



Twyford C of E School

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Dear Parents

PHOTOGRAPHS

Your son or daughter may be photographed during their time with us for a variety of reasons. We may use these images to track and record your child's progress, in our schools prospectus or in other printed publications that we produce, newspaper articles, displays etc as well as on our website. We may also make video or webcam recordings for monitoring or other educational use.

It is important for everybody's safety that we are clear about how we use these images.

- We will not use the personal details or full names (which means first name **and** surname) of any child or adult in a photographic image on video, on our website, in our school prospectus, on social media or in any of our other printed publications.
- We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus, on social media, or in other printed publications.
- If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption.
- If we name a pupil in the text, we will not use a photograph of that child to accompany the article.
- We may include pictures of pupils and teachers that have been drawn by the pupils.
- We may use group or class photographs or footage with very general labels, such as "a science lesson" or "making Christmas decorations".
- We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

The school welcome anyone who is interested in the life of the school to connect with us on the various social media sites or via our school website. We will not identify children featured in photographs used on any social media connected with school.

It goes without saying that we are very responsible in how we use these photographs. However, if you do not wish your child to be photographed, please could you send a letter to me, stating which form of use you wish your child's photograph to be excluded from. Would you also inform your child of your wish so that they are aware of why their photograph may not always be taken. This letter will remain on file for the time that your child attends this school.

Yours sincerely

JUDITH FOSTER
Headteacher