

18th September 2020

Dear Parent or Carer,

As you are aware, we are having to change the way we do things in school at the present time and planning for our annual school open evening is no different. As we cannot open up the school to prospective parents and pupils, we are planning a series of professionally shot short films to showcase the school and our curriculum offer. Your child's class has been selected to be part of the filming process which will take place between Wednesday 23rd and Friday 25th September.

Each film will focus on a different subject area and will involve a voice over from the Head of Department accompanied by shots from classrooms around the school. We will be using the films on our website and social media streams over the coming year and beyond to promote the school.

We recognise the need to ensure the welfare and safety of all children and therefore would like to reassure you of our filming and promotional process. No pupils will be asked to speak on the films and no names of pupils will be shared at any time. We will take all steps to ensure films of children are used solely for the purposes they are intended. The videos will be stored on a secure encrypted drive only accessible to authorised individuals. The school has entered an agreement with a film editing company that will ensure that secure storage of films will be maintained. If you become aware that these films are being used inappropriately you should inform Ms O'Farrell immediately. We will not take or share videos or other images of children and young people without the consent of the children involved and their parents or carers.

I would be very grateful if you could discuss the filming process and the safeguarding elements associated with the filming. I ask you to complete and return the reply slip below to let us know if you consent to us filming your child as part of a classroom setting and using the resulting footage in the films as set out above. The slip must be returned to your child's House Tutor by Tuesday 22nd September 2020.

We are all very excited in school at the prospect of producing these films to highlight the fantastic work and unique atmosphere of CLHS. I hope you can support us in this project by giving your consent. If you have any questions, please do not hesitate to contact Ms O'Farrell in school who will be happy to advise you further.

Yours sincerely,

Dr. Walmsley
Principal

Principal:
Dr. Nick Walmsley



Please complete the form below to give permission for your child to be filmed.

My child's name:

My child's form:

I hereby give permission for my child to be filmed on Wednesday 23rd September 2020 for the purpose of promoting the school to prospective parents and children.

I confirm that I have read the letter from Central Lancaster High School regarding the filming.

I agree to [please tick]:

- my child being videoed for use on Central Lancaster High School's website
- my child being videoed for use on Central Lancaster High School's social media pages.

I understand [please tick]:

- the potential risks associated with the use and distribution of these videos
- how these videos will be stored within the organisation and how long for
- that if I withdraw consent for my child's image to be used or shared in the future, it may not be possible to remove images that have already been published or distributed

Please print your name:

Please sign:

**PLEASE SUBMIT COMPLETED SLIPS TO YOUR CHILD'S HOUSE TUTOR BY
TUESDAY 22nd SEPTEMBER 2020**