

## Longton Primary School General Consent Form

PLEASE PRINT, SIGN & RETURN TO SCHOOL

Dear Parents and Carers, of \_\_\_\_\_ Class \_\_\_\_\_

As a school we are very fortunate that all of our parents, so far, have signed the permissions. This means that all our children fully experience a wide and exciting curriculum. Ensuring the best opportunities is afforded to them for educational prowess. The school will keep the permission slips on file. Permission will remain in force until parental permission is withdrawn or amended in writing to the school office. Occasionally, additional permission will be required. Please be aware, if parental permission is not provided your child will be unable to participate in that particular activity. Therefore, it is important that the school obtains written permission.

Longton Primary seeks permission from the parents and carers - please indicate by a tick or cross in the section below and return to school promptly;

### Part A

	✓ or x
Consent for Publication of Work, Educational Activities & Photographs	
Consent for Video / Digital Recordings of Performances	
Consent for the Sale of Class / Group / Team Photographs	
Taking of Photographs in School for personal family use e.g. productions and assemblies	
Consent for images , video and digital recordings and examples of work to be used on the school website	
Consent for images and examples of work to be used on Twitter and/or our school's Facebook Page.	
Are you happy for your child to appear in the media –TV	
Are you happy for your child to appear in the media – Newspaper/ magazines	
Consent to use the Climbing Apparatus on the Playground	
Consent for Internet Use and Access	
Consent to taste food in school during taster sessions	
Children with Food Allergies (please speak to the office manager if ✓)	
Consent to use and experience a scented aromatherapy room	
Consent for Relax Kids programme including 'Peer Massage'	
Consent to work with outside agencies deployed by the school	
Consent to take part in local excursions, offsite learning and events	
I give permission for my child to travel in a member of staff or parents car ( with appropriate insurance cover) should it be necessary.	

Parents Signature and Date \_\_\_\_\_

Please do not hesitate to contact school if there are any parts you need to discuss further.

Yours sincerely,

Mrs Julie Brown Headteacher

Please read this section with care as aims to explain fully the consent requested in part A.

### **The Internet**

The Internet is an exciting and powerful tool for students to research information for both academic assignments as well as their own personal interests. As part of our curriculum, pupils have controlled access to the Internet and learn how to use libraries, databases and information sources on a wide variety of topics. We recognise that some inappropriate material on the Internet may be accessed intentionally or by accident. To guard against this we use a filtered service which regularly monitors web sites and automatically blocks student access to inappropriate materials. We teach students the importance of responsible use of the web as well as providing basic rules to maintain the privacy of students. At all times, pupils must agree to follow the Rules for Responsible Internet Use summarised at the end of this letter. To ensure the privacy of your child, the blogs etc. will make sure:

- A student's last name is never published. Permission to publish work will always be gained from the student
- If a contact person is needed for a project, this will be the teacher, not the student.
- No identifying material will be posted on the Internet (such as personal phone numbers, home addresses, and individual pictures with the student's first and last names.)
- If class pictures are posted, it may mention names but not which individuals are standing where in the picture
- Class pictures will generally include at least three or more students
- If individual pictures are posted of students, it will not include their name
- Video clips will be brief and not contain the names of the children

To enable your son/daughter to use and contribute to the Internet please read and discuss the Rules for Responsible Internet Use and return the attached form. The Internet will be freely available to all students during normal teaching activities and during the supervised clubs or free time. If you have any further queries, then please do not hesitate to contact the school.

### **Permission for Internet Use and Access Parent / Guardian's Consent for Internet Access**

I have read and understood the school Rules for Responsible Internet Use and give permission for my son / daughter to access the Internet. I understand that if he/she fails to follow the Rules for Responsible Internet Use access will be withdrawn and I shall be informed of this and any further appropriate action which may be taken. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet. I accept responsibility for setting and conveying standards for my son or daughter to follow when selecting, sharing and exploring information and media, and acknowledge that they will be deemed to be accountable for their own actions. I agree that the school is not liable for any loss or damages howsoever arising from use of the Internet facilities.

Signed ..... Dated.

Print Name ..... Relationship to Child. ....

Photographs and children's work are a wonderful way of keeping a record of what happens at school. It is also a way of sharing with others the schools activities and achievements.

**Consent for Publication of Work, Educational Activities and Photographs**

I agree that, if selected, my son/daughter's work may be published on the school Web site or elsewhere such as our school's Facebook Page, Twitter. I understand that no child's work will ever be used without his/her permission. I also agree that photographs that include my son/daughter may be published in the media, subject to the school rules that photographs will not clearly identify individuals and that full names will not be used. I am aware that no personal information will be made public and that the school will maintain strict confidentiality of personal information.

Signed..... Dated. ....

Print Name ..... Relationship to Child. ....

**Consent for Video / Digital Recordings of Performances**

I give permission for the school to use video / digital recordings of my son / daughter when taking part in performances, work led projects and to appear in recordings of school trips. I give permission for these videos/ digital recordings to be posted on the school website regularly and other mediums such as our school's facebook page or twitter intermittently to celebrate our curriculum and learning. I also give permission to the school to sell copies of the video recording and/or digital photographs to other families, carers and parents. This permission will also include the video recording by the school and by other parents/carers. As a parent you would agree not to use these recordings on social media without seeking the permission from the families involved. This is significantly important because of our children in foster homes and those whom have been adopted. I give permission for my son / daughter to wear 'make-up' for school productions and performances. If at any time you wish to withdraw your consent, then you must inform the school in writing.

Signed..... Dated .....

Print Name..... Relationship to Child .....

**Consent for the sale of Class / Group / Team Photographs**

I agree to allow my child to be photographed with their class/group/team. I understand that my child's class/group/team photograph will be offered for sale to myself and other parents. I agree photographs that include my son/daughter may be published in the press, school website etc. subject to the school rules that photographs will not clearly identify individuals and that full names will not be used. I am aware that no personal information will be made public and that the school will maintain strict confidentiality of personal information. If at any time you wish to withdraw your consent, then you must inform the school in writing.

Signed..... Dated.

Print Name ..... Relationship to Child. ....

### **Taking Photographs in School for personal family use.**

The Governing Body of Longton Primary School recognise the importance of recording treasured moments and memories of children during their education within our school. In many cases when photographs are taken in school capturing educational moments, they provide much pleasure to parents and extended families. The Governing Body accept, on trust, that all photographs and videos are for personal use and must not be published without the written consent of school.

- Photos and videos taken purely for personal use are exempt from the Data Protection Act.

Personal use:

- A parent takes a photograph of their child and some friends taking part in the school Sports Day to be put in the family photo album. These images are for personal use and the Data Protection Act does not apply.
- Grandparents are invited to the school nativity play and wish to video it. These images are for personal use and the Data Protection Act does not apply.

I agree to the above and will strictly adhere to the agreement in full. I also accept that my child may appear of the photographs and videos taken by the parents of other children, whose children are taking part in the same event. I will not use these images on social media without seeking permission from the families involved. This is vitally important particularly because of our vulnerable children such as separated families, adopted and fostered, which at best could be upsetting for the families and at worst dangerous.

Signed ..... Dated .....

Print Name ..... Relationship to Child ....

### **Consent for the Retention of Photographs/ Videos Once Your Child Has Left Longton Primary School**

I give permission for the school to retain photographs/videos, including displays and photograph books, once my child has left school.

Signed .....Dated .....

Print Name .....Relationship to Child ....

### **Media Usage**

I give permission for Longton Primary School members of staff to take or arrange for my child to be photographed, filmed or videoed by or for the media (eg the press, television, internet, social media, youtube) and for the child's name to be released for publication such that the child might be identified as an individual or as part of a small group.

Signed ..... Dated .....

Print Name ..... Relationship to Child ....

### **Consent to Receive any 'Marketing Material' via Parentmail**

I give permission to be sent any school material, for example, any fundraising campaign and any 'non-school' material i.e. local holiday clubs etc. via Parentmail.

Signed ..... Dated.....

Print Name ..... Relationship to Child .....

### **Permission to use Climbing Apparatus / equipment on the Playground Parent / Guardian's Consent**

For use of the Climbing Apparatus

- I confirm that I have inspected the climbing apparatus on the playground and consider it to be safe.
- I give permission for my child to use the playground climbing apparatus.
- If I do not want my child to use the equipment I will reinforce this at home with them so that they know not to use it.
- I realise that the climbing apparatus is low-level. I will encourage my child to use the apparatus with care and to act in a sensible manner at all times.

Signed..... Dated.....

Print Name ..... Relationship to Child.....

### **Consent to taste food in school during taster sessions**

I confirm that my child has no food allergies

I agree to allow my child to taste food in school during food taster sessions

I understand that the food may be prepared by both staff and children, normally under the supervision of the teacher or teaching assistant.

I confirm that my child may taste all foods.

Signed..... Dated .....

Print Name ..... Relationship to Child.....

### **For Children with Food Allergies**

I confirm that my child is allergic to the following food types:

I confirm that my child is aware of their allergy.

I confirm that my child can manage for themselves - their own intake of foods - what food types they can and cannot eat.

I confirm that I will speak to the class teacher and the office manager about the allergies.

Signed ..... Dated.....

Print Name ..... Relationship to Child .....

### **Consent to use the nurture room and experience scented aromatherapy in the room**

Your child may be invited to spend time in our special relax - calm room which is used to undertake calming techniques, relaxation and activities to build up self-esteem. The room may be scented with essential oils used in aromatherapy. We need permission for your child to visit the room and confirm that your child will have no allergic reaction to the essential oils which may be in the air.

I give permission to use the relax - calm room and confirm my child is in good health and will not adversely react to the scented room.

Signed..... Dated.....

Print Name..... Relationship to child.....

### **Parent / Carers Permission Consent to use the 'Relax Kids' programme**

Children have the opportunity to attend 'Relax Kids' sessions which complement the government's Healthy Schools initiative and are based on a range of physical activities.

The sessions include:

movement and dance	breathing exercises
games	peer massage
stretches	positive thinking
listening to specially written stories which help children to use their imagination to relax	
use of background music and safe aromatherapy oils to scent the room	

Peer massage involves children massaging a partner in a very controlled way. It will involve only a few minutes in massaging hands or in drawing shapes on each other's backs. Children remain fully clothed during the session, wearing their school uniform. The teacher or assistant will demonstrate the massage techniques on themselves or on another adult and never on a child.

These sessions take place in our Nurture Room (or in the classroom as a whole class) which has been specifically developed for use by all children in school and provides a quiet and relaxing space. The relaxation sessions help children to develop their self-confidence, concentration and creativity. No special clothing or equipment is used.

I give permission for my child to take part in the Relax Kids programme -including peer massage and confirm my child is in good health and will not adversely react to the scented room.

Signed ..... Dated.....

### **Local Excursions and events**

We are asking for your permission to take the children out of the school without a separate letter for each minor excursion e.g. walking down school lane to look at the hedgerow, walking around the local housing, shops, local high schools etc.

I give permission

Signed..... Dated.....

Print Name..... Relationship to child.....

### **Car Journeys**

We are asking for your permission for members of staff/ parents to chauffeur small groups of children to events such as a local sports competitions, arts or dance experience.

I give permission

Signed..... Dated.....

Print Name..... Relationship to child.....

### **PG rated DVD's**

We are seeking permission for you to allow teachers to use their discretion that a video in part or full is suitable to watch in school for educational purposes e.g. as an aid to stimulate writing.

Signed..... Dated.....

## **Part C – Childs permission Slip**

Name of Child.....Class.....Date .....

### **1)Pupil Agreement of Internet Use and Access Pupil's Agreement**

I have read and understand the school Rules for Responsible Internet Use.

I will use the computer system and Internet in a responsible way and obey these rules at all times.

### **2) RULES FOR RESPONSIBLE USE OF THE SCHOOL'S INTERNET / E-MAIL FACILITIES**

These Rules apply at all times, in and out of school hours, whilst using school equipment. If your parents have signed and returned the permission form, Internet access will be provided for you to conduct research and communicate with others but only on the understanding that you agree to follow this code.

#### **THE CODE**

You must:

- Only access sites that are appropriate for use in school. This also applies outside lesson time.
- Be aware that your actions on the Internet can be seen by others.
- Be careful of what you say to others and how you say it. Never give your name, home address, telephone numbers or any personal information about yourself or others to any strangers you write to or talk with on the Internet
- Treat others, as they would expect to be treated. E.g. show respect and be polite.
- Respect copyright and trademarks. You cannot use the words or pictures that you see on an Internet site without giving credit to the person that owns the site. You must not copy text or pictures from the Internet and hand it in to your teacher as your own work.
- Notify an adult immediately, if by accident, you encounter materials which violate the rules of appropriate use.
- Only send e-mail when you have been given an account by your teacher and have received instruction in e-mail protocol. This will include a lesson in checking e-mail attachments for viruses.
- You must not:
  - Send, access or display offensive messages, language or pictures.
- Download files without the prior permission of your teacher. Files could have viruses that damage the computer equipment as well as causing delays for other users of the Internet.
- Complete questionnaires or subscription forms for yourself or others. These may ask for personal information that will affect your privacy.
- Intentionally waste limited resources such as storage space or printing capacity.
- Use a computer to harm other people or their work.
- Damage the computer or the network in any way.



- Interfere with the operation of the network by installing illegal software, shareware, or freeware.
- Share your password with another person
- Do not trespass in another's folders, work, or files.

Please note: User areas on the school network will be closely monitored and staff may review your files and communications to maintain system integrity. Failure to follow the code will result in loss of access. Students need to be aware that some material on the Internet is protected by copyright laws and where this has been infringed, external agencies may become involved.

### **3)Use of the Climbing Apparatus / equipment on the Playground Pupil's Agreement**

I promise to use the climbing apparatus and equipment/toys on the playground safely and to act sensibly on and around the apparatus at all times. Giving other people space to use and enjoy their time on it. I understand that if I fail to act in a safe manner, I will be not be able to use the apparatus.

Signed by the pupil..... Date.....