



LONGWORTH UNDENOMINATIONAL PRIMARY SCHOOL POLICY DOCUMENT	
E safety Policy	Policy No: LPS-13 Issue No: 02
Next Review Date: November 2018	Date: November 2017

Scope of the Policy

This policy applies to all members of the Longworth school community (including staff, pupils, volunteers, parents/carers, visitors, community users) who have access to and are users of school ICT systems, both in and out of the school.

The Education and Inspections Act 2006 empowers Head teachers to such extent as is reasonable, to regulate the behaviour of pupils when they are off the school site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents of cyber-bullying, or other e-safety incidents covered by this policy, which may take place outside of the school, but is linked to membership of the school. The 2011 Education Act increased these powers with regard to the searching for and of electronic devices and the deletion of data (see appendix for template policy). In the case of both acts, action can only be taken over issues covered by the published Behaviour Policy.

The school will deal with such incidents within this policy and associated behaviour and anti-bullying policies and will, where known, inform parents / carers of incidents of inappropriate e-safety behaviour that take place out of school.

Roles and Responsibilities

The following section outlines the e-safety roles and responsibilities of individuals and groups within Longworth school.

Governors:

Governors are responsible for the approval of the E-Safety Policy and for reviewing the effectiveness of the policy.

The role of the e-safety governor will include:

- Regular meetings with the e-safety co-ordinator.
- Regular monitoring of e-safety incident logs.
- Regular monitoring of filtering.
- Reporting back at Governor meetings.

Head teacher:

- The head teacher has a duty of care for ensuring the safety (including e-safety) of members of the school community, though the day to day responsibility for e-safety will be delegated to the E-Safety Co-ordinator
- The head teacher and the E-Safety Co-ordinator/Safeguarding Lead should be aware of the procedures to be followed in the event of a serious e-safety allegation being made against a member of staff (see Appendix A – Responding to Incidences of Misuse Flowchart)
- The head teacher is responsible for ensuring that the E-Safety Co-ordinator/Safeguarding Lead receive suitable training to enable them to carry out their e-safety roles and to train other colleague.



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- The head teacher will ensure that there is a system in place to allow for monitoring and support of those in school who carry out the internal e-safety monitoring role

E-Safety Coordinator:

- leads on e-safety.
- takes day to day responsibility for e-safety issues and has a leading role in establishing and reviewing the school e-safety policies.
- ensures that all staff are aware of the procedures that need to be followed in the event of an e-safety incident taking place.
- provides training and advice for staff
- liaises with the Local Authority / relevant body
- liaises with school technical staff
- receives reports of e-safety incidents and creates a log of incidents to inform future e-safety developments,
- meets with the Headteacher and/or *Child Protection/Safeguarding Governor* to discuss current issues, review incident logs and filtering / change control logs

Technical Staff:

Longworth Primary School has a contract with 123ICT who manage the technical side of ICT within the school. The role of the technical staff will include:

- Ensuring that the school's technical infrastructure is secure and is not open to misuse or malicious attack and has an adequate filtering system.
- Ensuring that the school meets required e-safety technical requirements and any Local Authority / other relevant body E-Safety Policy / Guidance that may apply.
- Ensuring that users may only access the networks and devices through a properly enforced password protection policy, in which passwords are regularly changed.
- Making sure they have an up to date awareness of e-safety matters and of the current e-safety policy and practices.
- Ensuring that they report any suspected misuse or problem to the E-safety Co-ordinator for investigation / action / sanction.

Teaching and Support Staff:

The role of the teaching and support staff will include:

- having an up to date awareness of e-safety matters and of the current school e-safety policy and practices
- Ensuring they have read, understood and signed the Staff Acceptable Use Policy.
- Reporting any suspected misuse or problem to the E-Safety Coordinator for investigation / action / sanction
- All digital communications with pupils / parents / carers should be on a



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professional level and only carried out using official school systems.

- E-safety issues are embedded in all aspects of the curriculum and other activities
- Pupils understand and follow the e-safety and acceptable use policies
- Pupils have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- That they monitor the use of digital technologies, mobile devices, cameras etc in lessons and other school activities (where allowed) and implement current policies with regard to these devices
- In lessons where internet use is pre-planned pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches.

Pupils:

- Are responsible for using the school digital technology systems in lines with Longworth School's E-learning Code of Conduct document.
- Have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- Need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so
- Should understand the importance of adopting good e-safety practice when using digital technologies out of school and realise that the school's E-Safety Policy and E-learning Code of Conduct covers their actions out of school, if related to their membership of the school.

Teaching and learning

Why is Internet use important?

- Internet use is part of the statutory curriculum and is a necessary tool for learning.
- The Internet is a part of everyday life for education, business and social interaction.
- The school has a duty to provide students with quality Internet access as part of their learning experience.
- Pupils use the Internet widely outside school and need to learn how to evaluate Internet information and to take care of their own safety and security.
- The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management functions.
- Internet access is an entitlement for students who show a responsible and mature approach to its use.



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How does Internet use benefit education?

Benefits of using the Internet in education include:

- access to worldwide educational resources including museums and art galleries;
- inclusion in the National Education Network which connects all UK schools;
- educational and cultural exchanges between pupils worldwide;
- vocational, social and leisure use in libraries, clubs and at home;
- access to experts in many fields for pupils and staff;
- professional development for staff through access to national developments, educational materials and effective curriculum practice;
- collaboration across networks of schools, support services and professional associations;
- improved access to technical support including remote management of networks and automatic system updates;
- access to learning wherever and whenever convenient.

How can Internet use enhance learning?

- The school's Internet access will be designed to enhance and extend education.
- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- The schools will ensure that the copying and subsequent use of Internet-derived materials by staff and pupils complies with copyright law.
- Access levels to the internet will be reviewed to reflect the curriculum requirements and the age and ability of pupils.
- Staff should guide pupils to online activities that will support the learning outcomes planned for the pupils' age and ability.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.
- Pupils will be taught to acknowledge the source of information used and to respect copyright when using Internet material in their own work.

How will pupils learn how to evaluate Internet content?

Managing Information Systems

How will information systems security be maintained?

- The security of the school information systems and users will be reviewed regularly.



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- Virus protection will be updated regularly.
- Personal data sent over the Internet or taken off site will be encrypted.
- Portable media may not be used without specific permission followed by an anti-virus / malware scan.
- Unapproved software will not be allowed in work areas or attached to email.
- Files held on the school's network will be regularly checked.
- The ICT coordinator/network manager will review system capacity regularly.
- The use of user logins and passwords to access the school network will be enforced.
- Pupils will be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- Pupils will use age-appropriate tools to research Internet content.
- The evaluation of online materials is a part of teaching and learning in every subject and will be viewed as a whole-school requirement across the curriculum.

Can pupils' images or work be published?

- Images or videos that include pupils will be selected carefully and will not provide material that could be reused.
- Pupils' full names will not be used anywhere on the website, particularly in association with photographs.
- Written permission from parents or carers for use of photographs on the website or in the prospectus is obtained when children enroll with the school.
- Pupils work can only be published with their permission or their parents.

How will social networking, social media and personal publishing be managed?

- Pupils will be advised never to give out personal details of any kind which may identify them and/or their location. Examples would include real name, address, mobile or landline phone numbers, school attended, IM and email addresses, full names of friends/family, specific interests and clubs etc.
- Pupils will be advised on security and privacy online and will be encouraged to set passwords, deny access to unknown individuals and to block unwanted communications. Pupils will be encouraged to approve and invite known friends only on social networking sites and to deny access to others by making profiles private.
- All members of the school community are advised not to publish specific and detailed private thoughts, especially those that may be considered threatening, hurtful or defamatory.
- Concerns regarding students' use of social networking, social media and



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personal publishing sites (in or out of school) will be raised with their parents/carers and e-safety lead, particularly when concerning students' underage use of sites.

- Staff personal use of social networking, social media and personal publishing sites will be discussed as part of staff induction and safe and professional behaviour will be outlined in the school Acceptable Use Policy.

How will filtering be managed?

- The school's broadband access will include filtering appropriate to the age and maturity of pupils.
- The school will have a clear procedure for reporting breaches of filtering. All members of the school community (all staff and all pupils) will be aware of this procedure.
- If staff or pupils discover unsuitable sites, the URL will be reported to the School e-Safety Coordinator who will then record the incident and escalate the concern as appropriate.
- The School filtering system will block all sites on the Internet Watch Foundation (IWF) list.
- Changes to the school filtering policy will be risk assessed by staff with educational and technical experience prior to any changes and where appropriate with consent from the Senior Leadership Team.
- The School Senior Leadership Team will ensure that regular checks are made to ensure that the filtering methods selected are effective.
- Any material that the school believes is illegal will be reported to appropriate agencies such as Thames Valley Police or CEOP
- The school's access strategy will be designed by educators to suit the age and curriculum requirements of the pupils, with advice from network managers.

How will Internet access be authorised?

- All staff will read and sign the 'Staff Code of Conduct' before using any school ICT resources.
- Parents will be asked to read and discuss with their child the E-learning Code of Conduct form.
- Parents will be informed that pupils will be provided with supervised Internet access appropriate to their age and ability.
- When considering access for vulnerable members of the school community (such as with children with special education needs) the school will make decisions based on the specific needs and understanding of the pupil(s).
- In Class 1 and 2 pupils' access to the Internet will be by adult demonstration with occasional directly supervised access to specific and



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approved online materials.

- In Class 3 pupils will be supervised. Pupils will use age-appropriate search engines and online tools and online activities will be teacher-directed where necessary.

How will risks be assessed?

- The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the global and connected nature of Internet content, it is not possible to guarantee that access to unsuitable material will never occur via a school computer. Neither the school nor OCC can accept liability for the material accessed, or any consequences resulting from Internet use.
- The school will audit ICT use to establish if the e-Safety policy is adequate and that the implementation of the e-Safety policy is appropriate.
- The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990 and breaches will be reported to Thames Valley Police.
- Methods to identify, assess and minimise risks will be reviewed annually.

How will the school respond to any incidents of concern?

- All members of the school community will be informed about the procedure for reporting e- Safety concerns (such as breaches of filtering, cyberbullying, illegal content etc).
- The e-Safety Coordinator will record all reported incidents and actions taken in the School e- Safety incident log and other in any relevant areas e.g. Bullying or Child protection log.
- The Designated Child Protection Coordinator will be informed of any e-Safety incidents involving Child Protection concerns, which will then be escalated appropriately.
- The school will manage e-Safety incidents in accordance with the school discipline/ behaviour policy where appropriate.
- The school will inform parents/carers of any incidents of concerns as and when required.
- After any investigations are completed, the school will debrief, identify lessons learnt and implement any changes required.
- Where there is cause for concern or fear that illegal activity has taken place or is taking place then the school will contact the Children's Safeguard Team or e-Safety officer and escalate the concern to the Police.
- If the school is unsure how to proceed with any incidents of concern, then the incident may be escalated to the Area Children's Officer or the County



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e-Safety Officer.

- If an incident of concern needs to be passed beyond the school then the concern will be escalated to the e-Safety officer to communicate to the appropriate authorities at Oxfordshire County Council.

How will e–Safety complaints be handled?

- Complaints about Internet misuse will be dealt with under the School’s complaints procedure.
- Any complaint about staff misuse will be referred to the head teacher.
- All e–Safety complaints and incidents will be recorded by the school, including any actions taken.
- Pupils and parents will be informed of the complaints procedure.
- Parents and pupils will need to work in partnership with the school to resolve issues.
- All members of the school community will need to be aware of the importance of confidentiality and the need to follow the official school procedures for reporting concerns.
- Discussions will be held with the local Police Safer Schools Partnership Coordinators and/or Children’s Safeguard Team to establish procedures for handling potentially illegal issues.
- Any issues (including sanctions) will be dealt with according to the school’s disciplinary, behaviour and child protection procedures.
- All members of the school community will be reminded about safe and appropriate behaviour online and the importance of not posting any content, comments, images or videos online which cause harm, distress or offence to any other members of the school community.

How will Cyberbullying be managed?

Cyberbullying (along with all other forms of bullying) of any member of the school community will not be tolerated. Full details are set out in the school’s policy on anti-bullying and behaviour.

- There are clear procedures in place to support anyone in the school community affected by cyberbullying.
- All incidents of cyberbullying reported to the school will be recorded in the ‘Incidents of bullying file’.
- There are clear procedures in place to investigate incidents or allegations of Cyberbullying.
- In the case of major incidents information will be recorded and put in the safeguarding file.
- The school will take steps to identify the bully, where possible and appropriate. This may include examining school system logs, identifying and interviewing possible witnesses, and contacting the service provider and the police, if necessary.



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- Pupils, staff and parents/carers will be required to work with the school to support the approach to cyberbullying and the school's e-Safety ethos.
- Internet access may be suspended at school for the user for a period of time. Other sanctions for pupils and staff may also be used in accordance to the schools anti-bullying, behaviour policy or Acceptable Use Policy.
- Parent/carers of pupils will be informed. The Police will be contacted if a criminal offence is suspected.

Pupils Use of Personal Devices

- Pupil's own mobile phones and other electronic equipment are not allowed in school.
- If a pupil needs to bring a mobile phone into school then it will be kept in the school office until collection at the end of the day.
- If a pupil breaches the school policy then the phone or device will be confiscated and will be held in a secure place in the school office. Mobile phones and devices will be released to parents/carers in accordance with the school policy.

Staff Use of Personal Devices

- Staff are not permitted to use their own personal phones or devices for contacting children, young people and their families within or outside of the setting in a professional capacity.
- Staff will be issued with a school phone where contact with pupils or parents/carers is required.
- If a member of staff breaches the school policy then disciplinary action may be taken.

Communication Policy

How will the policy be introduced to pupils?

All users will be informed that network and Internet use will be monitored.

- An e-Safety training programme will be established across the school to raise the awareness and importance of safe and responsible internet use amongst pupils.
- Pupil instruction regarding responsible and safe use will precede Internet access.
- An e-Safety module will be included in Computing programmes covering both safe school and home use.
- Safe and responsible use of the Internet and technology will be reinforced across the curriculum and subject areas.
- Particular attention to e-Safety education will be given where pupils are considered to be vulnerable.



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How will the policy be discussed with staff?

The e–Safety Policy will be formally provided to and discussed with all members of staff.

- To protect all staff and pupils, the school will implement a Code of Conduct.
- Staff will be made aware that Internet traffic can be monitored and traced to the individual user.
- Discretion and professional conduct is essential.
- Up-to-date and appropriate staff training in safe and responsible Internet use, both professionally and personally, will be provided for all members of staff.
- Staff who manage filtering systems or monitor ICT use will be supervised by the Head teacher and have clear procedures for reporting issues.
- The School will highlight useful online tools which staff should use with children in the classroom. These tools will vary according to the age and ability of the pupils.
- All members of staff will be made aware that their online conduct out of school could have an impact on their role and reputation within school. Civil, legal or disciplinary action could be taken if they are found to bring the profession or institution into disrepute, or if something is felt to have undermined confidence in their professional abilities.

How will parents’ support be enlisted?

Parents’ attention will be drawn to the school e–Safety Policy in newsletters, the school prospectus and on the school website.

- A partnership approach to e-Safety at home and at school with parents will be encouraged. This may include offering parent evenings with demonstrations and suggestions for safe home internet use, or highlighting e–Safety at other attended events e.g. parent evenings and sports days.
- Parents will be requested to discuss and then sign an E-learning Code of Conduct form with their children.
- Information and guidance for parents on e–Safety will be made available to parents in a variety of formats.
- Advice on useful resources and websites, filtering systems and educational and leisure activities which include responsible use of the Internet will be made available to parents.
- Interested parents will be referred to organisations listed in the “e–Safety Contacts and References section”.

e-Safety Contacts and References

CEOP (Child Exploitation and Online Protection Centre): www.ceop.police.uk
Childline: www.childline.org.uk



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Childnet: www.childnet.com
Click Clever Click Safe Campaign: <http://www.nidirect.gov.uk/click-clever-click-safe>
Cybermentors: www.cybermentors.org.uk
Digizen: www.digizen.org.uk
Internet Watch Foundation (IWF): www.iwf.org.uk
Kidsmart: www.kidsmart.org.uk
Think U Know website: www.thinkuknow.co.uk
Virtual Global Taskforce — Report Abuse: www.virtualglobaltaskforce.com

The Governing Body of Longworth Primary School adopted this policy on 10th October 2013 following consultation with staff and representatives of the recognised trade unions.

Change & approval

Details of Changes:

Approval:

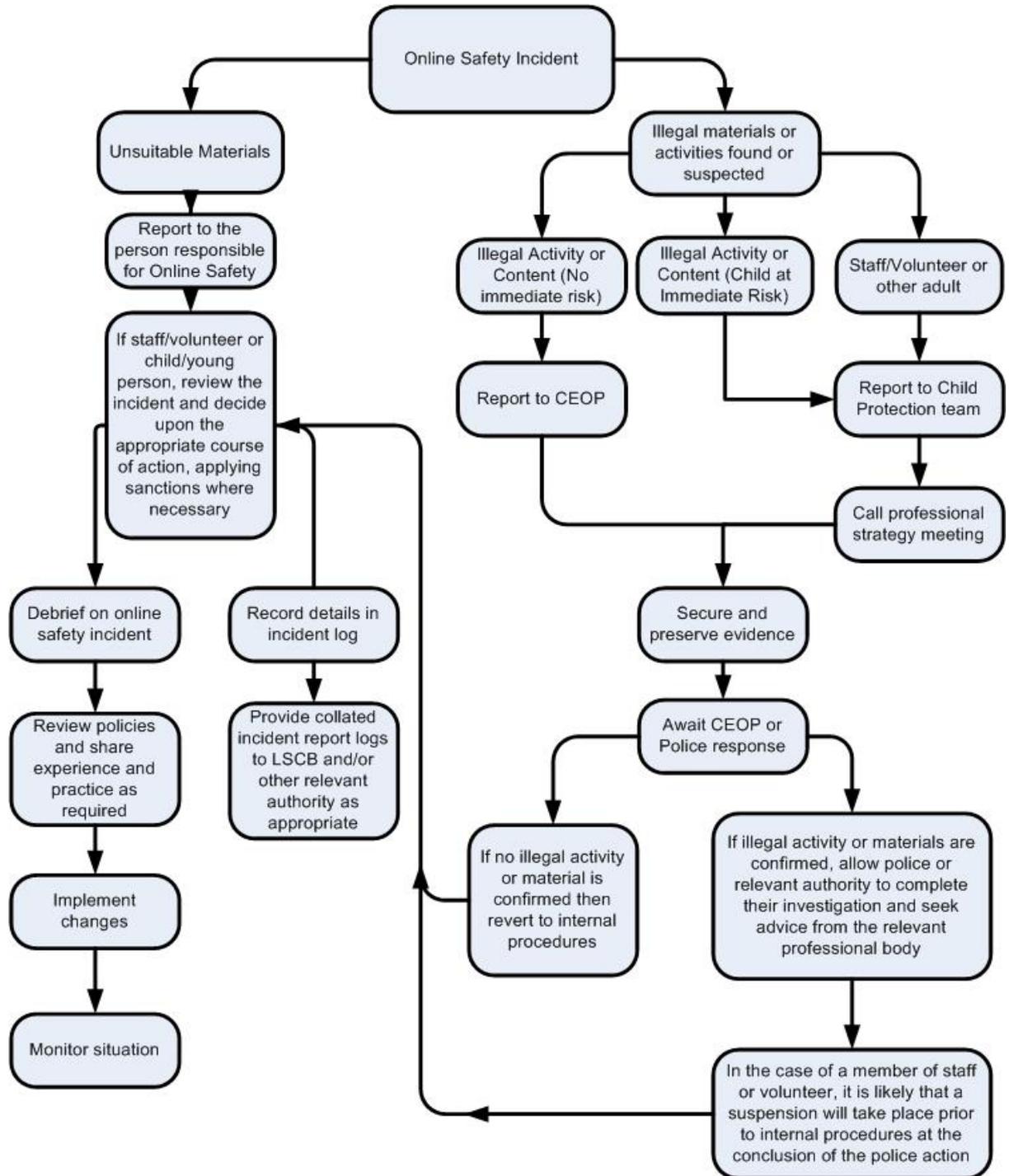
Approved by:	Signature:	Date:
Headteacher Neil Wilson		
Chair of Governors Stuart Warwick		

Link to: Behaviour Policy
Safeguarding Policy
Complaints Procedure
Anti Bullying Policy



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APPENDIX A -Responding to Incidents of Misuse – Flowchart





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APPENDIX B

E-Learning Code of Conduct

Dear Parent/Guardian,

As part of our curriculum we encourage pupils to make use of educational resources available on the Internet. We also provide pupils with access to a Learning Platform. Access to the Internet enables pupils to conduct research and obtain high quality educational resources from libraries, museums, galleries and other information sources from around the world. Access to the Learning Platform provides all pupils with an online, personal storage area as well as access to online learning resources which are available anytime, anywhere.

To guard against accidental access to materials which are inappropriate in school all Oxfordshire schools access the Internet and the Learning Platform by means of the Oxfordshire Community Network (OCN) which provides an appropriately filtered service.

However, it is not possible to provide a 100% assurance that pupils might not accidentally come across material which would be inappropriate.

Therefore, before they access the Internet and the Learning Platform we would like all pupils to discuss the attached E-Learning Code of Conduct with their parents/guardians and then return the signed form to the school office.

We believe that the educational benefits to pupils from access to the Internet and the Learning Platform, in the form of information resources and opportunities for collaboration, far outweigh the potential disadvantages.



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During lesson time teachers will guide pupils toward specific materials and educational resources. Where pupils are given permission to access the Internet and the Learning Platform outside lessons they must agree to access only those sites that are appropriate for use in school and use the e-learning resources appropriately.

APPENDIX B - E-LEARNING CODE OF CONDUCT

This code of conduct applies at all times, in and out of school hours, whilst using school equipment.

Internet, e-mail and access to a Learning Platform will be provided for you to conduct research, communicate with others and access your personal on-line storage space as well as learning resources but only on the understanding that you agree to follow this code. This code of conduct is not intended to be exhaustive. At all times you should use e-Learning resources in an appropriate and responsible manner.

THE CODE

You should:

- Only access sites which are appropriate for use in school. *This also applies outside lesson time*
- Be aware that your actions on the Internet, when using e-mail and in the Learning Platform can be seen and monitored
- Be aware that information on an Internet web site may be inaccurate or biased. Try to verify the information using other sources, if possible, before using it
- Be careful of what you say to others and how you say it. *Never give your name, home address, telephone numbers or any personal information about yourself or others to any strangers you write to or communicate with on the Internet. Never arrange to meet strangers who approach you whilst on the computer; anyone can pretend to be someone else. Someone pretending to be a friend may not have your best interests at heart*



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- Treat others as they would expect to be treated, e.g. *show respect and be polite. Remember that something that may seem like a joke to you could upset someone else.*
- Always tell your teacher or another adult if you ever see, hear or read anything which makes you feel uncomfortable while using the Internet, e-mail or the Learning Platform
- Respect copyright and trademarks. *You cannot use the words or pictures that you see on an Internet site without giving credit to the person who produced the information originally. You must not copy text or pictures from the Internet and hand it in to your teacher as your own work.*
- Check with a teacher before:
 - * sending e-mail
 - * downloading files
 - * completing questionnaires or subscription forms
 - * opening e-mail attachments

You should not:

- Send, access, store or display offensive or upsetting messages or pictures
- Use or send bad, threatening or annoying language nor any language which might incite hatred against any ethnic, religious or other minority
- Intentionally waste resources

Please note:

You should always log out and close your browser when your session has finished.

User areas on the school network will be closely monitored and staff may review your files and communications to maintain system integrity.

Failure to follow the code will result in loss of access and further disciplinary action may be taken if appropriate. If applicable, external agencies may be involved: certain activities may constitute a criminal offence.

Copyright Release

This school may produce printed publications and/or a school web site which may include examples of pupil's work and/or photographs of pupils. No child's



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work will ever be used without his/her permission and we take the issue of child safety very seriously which includes the use of images of pupils. Including images of pupils in school publications and on the school website can be highly motivating for the pupils involved, and provides a good opportunity to promote the work of the school. However, schools have a duty of care towards pupils, which means that pupils must remain unidentifiable, reducing the risk of inappropriate contact, if images are used in this way.

We ask that parents consent to the school publishing their children's work and to the taking and using of photographs and images of their children subject to strict confidentiality of personal information. (This can be changed at any time; just see the Headteacher or Computing Co-ordinator).

Digital Video

Digital video is an exciting medium which can motivate and inspire pupils. Research has shown that using digital video in education can help encourage creativity, motivate and enthuse pupils, and improve communication and team-working skills.

At Longworth Primary School we intend to use digital video as part of our learning and teaching and for the recording of school productions and events.

We ask that parent's consent to their child taking part in the production of digital video, and/or appearing in films.

Whereas the risks of using digital video in education are minimal, schools have a duty of care towards pupils. This means that pupils will remain unidentifiable, reducing the risk of inappropriate contact, if images or examples of their work (including digital video) are used on the school website. All digital video work at Longworth Primary is underpinned by our acceptable use and internet safety policies.



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E-LEARNING CODE OF CONDUCT - YOUNG USERS

You should:

-  Always follow the instructions of your teacher.
-  Keep your username and password secret.
-  Always be nice and polite when you send messages to other users.
-  Always tell your teacher if you see, hear or read anything which makes you feel uncomfortable while using the computer.

You should not:

-  Send anyone a message which is not nice.
-  Use bad language in a message.
-  Use any other person's work or e-mail.
-  Tell a stranger any of the following information:
 - your name
 - your home address
 - your telephone numbers
 - any other personal information about yourself or any of your friends.

When you are finished using a computer you should always close it down properly following your teacher's instructions.



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APPENDIX C – Permission for use of photographs

Our Ref: Prospectus and Website

Dear Parents

Longworth School has both a website and School Prospectus that we keep updated with the latest school news and events.

To enable people to see what has been happening within the school we would like to use photographs of the children, taken during their school day.

We will not publish names of the children on either the website or in the prospectus.

Please complete the form below, indicating whether or not your permission is given to use photographs of your child/children and return to school.

We will presume permission is granted by parents who do not return a completed form.

Regards

Mr. Neil Wilson
Headteacher

Child's Name _____ (please print)

*I give permission for photographs of my child/children to be used on the Longworth School Website and in the school prospectus.

*I do not give permission for photographs of my child/children to be used on the Longworth Website or in the school prospectus.

*Please delete as appropriate

Signed _____



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Date _____

Print Name _____