



## Hartley Primary Academy

Information to be read and completed by  
Parents/Carers and returned to the School Office

A copy of all these documents can be found on the Academy website:

[www.hartleyprimaryacademy.org.uk](http://www.hartleyprimaryacademy.org.uk)

**Name of Pupil:** .....  
(Please print name)

**April 2017**



# Parental Agreement

**I accept on behalf of my child (full name) ..... the place offered at the Academy and I hereby undertake:**

1. To ensure that they attend school regularly and punctually. Absences should be rare occurrences. It is not appropriate to take children out of school for birthday treats, day visits for example, to theme parks.
2. To co-operate with the Academy in ensuring that they conform at all times to school requirements concerning uniform, dress code and appearance.
3. To work with the Academy to maintain and improve academic standards.
4. To support the Academy by overseeing Home Learning set by the class teacher.
5. To support the Academy in matters of discipline.

**Signature of all persons with parental responsibility:**

.....  
(Signature)

.....  
(Name)

.....  
(Signature)

.....  
(Name)

Date: .....



## Code of Conduct for School Visits

For every school visit arranged, we will send letters home to parents providing details of each trip and will seek your consent.

**Please read the following conditions and sign as indicated:**

- I understand that it is the responsibility of the parent to advise the Academy of any changes in the information given on this form.
- I understand that my child's behaviour whilst on visits should be of the same high standards expected whilst at school. If their behaviour is not acceptable and it is deemed necessary for them to return home early from a visit then I understand that we, as parents, will be expected to pay any financial consequences. Parents may be asked to collect their child from a school visit if this is the case. The child may then be prevented from taking part in other visits for a set period of time.
- I understand that if a pupil has been suspended from school, temporarily or permanently, then they are not allowed to take part in any trip during their exclusion period. As with pupils banned from visits, the Academy will not be expected to refund costs to the parents.
- If a non-returnable deposit has been requested I understand that in the event of my child no longer wishing to participate in a trip or visit that the deposit will be forfeited. Where payments for residential visits are due on scheduled dates I understand that late payments **must** be agreed by the school otherwise the place may be withdrawn and the deposit lost.

**Signed:** .....  
(Person with Parental Responsibility)

**Date:** .....



## Information to parents about using photographic images of children

To Parents of Children at Hartley Primary Academy,

This letter explains why we need to ask you for your consent to any photographs of your child or young person while at school/setting or youth establishment. When you have read the letter, you should fill in and return the form attached to let us know your wishes.

Generally, photographs for school and family use, and those that appear in the press are a source of pleasure and pride. We believe they can enhance self esteem for children and young people as well as their families and so are to be welcomed.

In an age in which digital technology has vastly increased the use and potential misuse of photography and there has been publicity surrounding concern about filming school events we believe you should understand the risks and weigh the chances of a child being identified by a photograph in the local press or on a web site and as a result being targeted for abuse.

On advice from the Kent Police, the Kent Local Authority and others, we have taken the view that the risk of a child being identified by a stranger is so small that, providing reasonable steps are in place in terms of school security, planning to ensure an appropriate photograph, and to protect the full name and contact details of children, the practice of photography for school events by families and the media, should continue. In any case, the widespread use of mobile telephones as digital cameras would make banning virtually impossible to impose and police.

The DCSF broad rule of thumb for schools is that "if the pupil is named, avoid using the photograph. If the photograph is used, avoid naming the pupil". For our own school publications, we will follow this advice for photographs to be used for circulation beyond the school. The press, however, like to reflect the local community by naming children who appear, and may decline to photograph events if this facility is denied to them.

We are mindful of the fact that for some families, there may be reasons why a child's identification is a matter of particular anxiety, and if you have special circumstances either now, or at any time in the future which would affect or change your consent on this issue, you need to let your child's class teacher know.

If your child is old enough to express their own view, you may want to consult with them about the categories of consent, and we invite you to use this letter to explore their feelings about being photographed at school.

**Please complete the form attached.**



## **Hartley Primary Academy – Permission to photograph your child**

Occasionally, we may take photographs of the children. We may use these images in our publicity or the schools/setting prospectus or in other printed publications as well as on our website. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

From time to time, our school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Pupils will often appear in these images, which may appear in local or national newspapers, websites or on televised news programmes.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child. Please answer questions 1 to 4 below, then sign and date the form where shown.

### **Please return this completed form to the School Office, Hartley Primary Academy**

1. May we use your child's photograph for displays around the school?

**Yes / No**

2. May we use your child's image and video clips (unidentified\*) on our website and on those sites within the Leigh Academies Trust?

**Yes / No**

3. Do you consent to your child being photographed or filmed in press events agreed by the school?

**Yes / No**

**Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.**

**\*Unidentified above means we will only use the first name.**

**Please also note that the conditions for use of these photographs follow.**



## Conditions of School Use

1. This form is valid for five years from the date you sign it, or for the period of time your child attends this school or setting. The consent will automatically expire after this time. It is your responsibility to let us know if you want to withdraw or change your agreement at any time.
2. We, Hartley Primary Academy, will not use the personal details or full names (which means first name and surname) of any child in a photographic image on video, on our website, in our School Prospectus or in any of our other printed publications.
3. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our School Prospectus or in other printed publications.
4. If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption, unless we have your agreement.
5. If we name a pupil in the text, we will not use a photograph of that child to accompany the article.
6. We may include pictures of pupils and teachers that have been drawn by the pupils.
7. We may use group or class photographs or footage with very general labels, such as "a science lesson" or "making Christmas decorations".
8. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.
9. **As the child's parents/carers, we agree that if we take photographs or video recordings of our child/ren which include other pupils, we will use these for personal and family use only.**

I/we understand that where consent has not been obtained from the other parents for any other use, we would be in breach of the Data Protection Act 1998 if we used our recordings for any wider purpose.

### (KCC Guidance)

**Child's Name:** .....

**Signed:** .....  
(Person with Parental Responsibility)

**Date:** .....



## Responsible Internet Use

As part of your son's/daughter's curriculum and the development of their ICT skills, the Academy is providing supervised access to the Internet. We believe that the use of the Internet and e-mail is worthwhile and is an essential skill for pupils in the modern world. Please would you read the 'Think then Click' rules which are in your pack and explain them to your child and return the consent form signed so that your child may use the Internet at school. Please also refer to our E-Safety letter.

Although there have been concerns about pupils having access to undesirable material, we take positive steps to deal with this risk at Hartley Primary Academy.

Our Internet Provider operates a filtering system that restricts access to inappropriate materials.

Please contact Mrs Lambourne if you wish to discuss these issues further.

## Parent's Consent for Internet Access

I have read and understood the 'Think then Click' rules and give permission for my son/daughter to access the Internet.

I understand that the Academy will take all responsible precautions to ensure pupils cannot access inappropriate materials.

I understand that the Academy cannot be held responsible for the nature or content of materials accessed through the Internet.

I agree that the Academy is not liable for any damages arising from use of the Internet facilities.

**Signed:** ..... **Date:** .....

**Print Name:** .....

## Parent's Consent for Web Publication of Work and Photographs

I agree that, if selected my child's work may be published on the Academy Website ([www.hartleyprimary.org.uk](http://www.hartleyprimary.org.uk))

**Signed:** ..... **Date:** .....

**Print Name:** .....