

25th September 2017

Dear Parent/Carers of all pupils at Woodlands Academy

Re: PERMISSION TO PHOTOGRAPH PUPILS

We are sending you this letter because we need to up-date our records regarding your permission for us to photograph your children whilst they are with us at Woodlands Academy. This is so we can celebrate our achievements by publishing photographs of events which take place in school.

We need your permission to publish photographs in the following locations:

- ❖ School Website
- ❖ Public displays in the school, e.g., outside the school office in our waiting area
- ❖ Publicity on external sites such as leaflets and posters advertising our school.

We are asking you to respond to this letter **ONLY IF YOU DO NOT WISH YOUR CHILD/CHILDREN TO BE PHOTOGRAPHED BY US.**

Unless we hear from you, we will assume that you are giving us consent to use the photos for the above purposes either in school, or externally.

Please do write to let us know only if you do **NOT** wish us to use your child's/children's photographs. Thank you for your help with this.

Yours sincerely,

Ms. H. Rana
Head Teacher

