##

**PARENTAL PERMISSIONS FORM**

## *Please read the following important information and complete the parental permissions attached as appropriate*

## IMAGES OF CHILDREN

In order to comply with the General Data Protection Regulation (GDPR, 2018), we require your permission before we can photograph or make any recording of your child.

From time to time we would like to take photographs, or make video or webcam recordings of children at school. These images might be used in various school publications that we produce as well as our website and the West Sussex County Council website.

Photographs, video or webcam recordings may be taken of pupils at school (eg a winning school team photographed and/or for use in the local press). The images may be used in a publication to the general public.

**The school policy on using images of children is:**

1. The school may use your child’s photograph in the school prospectus and other printed publications that are produced for promotional purposes by the school.
2. The school may use your child’s image on our school website/ intranet.
3. Your child’s photograph/video may be used in local newspapers, in television reports and on media websites.
4. Your child’s photograph/video image may be taken at performances by other parents or invited guests (eg school play, sports day).

# Images of children – Conditions of use

1. This form is valid for the period of time that your child attends this school.
2. We will not re-use any photographs or recordings after your child leaves this school.
3. We will not use the personal details or names (which mean first name and surname) of any child or adult in a photograph on our website, in our school prospectus or in any of our other printed publications.
4. We will not include personal email or postal addresses, or telephone or fax numbers on our website, in our school prospectus or in other printed publications.
5. If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption.
6. If we name a pupil in the text, we will not use a photograph of that child to accompany the article.
7. We may include pictures of pupils and teachers that have been drawn by the pupils.
8. We may use group or class photographs or footage with very general labels, such as “science lesson” or “making Christmas decorations”.
9. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.
10. If images are taken by local press/media, or parents/guests, the school will not have control of these images.

## RELIGIOUS EDUCATION & COLLECTIVE WORSHIP

Manor Field is not a ‘faith school’ and as such does not promote inclusion with any particular religion. However, as part of the National Curriculum, your child will participate in Religious Education lessons and Collective Worship. The school follows Government guidelines which require the Collective Worship element to be broadly Christian. Examples of Collective Worship would be attendance at a Christmas Assembly at St Andrews Church, an Easter assembly in school led by a local Reverend.

Parents have the right to withdraw their child from these Religious Education lessons and Collective Worship, but we hope that all our pupils will be able to participate fully. If you should wish to discuss the programme and material with the staff involved, please contact your child’s class teacher who will be happy to help.

# Lifetime Permission for short local outings

As part of our whole school curriculum, our educational visits programme may include trips on foot to local places of interest. In order to minimise the amount of permissions slip required and possible delays for these short and local outings, the school would prefer all parents to provide lifetime permission for these type of visits. For whole day outings which require any type of transport and visits further away, you will be asked to complete a separate consent form and perhaps asked to make some voluntary financial contribution towards the cost.

**USE OF THE INTERNET AT SCHOOL**

As part of the school’s ICT programme, pupils are offered access to the internet. Parental consent is required before pupils are permitted to use the internet.

**PARENTAL PERMISSIONS FORM**

I have read and understand the information supplied and give parental permissions in relation to Images of Children, Religious Education and Collective Worship, Short Local Outings and Use of Internet at school as follows:

***\*please delete accordingly***

I **\*GIVE CONSENT / DO NOT GIVE CONSENT\*** to images of my child being published while they attend Manor Field School on the school website and class dojo.

I **\*GIVE CONSENT / DO NOT GIVE CONSENT\*** to images of my child being published while they attend Manor Field School in the school newsletter.

I **\*GIVE CONSENT / DO NOT GIVE CONSENT\*** to images/video of my child being published while they attend Manor Field School in the local press or on media websites.

I **\*GIVE CONSENT / DO NOT GIVE CONSENT\*** tomy child participating fully in Religious Education while they attend Manor Field school.

I **\*GIVE CONSENT / DO NOT GIVE CONSENT\*** to my child participating fully in Collective Worship while they attend Manor Field school.

I **\*GIVE CONSENT / DO NOT GIVE CONSENT\*** for my child to take part in short outings to Burgess Hill and places of local interest (within a 5 mile radius) while they attend Manor Field School.

I **\*GIVE CONSENT / DO NOT GIVE CONSENT\*** for my child to use the school internet.

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| --- | --- |
| **PUPIL’S NAME**  |   |
| **CLASS** |   |
| **PARENT’S / CARER’S NAME** |  |
| **SIGNATURE** |  | **DATE** |  |

Head Teacher: Miss Daisy Bailey

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