



SPINDLE POINT PRIMARY SCHOOL PARENT/CARERS PUPIL PERMISSIONS FORM

In order to reduce paperwork we are asking parents/carers to sign a single form **giving permission for a range of activities** as detailed.

Permission for school trips and other off site visits (within walking distance or using transport provided by the school)

- Comprehensive risk assessments are carried out before any offsite visit
- Parents/carers will be made aware of any trips/off site visits through the usual channels of communication (website/letter/text)
- Parents/carers should inform school if they do not want their child to participate in a planned offsite visit
- Appropriate adult: pupil ratios are maintained
- Contributions to the cost of an offsite visit may be requested
- Individual children may be excluded from any offsite visit at the discretion of the school
- On rare occasions children are transported in staff cars by staff members who have the appropriate insurance. Booster seats are used as required



Permission for still photographs and film

Still photography and film taken in school or out of school (e.g. educational visit) for the purposes of

- Recording children's work/activities
- Celebrating achievement
- Staff training



Still photos taken by approved visitors to school - individual children will not be named

- Students on placements seeking photographic evidence for portfolios
- Other professionals working in school on specified projects e.g. Artists in School

Still photos submitted to local newspapers linked to school activities - individual children will not be named

Still photos and films at school performances, class assemblies and sporting events

- Such occasions are for invited families and are not open to the public
- All photography/filming must be done in accordance with the requests of the school



School Website

- Publication of still photos and film - individual children will not be named
- Publication of work samples with first names only



PUPIL PERMISSIONS FORM



Child's Name _____ Class: _____

I give permission for photography/film as detailed above including the school website.



Signed _____ Date _____

I give permission for school trips and off site visits as detailed above



Signed _____ Date _____

Please sign and return the complete form to school as soon as possible

If you have any queries relating to the content of this form please speak to the Head Teacher.