Donaldson's College

Dear Parents / Carers

As you are aware, much of the teaching and assessment at the College is done through visual means due to the children's difficulty in hearing and language. Modern digital technology has enabled us to use photography to enhance learning in a whole range of circumstances and we have been building valuable resources for the use of photography within the college. Photographs also provide the College with accessible and meaningful records of individual children's development.

Staff are fully aware of the need to ensure a young person's dignity when they take photographs / video's and the need to store them in a responsible way, whether hard copy of electronically. From time to time, we also use photos / videos of the children as display material around the College or in material we use for staff training. We also use photographs to promote the College externally e.g. the College prospectus, newspaper articles, marketing leaflets and within the College website.

I am writing to ask your consent for the College to photograph your child and use selected images in the ways described above. Parents, of course, have access to this or any other records of their children. Can you please sign and return this slip in the envelope provided as soon as possible as we are currently preparing some new materials to promote our new College in Linlithgow and would love to include our current pupils.

Yours sincerely

Janice MacNeill
**Principal**

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I give consent for my child _____ Class _____

to be photographed by Donaldson's College Staff for the purposes outlined in the Principal's letter.

I give consent for my child's image to be used for: internal use only □
external use □

Parent / Carer Signature _____ Date _____