already know them. Secondly, children are photographed in groups and never in close up. Thirdly, images are cropped sensitively, to enhance individual anonymity.

We ask that parents consent to the school publishing their children's work and to the taking and using of photographs of their children, subject to the strict regard to confidentiality described above. Naturally, we respect the right of parents to review their decision and permission can be changed at any time: just advise the Headteacher or the ICT Co-ordinator (Miss Bird).

### **Photographs and Work Samples**

As a training school, we work in partnership with Oxford Brookes University, as well as local secondary schools and colleges of further education, to give training opportunities to students. This sometimes means that some children's work is photocopied for evidence of the student's work. This evidence never includes the child's full name.

We may use a camera or a video camera to record some aspects of our work in school. This material never includes a child's full name, although children may be visibly recognisable. This material is for in-house or parents' information.

### **Local Visits**

During the school year, there are times when we take the children out of school on local visits - for example to St Swithuns Church or Forest School. These are visits that are so local that they are within the village and we go on foot, and appropriate adult to pupil ratios are always maintained. It saves a lot of time and paper if we have an 'open consent' form for each of the children. This means that we don't need to obtain a separate signed permission slip for each individual local visit. However, we will always inform you of the day and time when we are intending to take the children out of school, either through the school newsletter (church services, for example), posters in the classroom windows or in writing from individual class teachers. If for any reason, you do not wish your son/daughter to take part, please inform your child's teacher.

Class teachers will continue to send an individual letter for all other visits that go beyond Kennington and/or involve a coach journey, giving details of the visit and requesting permission for your child to take part.

### **Travelling in the Minibus**

During the school year we sometimes use the minibus to take a small number of children out of school - for example for swimming lessons in Years 3 & 4. The children will wear seatbelts at all times, will be adequately supervised and you will be advised when trips are planned.

**Parents'/Carers' Use of Cameras and Video Equipment**

On occasions, such as sports days and performances, parents/carers may wish to use cameras or video equipment. This should be done with regard to the wishes of other parents/carers and should, therefore, only be of their own child and must not be put into the public domain.

**Tasting Food**

Occasionally, children are involved in tasting different foods (for example, when evaluating food in design and technology, or when finding out about other cultures). If you have not already done so, please let your child's class teacher know if your child has a particular food allergy. You will be notified in advance when these tastings will take place.

**Face Paints/Make Up**

There may be times, particularly at Christmas, when children will be using face paints or make-up. Once again, please let the class teacher know of any potential reaction. You will be notified in advance of when this will happen.