



04/06/2018

Dear Year 6 Parents/Carers,

Welcome to Richard Lander School! As you are aware, your child has been invited to take part in transition days on 3rd and 4th of July.

At Richard Lander we encourage our students to enjoy learning, we love to celebrate success and want to treasure the memories the students make engaging in the many activities available to them during their 5 years at school. Whenever possible we capture these moments and display them on our walls and our website in the form of videos and images.

We would very much like your permission to include your child in one of these moments. Every year we take footage of the Yr6 induction days and produce a short film which will be shown to all parents on the evening of the 5th July. We also keep the images and videos as the first of many mementoes during your child's five year journey at RLS which will then be used in their Year Book when they leave school at the end of Year 11 (2023). The school would also like to keep these resources beyond the 5 years that students are with us for a lasting record of the time the children spent at our school.

As per the Image Policy staff and students use school equipment to take photographs and video. Unfortunately students without consent will not be included in the footage. Consent can be revoked at any time by either a parent or student.

On the **Richard Lander School Year 6 Transition Days: 3rd July– 4th July 2018** we request your permission to take the following:

- Photographs of the induction days for in school printed material which could include wall displays and the school prospectus.
- Photographs and video of the induction days for school media - the school website and bulletin, newsletter for Year 6 students in 2019, film for Yr6 parents induction evening 2018, for use in the yearbook for students leaving in 2023.

Student name

Parent signature

Date

Student signature

Date

We understand that some students will not want to be photographed in which case we will politely ask these students to stand out of any group photos that we take. Consent can be refused or withdrawn at any time. If consent is withdrawn, we will delete the photograph or video and not distribute it further. For further information please see Use of Images Policy, Data Protection Policy and Privacy Notice on the school website.

Be the best you can be

