



# Manor Green Primary Academy

'We are the future - the world is in our hands.'

Principal: Mrs. D. Warren  
Vice Principal: Mr. S. Mycroft

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Facebook: [www.fb.com/ManorGreenAcademy](https://www.fb.com/ManorGreenAcademy) Twitter: [@MGPAcademy](https://twitter.com/MGPAcademy)

## Image Consent Form and use of Twitter

Dear Parents/ Guardians,

We often like to take photographs of the children at our school 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 school.

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 academy's secure Twitter pages

We may also make video/ webcam recordings for school-to-school training, monitoring or other educational use.

Very occasionally, we may send images to the news media, or our school may be visited by the media who will take their own photographs or film footage. Pupils will often appear in these images. The news media may use the images in printed publications (including local or national newspapers), on televised news programmes or on their website. In this situation, permission from the school will always be sought and no full names will be used.

We have whole class photos taken by an external company on an annual basis. These photos are only available in print form and are ordered via school. Please indicate on the form if you DO NOT want your child to be included in their annual official class photo.

**Twitter:** Manor Green Primary Academy has a Twitter page, as does each class. Images and 'tweets' from the class pages may be used in our weekly newsletters. In order to keep our children safe, both at our academy and online, we have a set of Twitter rules which we all follow.

At Manor Green, each Twitter account is the responsibility of the teacher(s) in charge of that class. The main academy account, @MGPAcademy, is owned and managed by members of the senior leadership team. Photographs must not have individual children's full names in them, only initials or first names may be used.

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

Conditions of use:

1. Your consent is valid for the period of time your child attends our academy, or until a subsequent form completed and signed by the parent is submitted. Please write to the academy if you wish to withdraw consent at any time.
2. The images we take will be of activities that show the academy and children in a positive light. We may use group or class photographs or footage. Children's full names will not be used.
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 initial intended purposes.
6. We recognise that parents, carers and family members will wish to record events. Manor Green is 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.

**'Care, Share, Fair, Dare, Healthy & Happy'**



Part of the Focus Academy Trust



Please tick to indicate whether or not you give consent for your child's photograph to be used.

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

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

I **DO NOT** give permission for my child to be included in the annual official class photo.

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.

**This form should be signed and returned by Monday, 22<sup>nd</sup> October 2018.**

I have read and understood the information and agree to adhere to the terms and conditions.

Name of child: \_\_\_\_\_

Class (as of October 2018): \_\_\_\_\_

Parent or carer signature: \_\_\_\_\_

Name (in block capitals): \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_