

# Pool Hayes Primary School

Bridgnorth Grove, Willenhall, West Midlands, WV12 4RX

Telephone: 01902 368144, e-mail: [postbox@pool-hayes-p.walsall.sch.uk](mailto:postbox@pool-hayes-p.walsall.sch.uk)

[www.poolhayesprimary.co.uk](http://www.poolhayesprimary.co.uk)

Headteacher: Kelly Vaughan



Dear Parents/Carers

As you know there are many activities and events that take place throughout the school year where we have to get permission from you in order for your child to attend. Therefore, we have put together this information sheet for you to keep and a signatory form for you to complete as you see fit.

Please do not hesitate to contact us if you require any additional information.

Yours sincerely,  
Kelly Vaughan

## Out of school Activities.

As part of our creative and exciting curriculum we often go on visits and participate in sporting lessons and events. We have to gain permission from you in order for your child to travel on such outings either by foot, parent's car, coach or mini-bus. Activities include;

- swimming lessons and gala
- delivering newsletters
- walking around the village
- museum visits
- Science Workshops

For all visits, risk assessments and Local Authority guidelines are adhered to.

## Photographs in the Media

We have to gain parental permission for children to be included in photographs that appear in the local press, with or without names.

## Internet use

In school we have done all we can to ensure that our children do not have access to undesirable images and information on the Internet. We have recently updated security software and a filtered proxy server. The children are taught how to use the internet sensibly and issues such as cyber-bullying are addressed in PSHE sessions.

We follow the authority's guidelines on Internet and email privacy and safety:

- Parental permission is required for use of internet and email
- The filtering proxy server may only be disabled by the Headteacher

-Downloading of files is restricted to staff.

-All email will be monitored by the class teacher.

-Any child finding that they are uncomfortable or upset by anything they discover on the net will be reported to the class teacher immediately.

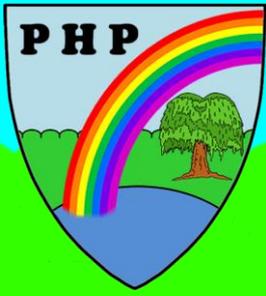
-Children and staff will not reveal any personal details on the internet

-Children will only engage in organised dialogue with other Internet users.

-Images of children will only be put on the website with parental permission; their names will not be printed.



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## Renewing or updating your consent

This form is valid for the entire academic year. Parents are required to fill in a new data collection/consent form for their child every academic year. We may also choose to request that your consent is updated where any significant changes to circumstances occur – this can include, but is not limited to, the following:

- New requirements for consent, e.g. an additional social media account will be used to share pupil images and videos, or for a press release
- Changes to a pupil's circumstances, e.g. safeguarding requirements mean a pupil's image cannot be used

## Amending or updating your choices

You can amend or update your consent preferences at any time by submitting your request in writing to **Mrs J. Bisp at Pool Hayes Primary School**. A new form will be supplied to you to amend your consent accordingly and provide a signature.

## Withdrawing your consent

You have the right to withdraw your consent at any time. Withdrawing your consent will not affect any images or videos that may have already been published. If you would like to withdraw your consent, you must submit your request in writing to **Mrs J. Bisp at Pool Hayes Primary School**.

Best regards,

*Mrs Kelly Vaughan*



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