



### Taking and using photographs and videos

We are proud of our learning at Wellsway School and enjoy sharing the successes of our students and staff. We do this within our school and trust using digital and print displays and in the wider community via our newsletter, on our website and social media. We also believe positive coverage of the school in the local and education press is an important means of celebrating the work we do.

For this reason, we sometimes take photographs and video of pupils. On some occasions, we will send images to local media outlets, or invite them in to film or photograph activities. Students may also be interviewed/recorded/photographed by the media, education providers and researchers, or by their hosts when on educational trips and visits.

We would like your consent to take images of your child, and use them in the ways described below. If you are not happy for us to do this, that is no problem – we will accommodate your preferences.

**You will find the following options on Insight Parental Portal. Please log in and indicate your consent as required before 18<sup>th</sup> October 2021.**

<ul style="list-style-type: none"> <li>• <b>Photo/video use school/Trust website</b></li> </ul>	<p><i>By ticking this, you are agreeing for your child's image/video to be used on our school website or Futura Learning Partnership website.</i></p>
<ul style="list-style-type: none"> <li>• <b>Photo/video use school/Trust prospectus/marketing materials</b></li> </ul>	<p><i>By ticking this, you are agreeing for your child's image/video to be used in our school prospectus or other marketing materials.</i></p>
<ul style="list-style-type: none"> <li>• <b>Photo/video use internal wall/digital displays</b></li> </ul>	<p><i>We have many displays around the school, which may include images of students, including digital displays. By ticking this, you are agreeing for your child's image/video to be used around the school on display.</i></p>
<ul style="list-style-type: none"> <li>• <b>Photo/video use school/Trust social media</b></li> </ul>	<p><i>The school and Trust use social media, including (but not limited to) Twitter and YouTube. By ticking this, you are agreeing for your child's image/video to be used on our school or Futura Learning Partnership social media accounts.</i></p>
<ul style="list-style-type: none"> <li>• <b>Photo/video use in releases to the media</b></li> </ul>	<p><i>We sometimes send press releases to the media, for example on results days. By ticking this, you are agreeing for your child's image/video to be sent to the media</i></p>
<ul style="list-style-type: none"> <li>• <b>Photo/video use school/Trust newsletter</b></li> </ul>	<p><i>By ticking this, you are agreeing for your child's image/video to be used in our school newsletter or Futura Learning Partnership newsletters.</i></p>
<ul style="list-style-type: none"> <li>• <b>Media interviews re school activities</b></li> </ul>	<p><i>By ticking this, you are agreeing for your child to be interviewed by the media or other external agencies, such as visitors to the school or on a school trip.</i></p>
<ul style="list-style-type: none"> <li>• <b>I do not consent to any photo/video use</b></li> </ul>	<p><i>Please let us know if you do not consent to any of the above by ticking this box.</i></p>
<ul style="list-style-type: none"> <li>• <b>Parental photo/video for personal use only/not social media</b></li> </ul>	<p><i>We know families also like to photograph or video their children's successes at school; for example, at plays and performances or award presentations. It is important that any images are for personal use only and are not shared online or via social media.</i></p>
<ul style="list-style-type: none"> <li>• <b>Photo/video use after leaving school</b></li> </ul>	<p><i>By ticking this, you consent to your child's image continuing to be used once they have left school. We would only use this for the options you have consented for above.</i></p>

If you change your mind at any time, you can let us know by emailing enquiries@wellswayschool.com or by calling the school on 0117 9864751.

If you have any other questions, please get in touch.