



21 November 2017

Dear Parent(s)/Carer(s)

**Digital Skills Show – Tuesday 5 December 2017**

Your child has expressed an interest in The Digital Skills Show taking place on **Tuesday 5 December 2017 at the National Videogame Arcade, Nottingham**, which is aimed at year 7 and 8 students from Nottingham City schools.

The event is organised by Futures Advice, Skills and Employment and will provide students with careers inspiration about future job roles in the digital sector, which will be explored in workshops and through practical activities.

We have been allocated thirty places for this event and your child has been selected by drawing their name from a hat.

We will be travelling to and from the venue by coach, leaving school at around 10:30am and returning around 1:15 pm. Your child will be expected to attend wearing their school uniform and will need to bring a packed lunch. If your child is in receipt of Free School Meals, this will be provided by the school.

Futures Advice, Skills and Employment may also wish to photograph, video or use some narrative your child may have spoken about for internal, external local, regional or national information, websites or publicity purposes. As you may be aware, in accordance with our safeguarding policy we require your consent for your child's image to appear online, in print or featured in any other media and enclose a consent form for your completion and return.

The only cost for this trip is for transport and we are asking for a £2 donation (£1 if you child is in receipt of Free School Meals) to contribute towards travel expenses.

Please complete and return the attached reply slip below by Friday 1<sup>st</sup> December. If we do not hear from you by this date, we will offer your child's place to another student.

If you have any queries, or would like to discuss this further, please do not hesitate to contact me.

Yours faithfully,

Philippa Barrett  
Careers Coordinator

**Please complete and return to the School Office by Wednesday 29 November 2017**

**Digital Skills Show – Tuesday 5 December 2017**

Student Name: \_\_\_\_\_ Tutor group \_\_\_\_\_

- I consent/do not consent\* to my child attending the Digital Skills Show.
- I enclose a donation of £2/£1\*
- I will provide my child with a packed lunch.
- My child is in receipt of Free School Meals and will require a packed lunch provided by the school.
- I consent/do not consent\* for my child to have their photograph/video taken or any narrative published for the purpose of media/marketing publications and enclose a completed Image Rights Consent Form\*.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Parent Name \_\_\_\_\_

\*Please delete as appropriate

# Parental permission form

Dear Parent(s)/Carer(s),

We are writing to request your permission for image rights for the event outlined below.

Whilst you may have already given general permission for image rights at the start of the academic year, we will always seek additional written consent if a child's image or name is to appear online, in print or is featured in any other media.

This includes (but is not limited to) school websites, Twitter, marketing materials, media outlets and public appearances. If a photograph is used, we will not associate the child's name with the image in any way unless a specific request has been made by us. This includes captions, annotations on the image and the written text associated with the image.

<b>Event Title</b>	
Digital Skills Show	
<b>Organising staff member and contact details</b>	
Mrs P Barrett contact@nottinghamfreeschool.co.uk	
<b>Event description</b>	
Futures Advice, Skills and Employment	
<b>Type of media being used</b>	
<ul style="list-style-type: none"><li>• internal, external local, regional or national information</li><li>• websites</li><li>• publicity purposes</li></ul>	
<b>Where it will be published</b>	
<ul style="list-style-type: none"><li>• Website</li><li>• Possibly fliers</li></ul>	
<b>General information</b>	
None provided by Futures	
<b>Image and Name consent</b>	
Image and Name Consent Required Photograph/Video Consent Required Written Narrative and Name Consent Required	
<b>Consent</b>	
I give my consent to the use and publication of the media outlined above for this event.	
Signature	Print name
Relationship to child	Date

Thank you for your support in this matter.

Yours faithfully



Mrs Philippa Barrett  
Careers Coordinator

## Image rights — parental guidance

As a school we understand the importance of capturing and celebrating the achievements of our students.

Image rights can be a difficult area for schools as we have to find a balance between the safeguarding of children's images and identity, with the importance of celebrating achievement and sharing the rich and varied experiences our school communities offer.

The following statements outline our procedures and policy regarding the image rights of our students.

We will:

- Annually seek parental permission for a child to be photographed or videoed within the normal working life of the school.
- Always seek additional permission for a child to be photographed or videoed if those images might be used within the public domain.
- Never use personal equipment to take photos and recordings of children and use only cameras or devices belonging to the school or organisation. This includes personal mobile telephones.
- Only take images of children that the children themselves are comfortable with.
- Ensure images of children on websites are not accompanied by personal information, such as the name of the child unless specific prior consent has been sought from parents or guardians.
- State clear expectations of professional photographers or the press who are invited to an event. We will always make clear the organisation's expectations of them in relation to child protection.
- Not allow photographers or journalists unsupervised access to children.
- Not approve photography sessions outside a school event or at a child's home.