

Normanby Primary School

NORMANBY PRIMARY SCHOOL COMBINED BIENNIAL CONSENT FORM

Updated May 2021

Last updated: 5th May 2021

Name of Parent/Carer:			Signature of Parent/Carer:		
Name of Pupil:		Year Group:		Date:	

Providing your consent: Declaration. I understand Consent is refreshed on a biennial basis and I will be required to re-provide consent where any circumstances change and I can amend or withdraw my consent at any time and must do so in writing to the Head of School:

- Why my consent is required.
- The reasons why Normanby Primary School uses images and videos of my child.
- Which other organisations may use images and videos of my child.
- I have provided my consent above as appropriate, and the school will use images and videos of my child in line with my requirements.
- Which other organisations may send me marketing material.
- The conditions under which the school will send me marketing material.

I provide consent to:	Yes	No
Using images and videos of my child on the school website and marketing material, e.g. school newsletter		
Using images and videos of my child on social media, including the following, these may include the Christmas Production, Sports Day, Twitter, Facebook etc.		
The local media using images of my child to publicise school events and activities, these may include the Christmas Production, Sports Day (only including the organisations outlined above).		
Receiving information about events and activities at school; I provide consent to:	Yes	No
Receiving marketing and communication material from the following organisations within the school: The PTFA, The governing board, The Leadership Team via email or in printed copy. For example; newsletters from school - Information on school closure due to snow, bubble closure due to illness is shared with all families and carers.		
Receiving marketing material from the third-party organisations, judged appropriate by the Head of School, by printed or electronic means. For example school photographs and summer clubs.		
Working with computers and the internet; I understand that my child:	Yes	No
Will use School and Cloud based systems to support learning, including email. This requires access to the internet. This supports our teaching in school and remote learning offer.		

Images and videos parental consent form

This form explains the reasons why and how Normanby Primary School may use images and videos of your child. Please read the form thoroughly and outline your agreement as appropriate.

Why do we need your consent?

Normanby Primary School requests the consent of parents on a biennial basis to use images and videos of their child for a variety of different purposes.

Without your consent, the school will not use images and videos of your child. Similarly, if there are only certain conditions under which you would like images and videos of your child to be used, the school will abide by the conditions you outline in this form.

Why do you we use images and videos of your child?

Normanby Primary School uses images and videos of pupils as part of school displays to celebrate school life and pupils' achievements; to promote the school on social media and on the school's website; and for other publicity purposes in printed publications, such as newspapers.

Where the school uses images of individual pupils, the name of the pupil will not be disclosed. Where an individual pupil is named in a written publication, a photograph of the pupil will not be used to accompany the text.

If, for example, a pupil has won an award and their parent would like their name to be published alongside their image, separate consent will be obtained prior to this.

Normanby Primary School may take images or videos of individual pupils and groups of pupils to use on social media, the school website, in school prospectuses and other printed publications, such as a newsletter.

Who else uses images and videos of your child?

It is common that the school is visited by local media and press, who take images or videos of school events, such as sports days. Pupils will appear in these images and videos, and these may be published in local or national newspapers, or on approved websites.

Parents, carers and other visitors may attend school for a range of reasons. If photography is allowed at these events, school will keep a register of individuals who choose to do so. School will give advice that these images are for personal use, and that images of other children must not be shared on social media.

The following organisations may use images and videos of your children:

- Evening Gazette
- BBC, ITV and other Television and Media Channels

Where any organisations other than those above intend to use images or videos of your child, additional consent will be sought before any image or video is used.

What are the conditions of use?

- This consent form is valid for the current academic year and for the following year.
- It is the responsibility of parents to inform the school, in writing, if consent needs to be withdrawn or amended.
- The school will not use the personal details or full names of any pupil in an image or video, on our website, in our school prospectuses or any other printed publications.
- The school will not include personal emails or postal addresses, telephone or fax numbers on images or videos on our website, in our school prospectuses or any other printed publications.
- The school may use pictures of pupils and teachers that have been drawn by pupils.
- The school may use work created by pupils.
- The school may use group or class images or videos with general labels, e.g. 'sports day'.
- The school will only use images and videos of pupils who are suitably dressed, i.e. it would not be suitable to display an image of a pupil in swimwear.
- The school will take class images of your child which are available to purchase annually.

Parental consent form for receiving marketing material

This form explains the reasons why and how Normanby Primary School may send you marketing material. Please read the form thoroughly and outline your agreement as appropriate.

Why do we need your consent?

Normanby Primary School requests the consent of parents on a biennial basis to send them marketing material, e.g. flyers, from organisations associated with the school, such as the PTFA, Music Works, Tom Burke Academy, Simon Carson Sports School and Chris Nixon Music Services.

Without your consent, the school will not send you any marketing material. Similarly, if there are only certain conditions under which you would like to receive marketing material, the school will abide by the conditions you outline in this form.

Why are we sending you marketing material?

Normanby Primary School uses marketing material to promote the events that are taking place at school, for example the summer fair. Events which raise money for the school are only successful if the school receives support from the parents of its pupils; therefore, we feel it is important to obtain your consent to send you promotional material.

You are under no obligation to respond to any marketing material and we appreciate that it may not always be feasible for you to do so. Through sending marketing material, our primary aim is to inform you of the events that are taking place during the school year and, if you wish to partake in them, how you can do so and to what benefit.

What are the conditions of use?

- This consent form is valid for the current academic year and the following year
- It is the responsibility of parents to inform the school, in writing, if consent needs to be withdrawn or amended.
- The school will not send any marketing material to parents that has not already been consented to.
- The school will not share this list with any third parties without prior consent from parents.
- The school will not send any marketing material to parents if it is not already mentioned in this form.

Refreshing your consent

This form is valid for the two academic years, it will be reviewed on a biennial basis.

Parents are required to fill in a new form for their child's alternate academic years.

Consent will also be refreshed where any changes to circumstances occur – this can include, but is not limited to, the following:

- New requirements for consent, e.g. an additional social media account will be used to share pupil images and videos
- Changes to a pupil's circumstances, e.g. safeguarding requirements mean a pupil's image cannot be used
- Changes to parental consent, e.g. amending the provisions for which consent has been provided for New requirements for consent, e.g. an additional form of distributing marketing material
- Changes to school circumstances, e.g. if a new Headteacher reviews how the school markets itself
- Where you would like to amend the provisions for which consent has been provided, you must submit your request in writing to the Head of School. A new form will be supplied to you to amend your consent accordingly and provide a signature.

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Withdrawing your consent

Parents have the right to withdraw their consent at any time. Withdrawing your consent will not affect the legality of processing images or videos that were shared prior to withdrawal; however, the school will make a reasonable effort to remove images of the pupil where possible, e.g. images of the pupil on the school's website will be removed.

If you would like to withdraw your consent, you must submit your request in writing to the Head of School.

ICT acceptable use agreement for primary pupils

At Normanby Primary, pupils are expected to:

- Only use ICT on the school premises for studying purposes.
- Use the class or school e-mail address when sending or receiving emails.
- Only open email attachments from people known to them or people who the teachers have approved.
- Make sure ICT communication with other pupils and adults is polite and responsible.
- Be responsible for their behaviour while using ICT.
- Inform their class teacher of anything they see online which makes them feel uncomfortable.
- Understand that their use of ICT can be checked and that parents/carers will be contacted if a member of school staff is concerned about a pupil's e-safety.
- Be careful when using computer equipment and treat it with respect.
- Abide by the rules regarding bringing personal devices into school.
- Seek the advice of a teacher before downloading material.

Pupils will not:

- Try to bypass the internet settings and filtering system.
- Share passwords.
- Delete or open other people's files and documents.
- Use other people's accounts.
- Send any content which is unpleasant. If something like this is found, such as inappropriate images or the use of offensive language, pupils will report it to their teacher.
- Share details of their name, phone number or address.
- Meet someone they have contacted online, unless it is part of a school project and/or a responsible adult is present.
- Upload images, sound, video or text content that could upset pupils, staff and others.
- Try to install software onto the school network.

Parents will:

- Support and uphold the school's rules regarding the use of school ICT systems.
- Understand the school is not liable for any damages arising from use of IT equipment and systems

- Act in accordance with the school's policy when using the internet in relation to the school, its employees and pupils.
- Only store and use images of pupils for school or private purposes, acting in line with the school's IT Policy, and not share images of other pupils on-line
- Understand that whilst the academy uses a combination of filtering and supervision to manage access to the internet and IT systems, that the academy ca not be held responsible for children accessing inappropriate materials/ the nature of all the content hosted on the internet

Summary Code of Conduct and Home School Agreement

This Agreement should be read in conjunction with information on our Website and does not replace our Policies

For children to achieve success at school it is important that parents, children and the school are able to work together, each party having an equally significant part to play in the partnership.

In order that this partnership can work effectively, each party must be supportive of the other and committed to working in the best interest of all concerned.

Normanby Primary School will endeavour to: -

- Provide a caring, well-ordered and stimulating environment.
- Offer a broad and balanced curriculum to pupils of all abilities.
- Achieve high standards of work through encouraging all pupils to do their best at all times, feel proud of their achievements and enjoy being a valued member of the school.
- Encourage the children to behave appropriately at all times.
- Keep you informed about general school matters and about your child's progress, attitude and behaviour in particular.
- Be open and welcoming at all times and offer a variety of opportunities for you to become involved in the school community.

Parents will endeavour to:

- Ensure regular attendance, punctuality and appropriate dress.
- Notify the school if, for any reason, my child cannot attend.
- Help my child to take an interest in their work and sustain effort and achievement.
- Let school know about any matters which may affect my child at school.
- Support and encourage my child with homework and other opportunities for home-learning.

- Encourage my child to follow the school's Rights and Responsibilities structure and Healthy School activities.

Parents and Carers should be aware that the school follows the system of Safeguarding and Child Protection detailed in 'Keeping Children Safe in Education' and by the Local Safeguarding Board. This governs how we relate to other agencies and this sets the framework for how staff are trained and subsequently deliver their responsibilities.

Normanby Primary School

Notes: