

Dear Parent/Carer,

We are writing to inform you that our students will be having head shots taken in school to be added to Databridge, our secure school computer system.

The image that will be taken of your child will only be accessible to staff members at Expanse Learning. The image will be used mainly by the media team to identify your child. For example, when out on a school trip, the media team will know who your child is and whether they have given consent to be photographed, or for their photographs to be used in certain types of media (such as the school social media page).

The image may also be used in case of an emergency so that our office staff can provide a clear description of your child to the emergency services.

If you are not happy for your child to be photographed and for their image to be used for this purpose, please contact reception on **01942 877715 and speak to Katie McDermott (School Business Officer)**. If we do not hear from you regarding this issue, we will assume that you are happy with the above.

Kind regards,

Katie McDermott
School Business Officer