

Dear Parent/Carer,

Our school web site is a showcase for our school to parents, relatives and friends of the school, our local community and to the world via the Internet. A way of portraying the school is the inclusion of examples of children's work together with photographs taken in and around the school, on school visits, at sporting events etc.

As part of this process images may be taken using digital cameras or camcorders. We recognise the need for caution and common sense while publishing materials on the Internet and therefore will only publish images of children that are in accordance with the guidelines from Hertfordshire LA and our own Internet Access Policy.

In summary, this means that where there is an image of your child on our school website, they will never be identified using their name and will never be photographed individually. For example they might be part of a group and only referred to as "Year 10 on a school visit" in the caption. Where we display children's work, any caption would contain a first name only.

If you would like to view information about internet safety from Hertfordshire County Council please visit www.thegrid.org.uk/eservices/safety.

If you **do not** wish your child to appear in photographs or video on our school web site, please complete the form below and ensure that it is returned to: Georgina Singh Harwood. If we do not hear from you we will assume that you do not object to your child being featured in the school's web site subject to the guidelines outlined above.

If you have more than one child at the school, please ensure that you complete a separate form for each child.

Finally if you feel you can help us in building our site and keeping it fresh with new ideas, we would be delighted to hear from you. The address for our website is www.adeyfieldschool.org

Yours sincerely,

Georgina Singh Harwood

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Adeyfield School Web Site Form

Child's Name:

Form:

I would prefer that images of my child **do not** appear on the school website.

Signed:

Print:

Date:

Please return this form to **Georgina Singh-Harwood**