



## Holly Lodge Primary School

9<sup>th</sup> May 2019

Dear Parents/Carers

I am writing to you to invite your child into Kings International College for a day of lessons and activities focused on Maths and Technology on **Monday 24<sup>th</sup> June 2019**. This is an introduction to the school for students from local primary schools.

The event will take the format of a shortened school day and will run from 9.30am until 2:30pm. Students can be dropped off anytime between 9.00am and 9.30am and collected from the main entrance to the school at 2.30pm. Parents are invited to join them from 2:00pm in the school hall, so that they can be part of the presentations and see some of the work that the students have completed during the day.

**Pupils will need to take a packed lunch**, however other refreshments will be provided throughout the day. Please note that for this visit, transport will not be provided by Holly Lodge or Kings International College. For pupils who are unable to attend, arrangements will be made for them to join other year groups in school for the day.

**Please return the reply slips to Holly Lodge no later than Friday 14<sup>th</sup> June.**

Yours sincerely,  
Mark Smith  
Year 5 Teacher

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**Holly Lodge Reply Slip: Kings International Maths and Technology Day 24<sup>th</sup> June 2019**

I give permission for ..... Class.....

To attend Kings International College for the experience day on 24<sup>th</sup> June 2019

I have arranged for my child to be dropped off at Kings International between 9.00am and 9:30am.

I have arranged for my child to be collected from Kings International at 2.30pm by

.....

I am unable to arrange to drop off and collect my child at Kings International College. My child will remain in school on this day.

My child has:

No dietary requirements

The following dietary requirements (including allergies, religious reasons, NOT personal dislikes)

.....

Emergency contact no. on the day:..... Signed (Parent/Guardian) .....

**FORM OF PARENTAL CONSENT FOR A CHILD TO TAKE PART IN AN EDUCATIONAL VISIT OR COLLEGE JOURNEY**

**Student's Name:** \_\_\_\_\_ **School** \_\_\_\_\_

A visit to: Kings International College

On: 24<sup>th</sup> June 2019

I wish my son /daughter to be allowed to take part in the above mentioned visit, and having read the information sheet, agree to him/her taking part in all or any of the activities described therein.

I certify that as far as I am aware my child is medically fit\* to undertake this journey and associated activities and there are no known health reasons why he/she should not take part. I authorise medical treatment to be provided should this become necessary during the course of the visit.

I understand that those supervising my child are in loco parentis and must exercise a standard of care that would be expected of a reasonably prudent parent. The County Council will not be responsible for personal injury or any other damage or loss unless it is negligent.

**\* Please give details if your son/daughter suffers from any medical condition which, whilst not affecting his/her ability to undertake this journey, you consider the Party Leader should be made aware.** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of parent/carer: \_\_\_\_\_ Date: \_\_\_\_\_

Name of parent/carer in BLOCK CAPITAL:

\_\_\_\_\_

Emergency contact no: \_\_\_\_\_

Dear Parent/Carer

### Using Photographic Images of Children – Seeking Your Consent

This letter explains why we need to ask for your consent to any photographs that may be taken of your child while he or she is at College. When you have read it, please complete and return the form overleaf to let us know your wishes. (If you want a copy to keep, please write a note on the form and one will be sent to you).

Generally, photographs of children for College and family use, and occasionally for publication the local Press, are a source of pleasure and pride and so are to be welcomed.

However, we live in an age in which technology has vastly increased the use, and potential misuse, of photographs. In the recent past there has been concern about the possibility of a child being identified by a photograph in the Press, or in the filming of a College event, in case they are put at risk of being targeted for abuse.

Having taken advice from Surrey Police, Surrey County Council (the Local Education Authority) and other organisations we believe that the risk of a child being identified by a stranger is so small that, provided reasonable steps are in place to limit the publication of their names and addresses, photography of children at the College should continue, in line with the policy set out below.

### The College's Policy

Our policy is to broadly follow the Department for Education and Skills (DfES) advice: "If the pupil is named, avoid using the photograph. If the photograph is used, avoid naming the pupil." So we will **not** use children's full names alongside their photographs in the College's own printed publications, in video films or on our website. However, pupils' first names may be used, and their full names may be given in group situations where they cannot be linked to individuals in the photograph.

With regard to the Press, the College **will** allow local newspapers to take photographs of children, when appropriate, provided that parental consent has been given. Some newspapers insist that children's names must be published with their photographs. If not, they may decline to cover College events. Therefore we will normally give the children's full names (but not addresses) to newspapers. That is why it is important for you to tell us whether you have any objection. If you do object, the college will not allow your child to be photographed by the Press.

(Please note that the College will seek an undertaking that a child's name will not be used if their image is put on the newspaper's own website.)

Although it is fairly rare for television companies to visit the College, your consent for newspaper photographs would also apply to television images. However, children's names are normally not given on television and we would seek specific permission from you if your child's name were to be used.

Please now complete and return the form overleaf. If you would like to discuss these matters in more details, please talk to your child's tutor or another member of staff. In future you should wish to change your decision on whether to give consent, you can do so at any time.

Yours sincerely



Mrs J Langley  
Head of College



Name of Parent/Carer:

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PLEASE PRINT

Name of Child:

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PLEASE PRINT

Sometimes we take photographs of children either at College or when they are involved in organised activities away from the College site. We may use the pictures in College publications, such as the prospectus, and on our website. We may also make video or web cam recordings for use by the College. To comply with the Data Protection Act 1998, we need your permission to photograph or make any recordings of your child.

Occasionally, the College may be visited by the news media (usually local newspapers) to take photographs or film of an event at the College. Students will often appear in these images, which will be published in local newspapers or even broadcast on television.

More details of the College's policy on photography are set out overleaf. If your child is old enough to express their own view, we would encourage you to discuss the matter with them.

Please answer questions 1 and 2 below, then sign and date the form where shown and return it to the college as soon as possible.

1. May we take photographs of your child and use them (unidentified by their full name):

- In College publications;
- On the College's website;
- On video or web cam?

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

**Please circle your answer: YES / NO**

2. Do you consent to your child being photographed by local newspapers and other news media, on the basis that their full names will be published along with the picture?

Please note that:

- a. newspapers will be asked to avoid using the child's name if their image is put on the newspaper's own website;
- b. this consent will also be taken to apply to television images, provided that your child is not named except with your specific agreement.

**Please circle your answer: YES / NO**

**DECLARATION:** I have read and understood the College's policy overleaf. My decision on whether to give consent will remain valid throughout my child's time at the College, unless I notify the College to the contrary in writing. I promise that if I, or members of my family, take photographs or video recordings at a College event, these will be kept for family use only.

Signed: \_\_\_\_\_ (Parent/Carer)

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