Burrough Green Church of England Primary School
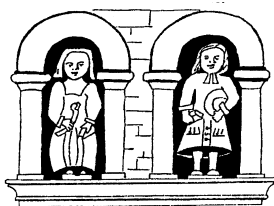
'The fastest small school in Cambridgeshire'
Burrough Green, Nr, Newmarket, CB8 9NH
Telephone: 01638 507236
Email: office@burroughgreen.cambs.sch.uk
www.burroughgreen.cambs.sch.uk

Headteacher: Mr. K. Archer

Re: use of photographs

30th November 2016

Dear Parents, Carers and Friends,

I am writing to explain, and clarify, the position over the use of photographs of Burrough Green pupils outside of school. This is particularly important as we have a new cohort of parents, who may be unaware of the issues around photographs, and events important to families are happening all the time. Naturally, you wish to record these events for posterity, but there are a few important things to bear in mind. It is vital that the guidance I am giving you must be followed.

Before children start school we ask you to complete all sort of forms. One of these is to establish the level of permission you give us (as people acting in loco parentis) to publish images of your child/children. For example, do you allow us to use images in newspapers, on our website etc? Some people have exercised their right to exclude their children from images to be used in any kind of publication. Therefore, if you look at the school Twitter feed, or website, it may seem like any child can appear. This is not the case. We respect and uphold the rights of parents, making sure we use only those images we have been permitted to use in the way we have been permitted to use them.

Therefore, I need to remind everyone that whilst it is perfectly acceptable for you to take photos, say at the end of the Nativity play, for your own records, these CANNOT be published on any kind of public forum, such as blogs or websites, or on facebook/Instagram etc if they include other people's children and you do not have their permission to do so. The same rule applies to sharing photos with friends and relatives from one device to the next.

As I say it is important to ensure this guidance is followed. If you do have any further questions about this I would be happy to answer them.

Yours sincerely

Keith Archer