

8 September 2017

Dear Parent/Carer

In preparation for our upcoming Open Evening which takes place on Thursday 21 September 2017, we wish to show prospective parents and students all the wonderful teaching and learning that takes place in our classrooms and around the school on a day-to-day basis.

In order to facilitate this, we have invited a company called "Welton Media" into school to film a promotion video. They will be coming into school on Tuesday and Wednesday (12th and 13th September 2017). Their cameras will be in a variety of classrooms capturing the fantastic learning that takes place and whilst there is no guarantee that your son or daughter will be featured in the final video, we require your permission to use their image if they are filmed.

Therefore, kindly advise by **Monday 11 September 2017** if you do not give permission for your son or daughter to be filmed. If we do not receive the reply slip below then we will assume that your permission is granted. However, if you wish to speak to somebody about this, please do not hesitate to contact the school.

Thank you for your cooperation with this initiative.

Yours faithfully



J COLEMAN
Senior Assistant Headteacher

REPLY SLIP: FAO: Mrs Coleman – re: Use of student's image

NAME OF STUDENT: _____ **FORM:** _____

I do not give permission for an image of the above-named student to be used in a promotional video.

SIGNED: _____ **PARENT/CARER**

NAME OF PARENT/CARER: _____