



MANIFOLD HEIGHTS PRIMARY SCHOOL NO. 4224
STRACHAN AVENUE, MANIFOLD HEIGHTS, 3218
Phone: 5229 9643 Fax: 5229 2997
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20th June 2017

OFFICIAL SCHOOL PHOTOGRAPHS

Dear Parent & Guardians,

Manifold Heights Primary School has arranged for official school photographs to be taken by Leading Image Group on Friday 21st July 2017.

Leading Image Group will arrange for photographers to take individual and class photographs that will be available to parents/carers for purchase. Your child will be identified by first name and surname in these photographs.

The images taken by Leading Image Group will be stored on the schools secure network and Cases21. Cases21 is used by the school for educational and administrative purposes. Access to Cases21 is restricted to the Principal, Assistant Principal, office staff and Department technical support staff.

The school may also use the photographs in the following ways:

- in the school's learning and teaching tools (for example, classroom displays, medical management plans)
- in the school's year book or reunion publication

Parents/carers can provide informed consent or withhold consent for the collection, use and disclosure of their child's official school photographs at any time by contacting the school.

Please read this form carefully. If you do not understand any aspect, please contact the school on 5229 9643.

Your Authority and Consent

I have read this form and I consent to Leading Image Group photographing my child (the student named below) and I acknowledge that:

- the school may use images of my child in the ways described in this form, for one year from the date I sign this form
- I must notify the school Principal if I wish to withdraw my consent, but I may not be able to withdraw my consent if the images have already been published and are in the public domain.

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| Name of Student | |
| Class | |
| Name of Parent/Guardian/Carer | |
| Relationship to Student | |
| Signature | |
| Date | |