



St Joseph's Catholic Primary School
Coast Road, Blackhall, Hartlepool, TS27 4HE
Tel/Fax: 0191 586 4308 Email: office@stjosephsblackhall.net
Website: www.stjosephsblackhall.net



Head Teacher: Mrs L Ashton Chair of Governors: Clare Sutherland

Monday 12th October 2026

Dear parents and carers,

The School photographer, Phototronics Ltd, will visit St Joseph's Catholic Primary School on Friday 23rd October 2026 to take individual portraits. Buying photographs is entirely optional.

If you give permission for your child's photograph to be taken for this purpose, we will provide the photographer with the information needed to organise and identify your child's photographs: their name, class or form and, if needed, admission number. The photographer will take and process the images so that photographs can be offered to families for purchase. We will provide ordering details after photograph day. Images may be kept by the photographer for reorders, customer support and archival purposes.

If you place an order, Phototronics Ltd, will also use the contact, delivery and payment information needed to fulfil your order. You can read their full privacy notice at [Privacy Policy | Phototronics](#).

Please tell us your choice by Friday 16th October using the link to consent form <https://forms.cloud.microsoft/e/qb8BCaSWsr> We will only pass on your child's details and arrange for their photograph to be taken if we have recorded your permission for this photography service.

You can change your mind by contacting the school office 0191 5864308. If photographs have already been taken, we will discuss your request with the photographer; withdrawal will not undo processing that has already taken place or recall photographs already supplied.

We may also request headshot photographs to be taken for all of our pupils. This is for internal use by school for identification/ safeguarding purposes only. Where we request this service, we will rely on our Public Task as the lawful basis. Our school privacy notice is available at [Privacy Notice - Pupil and Parent](#)

Yours sincerely,
Mrs Ashton