

Headteacher: James Wiltshire

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Muswell Hill Primary School

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Entrance: 26-28 Dukes Ave, N10

Dear Parents and Carers,

The school web designers have been working hard to develop a new school website. I am keen to launch this as soon as possible. We have a member of staff who will populate the website with all the relevant information that you might need and then will subsequently be responsible for regularly updating it. Teaching staff will also contribute to this process and the web designers will initially support this practice.

To include photographs of the pupils on the website we require permission from Parents/Carers. If photographs of children are included on the website we will not attach a name to the photograph.

We use the following rules for any external use of digital images:

**If the pupil is named, we avoid using their photograph.**

**If their photograph is used, we avoid naming the pupil.**

Below is a photograph 'opt out' slip. If you would prefer that you child's photograph is not used on the website please complete the form attached below and **return it to the school office by Monday 16<sup>th</sup> September 2013.**

Kind Regards,

James Wiltshire

Headteacher, Muswell Hill Primary School

**Photograph 'Opt-Out'**

**I do not agree to the school using photographic images of my child on their website. Please return this slip to the school office by Mon day 16<sup>th</sup> September 2013.**

Child's name ..... Year ..... Class .....

Parent/Carer name ..... Signature .....

Date .....

