



27 November 2017

Dear Parent(s)/Carer(s),

I am delighted to advise your son/daughter has been chosen to represent Nottingham Free School at the 'Christmas in the City' concert on **Tuesday 12 December 2017** at the Nottingham Royal Concert Hall.

'Christmas in the City' is organised by the Nottingham Music Hub and is an annual festive celebration, where young people from city schools get the chance to sing together. The music will include a variety of contemporary and traditional songs. Your son/daughter has already been working towards this concert as part of their choir enrichment.

The concert starts at 7pm and expected to finish at 9.30pm, however we will be required to have a rehearsal at the Royal Concert Hall which means your child will have to leave school during the afternoon and remain at the venue. They will be travelling to the Concert Hall by our school mini bus, accompanied by myself, however arrangements will need to be made to collect them at 9.30pm. If you are not able to pick them up I'm afraid they will not be able to take part in the concert.

There is no cost incurred for this trip, however your son/daughter will require a packed tea so they are able to eat before the concert. If your son/daughter is eligible for Free School Meals, the school will provide this. Students will need to attend the concert in their school uniform.

If you would like to attend the concert, tickets are available through the Royal Concert Hall Box Office website: <https://trch.co.uk/whats-on/christmas-in-the-city/>.

The Nottingham Music Hub have also asked if they can photograph your child for the purpose of 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.

Please can you also complete the attached reply slip and return it to the school office by Friday 24 November.

Yours faithfully

Miss L Wilson
Teacher of Music

Nottingham Free School | The Courtaulds Building, 290 Haydn Road, Nottingham NG5 1EB
Telephone: 0115 896 4949 | Email: contact@nottinghamfreeschool.co.uk | Website: www.nottinghamfreeschool.co.uk
Executive Head Teacher: John Tomasevic BA (Hons) Econ, MEd, NPQH, NLE | Head of School: Jenny Brown BSc (Hons), PGCE, NPQH

Please return to Miss Wilson by Friday 1 December 2017.

Christmas in the City Concert – Tuesday 12 December 2017

Student Name _____ Tutor: _____

- I consent/do not consent* for my son/daughter to attend the Christmas in the City concert.
- I consent to my child leaving school early to attend the rehearsal.
- I am aware I will need to make arrangements to collect my son/daughter from the Nottingham Royal Concert Hall at 9.30pm.
- I will provide my child with a packed tea to take to the concert.
- My child is in receipt of Free School Meals and will require a packed tea provided by the school.
- I consent/do not consent* for my child to have their photograph taken for the purpose of media/marketing publications and enclose a completed Image Rights Consent Form*.

Parent Signature _____ 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.

Event Title	
'Christmas in the City' concert	
Organising staff member and contact details	
Miss L Wilson contact@nottinghamfreeschool.co.uk	
Event description	
Christmas Concert	
Type of media being used	
<ul style="list-style-type: none">• internal, external local, regional or national information• websites• publicity purposes	
Where it will be published	
<ul style="list-style-type: none">• Website• Nottingham Music Hub Twitter and Facebook accounts.	
General information	
Nottingham Music Hub will be taking photos of the concert. They may use these photos to promote the event next year or on their Twitter and Facebook accounts.	
Image and Name consent	
Image and Name Consent Required Photograph Consent Required	
Consent	
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



Miss L Wilson
Teacher of Music

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.