



*Together we grow at Newport Primary School*

Frambury Lane, Newport, Saffron Walden, CB11 3PU.

Tel: 01799 540055 Email: [admin@newport.essex.sch.uk](mailto:admin@newport.essex.sch.uk)

[www.newport.essex.sch.uk](http://www.newport.essex.sch.uk)

Headteacher – Miss Amy Wareham

Dear Parents and Carers

### Photograph Permissions

We regularly take photographs of children as part of school life. These photographs are used to document learning and development, to share activities with parents, and to celebrate children's achievements. Photographs may be used in the following ways:

- Shared with parents via ClassDojo
- Shared with parents via Tapestry (Reception Class Only)
- Used in school newsletters and on the school website

In line with guidance from the Information Commissioner's Office (ICO) and the Data Protection Act 2018, the school does not need to request permission to take photographs. However, we are required to inform you how photographs may be used and to give you the opportunity to indicate your preferences. The school will **always seek separate, explicit permission** before using any photographs of children on social media or in the press.

You may have shared your preferences with us previously, but we would like to take this opportunity to ensure that our records are up to date. We would be grateful if you could complete the form by clicking on the link below.

[Photograph Permissions – Fill in form](#)

If you have any questions or queries, please do not hesitate to get in touch.

Many Thanks

Mrs Charlotte Mortimer  
School Business Manager

