

**PODAR INTERNATIONAL SCHOOL (CIE), KALYAN**  
(Cambridge International School)  
**PHOTOGRAPHY and VIDEOGRAPHY POLICY** made by PTA 2018-19

At Podar International School (Cambridge International) Kalyan, we use photographs and videos for celebrating and recording children successes. They are used for a variety of purposes, including school records, prospectuses, display boards, school publications, newsletters, educational purposes, conferences and the school website.

In order to ensure that, as far as possible, the use of photography and video is used safely at all times, the policy provided below should be followed. This policy is applicable to all forms of visual media, including film, print, video, DVD and websites etc.

- The following details are important to follow:
- As a tool to monitor and track progress
- Displays within the school and related area for school publicity like leaflets, prospectus etc
- School newsletters and other paper publications e.g. class yearbooks
- Website (shows trips and activities and celebrate children's successes)
- General publicity (includes use by the local authority and for training purposes)
- Use by the press and other broadcast media etc
- Photos and videos will be taken for educational purposes and official school purpose only and they will be published only on official school page/ prospectus/ display board/ banners/ school records/ website/ brochures or similar.
- A professional photographer can be hired for official school photos and school events.
- On some occasions if we do not have permission to use the image of your child it may result in your child not being able to take full part in some school events or similar.
- School PTA Committee will review this policy (if required) for updating/making changes for the safety and security of students.

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**CONSENT FORM for Photography & Videography Policy**

To,  
The Principal  
Podar International School (Cambridge International), Kalyan

Date:

We, \_\_\_\_\_ (father or/and mother) of  
\_\_\_\_\_ studying in Grade \_\_\_\_\_, hereby give consent to record and  
use images and videos of my child \_\_\_\_\_ for any school related  
event and we don't have any problem for the above stated policy.

Father's Sign - \_\_\_\_\_ Mother's sign - \_\_\_\_\_

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