**Annual Permission Form 2022 -2023**

This form comes in 2 parts; the first is for you to keep to refer back to as it explains the consents that are needed for your child for the upcoming academic year. The second is for you to complete and return to the class teacher.

1. For the school to take images/videos of pupils to use in the ways listed below.
2. To access remote learning, including ZOOM, Seesaw, Microsoft teams and Evidence for Learning.
3. For you as a guardian to provide a password if someone other than yourself is to collect your child.

**Please note the following important information before signing this form**

**Images/ Photographs of Pupils**

1. We will not re-use any images or video after your child leaves this school.
2. We will not include personal email or postal addresses or telephone numbers in any of our printed or electronic publications
3. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.
4. When we use an image of a child in a publication, no name will be used.
5. When we use a name of a child in a publication, no image will be used.

***Please note:***

*Any images that are in permanent displays or publications may remain after your child has left.*

*We cannot guarantee that your child will not be photographed or videoed by other pupils or parents on school premises i.e. on Sports days, at special events where parents are invited, or whilst on school trips, etc.*

*It is sometimes necessary to take images/video of some pupils as part of the schools recording of curricular evidence but these will be placed in the pupil’s own work folder or stored on the school’s secure server and not displayed.*

**Password request**

The majority of Mayfield pupils travel to and from school using educational transport. We have a small number of parents who collect their child from school. On occasion parents may wish for their child to be collected by another person who does not have parental responsibility, whether this is a regular occurrence or a single occurrence, this must be put in writing to the school.

Staff members who are unsure of an adult’s identity will never allow the pupil to leave the school premises and therefore will not release the pupil until contact has been made with parents or parents will be required to collect their child.

A password will be requested every time a pupil is to be collected by someone other than the named guardian(s). This will be used by both parties (member of staff in charge & person collecting the pupil) to ensure the identity, this will then be relayed to the receptionist (if pupil is to be collected from the reception) and a member of pastoral team.

**Refreshing your Consent**

This form is valid for the entire academic year – it will be updated on an annual basis. Where you would like to amend the provisions for which consent has been provided, you must submit your request in writing to the Head Teacher. A new form will be supplied to you to amend your consent accordingly and provide a signature.

**Withdrawing your Consent**

Parents have the right to withdraw their consent at any time. Withdrawing your consent will not affect any trips/other off-site activities that have occurred prior to withdrawal. If you would like to withdraw your consent, you must submit your request in writing to the Head Teacher.

***We collect and use personal data in order to meet the legal requirements and legitimate interests set out in the General data Protection Regulations (GDPR) and UK Law. We do not store personal data indefinitely; data is only stored for as long as it is necessary to complete the task for which it was originally collected.***

**If you need any more information or would like to discuss anything in further details please feel free to contact a member of staff and they will be happy to assist you.**

**Please complete the following and return in the ENVELOPE provided to school teacher ASAP.**

|  |  |
| --- | --- |
| **Child Name** |  |
| **Class group** |  |

**Photograph**

|  |  |  |
| --- | --- | --- |
| I am happy for the school to take images/video of my child.  | **Yes** | **No** |

|  |  |  |
| --- | --- | --- |
| ***Please choose your preferences:*** | **Yes** | **No** |
| I am happy for images/video of my child to be used on the ‘**School Website/Social Media Accounts**’ |  |  |
| I am happy for images of my child to be used in the **‘School Newsletter/Prospectus/Other promotional printed material** |  |  |
| I am happy for images/video of my child to be used internally on **‘Display boards/TV’s/Staff or Parent training videos in school’** |  |  |
| I am happy for images of my child to be used by **‘Local or National Press’** |  |  |

**Remote learning access**

|  |  |  |
| --- | --- | --- |
| I am happy for my child to access remote learning using a web camera: including Zoom, Seesaw, Microsoft teams and Evidence for learning | **Yes** | **No** |

|  |  |  |
| --- | --- | --- |
| I have read and understood all that has been asked in this form | **Yes** | **No** |

If NO was ticked, please speak to a member of staff for some clarifications.

***Please sign and return the form:***

|  |  |
| --- | --- |
| **Parent/Carer’s signature:** | **Date:** |
| **Name** (in block capitals): |

*Please remember you have the right to withdraw consent at any time.*