



Bishop John Robinson CE Primary School

Head Teacher: Mr Matthew Harris
Deputy Head Teacher: Mrs Jo Richardson

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Dear Parents / Carers

We are currently updating our records of permissions, to ensure all children are given the correct access. At Bishop John Robinson CofE Primary School we believe it is important to have the following permissions, and would be grateful if you could tick and sign the following, and then return it to your child's class teacher. An explanation is given for each to help support your decision.

Name of Child: _____

Year Group: _____

Please tick if you give permission:

Copyright Permission: This will allow staff to photocopy or photograph pupils' art work, models, written work etc., as well as record their voice (singing or reading aloud) or when playing an instrument. We often use pupils work to moderate teacher assessments, to ensure that all pupils are making excellent progress. This work is kept either by the class teacher or centrally for teachers to reference examples of work.

Internet Access: This will allow pupils to access websites under the direction and guidance of the class teacher. This includes websites such as Mathletics, TimesTables Rock Stars, Google Classroom, Busythings in EYFS and Key Stage 1, Kodu for computer programming etc. Computing lessons are always conducted with a teacher, who will support pupils and remind them what to do if they find something online they don't like or don't understand.

Data Exchange: This gives the school permission to exchange data between relevant agencies (such as health care professionals). This is only done as and when necessary and we will let you know if and when this happens. Details of how we store all personal and sensitive data about pupils is explained in our GDPR Policy, available on our website.

Photograph Student: This will allow teachers to photograph pupils completing work or activities in class to support their ongoing assessment. This includes photographs of group work in class, activities in forest school, using resources to support learning etc. These photographs are stored securely on the school's internal storage



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drives and can be used to support ongoing teacher assessments. This permission does not include sharing images online or with external agencies.

School and Local Visits: For class trips further afield, we will send individual permission letters for these, however, we regularly visit local amenities, such as St Paul's Thamesmead, the local parks, Leisure Centres, Thamesmead Cluster Schools etc. This permission will therefore allow your child to join these. Trips are always prepared with appropriate risk assessments and adults will always accompany these trips.

Photograph on School Website: We want to share the successes and achievements of our pupils on our school website. This typically includes pupils working, learning, playing together, as well as photographs from class trips or whole school events. Pupils will only be identified with their first name or their class name. Due to the capacity of our website storage, pictures will only be displayed as low resolution.

Social Media: Similar to the above permission, this will permit Bishop John Robinson CofE Primary School to share photographs of events, work and trips on our social media pages (currently Twitter). Details of how to follow our social media pages are on our website. We also use social media to send messages, reminders and announcements about life at school.

TV Permission: We are an aspirational school, and hope to get pupils in the local and national news to celebrate their successes. In readiness for a broadcaster to potentially visit, we ask for permission for pupils to appear in videos and photographs, which may be broadcast on television.

If you have any questions regarding any of the above permissions, please speak to either your child's class teacher or contact me via the school office.

Signed: _____ Date: _____

Please return the completed form to your child's class teacher or the school office.

Yours faithfully,

Mr M E Harris
Headteacher