**Calder Primary School**

**Local Visits, E-Safety and Photograph Permission**

Dear Parents/Carers,

We ask parents to complete the attached consent slip to enable us to take our pupils out within our local area, such as to the church or for an environmental walk during the school day and to give permission for staff to take photographs and videos of your child. We also ask you to sign to confirm that you have read and agreed to our ICT Acceptable Usage agreement. Once we have your reply on our system the information will remain there for the entire time your child is at our school.

 Of course, if you want to amend your permission at any time in the future then please let us know in writing. Further information about each of the categories for which we seek consent is given on the reverse of this letter. Please read this carefully before completing and returning the slip below.

Yours sincerely,

Kate Lambert

Headteacher

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**Local Visits, E-Safety and Photograph Permission**

Pupil Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I give permission for (please tick – leave BLANK if you do NOT give your permission):**

 Local visits within walking distance of the school site

 A photograph or film of my child to be used for the purposes outlined overleaf

**ICT and E-Safety**

 I have read and discussed the Acceptable Use Agreement (see overleaf for more

information) with my child and confirm that s/he agrees to follow the e-Safety rules

and support the safe use of ICT at Calder Primary School

Signed: ………………………………………………………….. Date: …………………………………………

**Further Information**

**Local Visits**

From time to time classes will be taken out of school for a visit in the immediate locality, eg down to the church, a walk, environmental studies etc. Rather than contact you each time, we ask that you give permission for your child to take part in these as they occur. This helps teachers take children out on planned visits at short notice. Obviously for visits further afield, a separate letter and permission slip will be sent out.

**Photographs and Filming**

We need your permission to take and use photographs of your child for school purposes. Photographs may appear in our newsletter, on our school website and twitter feed, in the local press and in displays around school. Children’s surnames will not be used along with the photographs. We also take short films using school cameras in lessons, which we include in displays, on our school website and on our school twitter feed.

**ICT and e-Safety**

ICT, including the use of the internet, e-mail and mobile technologies has become an important part of learning in our school. We expect all children to be safe and responsible when using ICT in school. To this end we have produced an ‘Acceptable Use Agreement’ which sets out the rules which all pupils are expected to follow. Please take the time to read the agreement and discuss it with your child.