

Name of pupil: .....

**The Suffolk Academy of Dance & Performing Arts takes the welfare of its pupils very seriously and has a policy for making sure that photographs and videos of its pupils will not be misused.**

As the parent or legal guardian of the pupil named above, I understand that the Suffolk Academy of Dance & Performing Arts may:

1. Arrange for photographs or videos to be taken of the pupil taking part in school activities, eg classes or public performances. All such official photographs or videos will only be taken by a photographer approved by the Suffolk Academy of Dance & Performing Arts.
2. Use any such photographs or videos in published material relating to the school. Examples of these uses are:
  - o Brochures
  - o Posters
  - o The school web site
  - o Videos or photographs of public performances for sale to friends and family of pupils

The name of the pupil(s) will not be attached to any photographs published by the Suffolk Academy of Dance & Performing Arts without your written consent. Where the pupil's name has been made public as part of a performance (eg in an announcement or a printed programme) then it may be included in a video sold to friends and family of pupils.

3. Ban the use of cameras or video cameras (including those in mobile phones or any other multi-function device) on the premises where it holds its classes or in any performance or rehearsal for a performance staged by the Suffolk Academy of Dance & Performing Arts, other than by a photographer approved by the Suffolk Academy of Dance & Performing Arts. **Apart from performances in a public location (eg a school fete) you should assume that this ban is in place and should ask the Principal of the Suffolk Academy of Dance & Performing Arts for permission before taking any photographs or videos.**

Your agreement to the taking and use of photographs and videos as described in paragraphs 1 & 2 and the restriction in paragraph 3 is a condition of the pupil being part of the Suffolk Academy of Dance & Performing Arts. By signing this form you give your agreement to this.

Signed: .....

Print name: .....

Date: .....