



## Codsall High Federation of Schools Standard Photography and Video Code of Conduct

Dear Parent/Carer

### Standard Photography / Video / Photocopying and Promotion of Educational Learning Code of Conduct

From time to time the school may take photographs or video your child during special events / activities at school or take photocopies of your child's work in order to support the promotion of educational learning.

In all circumstances Codsall Community High School will:

1. Not use photographs in any form of internal or external publication where we **do not have consent**.
2. Not use images of students in any way which is likely to cause embarrassment.
3. Not routinely reveal within the image personal details, such as subject's age, home address or telephone number. In exceptional circumstances where we may wish to do this, we will contact you to discuss this.
4. Keep the image for up to four years. The image will also remain the property of Codsall Community High School.
5. Only use photocopies of students' work in the promotion of educational learning
6. Keep photocopies of students work for up to four years
7. Always ensure that parental permission has been given via the student data collection form.

Yours faithfully

Mr S Maxfield  
Headteacher