



Photograph Policy

Current 2009

Updated 2007

LANCASTER GIRLS' GRAMMAR SCHOOL - PHOTOGRAPHS

For many years the school has used photographs and videos taken around the school and on visits as part of promotional material and on the school web-site. We have generally used group photographs, and we never publish pupil names with the photograph without additional permission (except for the yearbook, which is only sold to pupils). We introduced a policy on the use of photographs last year and were very appreciative of the 100% support we received from parents of this policy.

PHOTOGRAPHS – SCHOOL POLICY

Parents will be asked to support the school policy on the *school's* use of images on an annual basis as part of the general permissions slips. Parents will also be asked to give advance permission in the event of the involvement of newspapers or other local and national media. Only if this permission has been given, will journalistic and photographic access to pupils be allowed in school.

The school will not use personal details of any pupil or adult (including names) on a photographic image, on video, on our web-site or in any school-related publication (with the exception of the Yearbook). If the need arises for any exceptions to this rule, **additional** parental permission will be sought. Where a name is used (e.g. newsletters), a photograph will not be included.

The school will not include personal e-mail or postal addresses or telephone numbers or fax numbers on our web-site, in our school prospectus or in other printed publications. If exceptions to this rule arise, **additional** parental permission will be sought.

Photographs which are used will normally be group pictures, and not highlight any individual pupil.

Images of former pupils will only be used with their prior permission.

Images will only be used of pupils who are suitably dressed in the context of the event photographed.