March 2024

Dear Parent/Guardian,

**Minster and Monkton Year 6 Residential Trips Photo Memories**

During our trip to Hindleap, we anticipate taking many photos. We would like to offer you the opportunity to have a disc with your child’s group photos.

During previous trips to Hindleap, staff took in excess of 1000 photos. As you can understand it would be very difficult and time consuming to filter each set of photos so that only your child’s photos are available to you. Also, your child will want to have the memories of who they spent their time with and many of the photos are of groups situations. Therefore we have attached a **Digital Media Acceptable Use Policy** which will need to be signed by all children and parents wishing to purchase copies of the photos.

We are also asking your permission to share a selection of the photographs we take each day on both the Minster and Monkton Facebook pages. As we will be in mixed groups, it would be almost impossible to avoid taking pictures of children that were just from one school or the other. Unfortunately, if you do not consent, we cannot guarantee that we will be able to post pictures of your child on Facebook during this week. These photos would instead be on the group disc.

If you have any questions, please do not hesitate to ask.

Yours faithfully,

Mrs Wish (Minster) and Mr Marston (Monkton)

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Permission for Joint Facebook posts across the two schools:

**We ask for your permission for pictures and videos of your child to be uploaded to both the Minster and Monkton School Facebook pages during Hindleap week. This is so that parents and carers from both schools can see the children’s experiences as the week progresses.**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (parent/carer) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ give permission for pictures and videos of my child to be used on both the Minster Church of England Primary School Facebook Page and the Monkton Church of England Primary School Facebook Page.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (parent/carer) Date\_\_\_\_\_\_\_\_\_\_\_\_

**Minster and Monkton Year 6 Residential Trips Photo Memories 2023 Digital Media Acceptable Use Policy**

**I am aware that photos and videos taken whilst in the care of staff from Minster CE Primary and Monkton CE Primary, either by myself, another adult or another child are not for public display and need to be handled responsibly, now and in the future.**

I will not:

• Publish photos and videos on the internet

• Edit photos and videos

• Email photos and videos

• Upload photos and videos onto Social Networking Sites

If these rules have been ignored, E-safety officers will be informed and appropriate action will be taken.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (child) agree to the above statements and will not knowingly ignore any of these.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (child) Date\_\_\_\_\_\_\_\_\_\_\_

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (parent/carer) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ am aware of the Digital Media Acceptable Use Policy and agree to my child abiding by these rules.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (parent/carer) Date\_\_\_\_\_\_\_\_\_\_\_\_