

Mrs L Salter
Head Teacher

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Bower Grove School
Fant Lane
Maidstone
ME16 8NL

Dear Parent/carer

We have included a form to give your permission for the use of your child's image at school. This form needs to be completed, signed and **returned to school by Monday 14th January 2019.**

This letter explains why we need to ask for your consent before we take photographs of your child during their time at Bower Grove School. Generally, photographs are a source of pleasure and pride. We believe that the taking and use of photographs can enhance the self-esteem of children and their families and therefore is something to be welcomed and appreciated.

We may take photographs for a number of reasons while your child is with us, including:

- documenting and recording educational activities
- recording their learning and developmental progress
- recording and celebrating special events and achievements

We will also encourage children to be active learners, and to become involved in using cameras themselves by taking photos of their surroundings, activities and of each other.

We recognise that with the increased use of technologies, particularly digitally and online, the potential for misuse has become greater and we understand that this can give rise to concern. We will endeavour to put effective safeguards in place to protect children and young people by minimising risk.

Some families may have reasons why protecting a child's identity is a matter of particular anxiety. If you have special circumstances either now or at any time in the future which would affect your position regarding consent, please let us know immediately in writing.

We have a specific policy regarding the use of images and our online safety policy includes information about the safe use of mobile phones and personal devices. You are welcome to view or take a copy of these policies at any time.

To comply with the General Data Protection Regulations (GDPR) and the Data Protection Act, we need your permission before we can photograph or make any recordings of your child. If your child is old enough to express their own view, you may want to consult with them about categories of consent, and we invite you to use this letter to explore their feelings about being photographed at the school.

Please do not hesitate to contact me should you have any queries.

Yours sincerely,

A handwritten signature in blue ink that reads "L. Salter". The signature is written in a cursive, slightly slanted style.

Mrs L Salter
Headteacher