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Dear Parents,

We are delighted to have been invited by Mrs Lant to offer a photography club for pupils in year's 3-6.

The workshops are designed as a fun and creative way for learning how to take memorable digital photographs. Themes will be around: 'My Friends and I', 'The World Around Us', 'Travel and Transportation', 'Work, Rest and Play' and 'The Photography of Movement' (including sports activities). School digital cameras (iPhones, school iPads or Nintendo DS's) would need to be provided for each workshop. Also, a notepad and pen, together with suitable footwear and clothing would be ideal, as we'll be doing a lot of the practical's outside, on the schools grounds. We will send to the school, in advance of the workshops starting, all the other resources for the pupils to use during the sessions.

The workshops are for a 6-week period, commencing on Thursday 25<sup>th</sup> September, for an hour after school, 3:20-4:20pm. We will need a minimum of 15 pupils in order to make the course viable. The cost of the six week course is £42.00 per pupil, payable in advance. Payments can be made to us via cash (to be left at the school office, before the start of the workshops), BACs paid in full, in advance of the sessions beginning at the school or by cheque (to be left at the school office, before the start of the workshops).

If parents would also like to have access to our photography teaching modules and enrichment resources, to be used at home, we can offer each of these one hour modules for £2.50 (£15 for a set of six home based activities).

Numbers will be limited to 30. If you would like your child to take part, please complete the attached registration form and return it to the school, with either your cash / cheque or a notification of payment to Imaging Partnership Education Ltd via BACs (our account details are on the next page). Places will be allocated on a first-come-first-served basis. Please return your form as soon as you have made your payment, in order to secure a place. If we do not achieve our minimum number, or we cannot offer you a place having reached our limit, payments will be immediately refunded via BACs.

We are very much looking forward to working with the school on what I am sure will be a fun and fruitful learning experience.

Very best wishes,

Kate Mercer

**Imaging Partnership Education**

I would like my child.....to attend  
Imaging Partnership Education's weekly photography club from: Thursday 25<sup>th</sup> September, 2<sup>nd</sup> October,  
9<sup>th</sup> October, 16<sup>th</sup> October, 6<sup>th</sup> November and 13<sup>th</sup> November.

Cash / cheques are to be made payable to: 'Imaging Partnership Education Ltd' (and left at the school office  
together with your completed registration form, before the start of the first session).

Our account details are featured below for all BACs payments to be made into (instead of paying us by  
cash / cheque) -

Please ensure that the name of the school and the pupil's name are referenced on the payment:

### Imaging Partnership Education Ltd

- Account Number: 11839535

- Sort Code: 40-15-07

Class..... Address.....  
.....

Email Address:.....

Home Tel:.....

Emergency Telephone Number:.....

Any Medical information.....

**NB:** Due to the increasing instances of practitioners being delayed by late arrivals of parents collecting their  
children from the afterschool club, a payment penalty will be issued. A late arrival charge of £5.00 will be  
made to each parent, for every 15 minutes after the club has finished (there is a grace period of 10 minutes).  
Thank you for your cooperation.

Signed (Parent / Guardian).....

Name (Parent / Guardian).....

Date.....

Being picked up by:.....

Additional Notes: .....

### **Please tick one of the boxes below to show how you will be paying for the club**

- I would like my child to attend the weekly photography club ☐
- I would also like to purchase the home enrichment photography resources (NB. The resources can  
be purchased separately, if you'd prefer your child not to participate in the photography workshops  
at school):

- £15 per set of home enrichment resources (6x modules, total) ☐
- I do not wish to buy access to the home enrichment resources ☐

Attending photography club

- I have made a BACs payment to: 'Imaging Partnership Education' for £42 ☐
- I attach a cheque made payable to: 'Imaging Partnership Education Ltd' for £42 ☐
- I enclose a cash payment of £42 ☐
- My child receives pupil premium ☐

Home enrichment resources (provides photography modules and enrichment resources, to be used at home)

- I have made a BACs payment to: 'Imaging Partnership Education' for: £15 ☐
- I attach a cheque made payable to: 'Imaging Partnership Education' for: £15 ☐
- I enclose a cash payment for: £15 ☐
- My child receives pupil premium ☐

Parents can view further information in regards to the home enrichment additional resources on our sister company website, Vantage Education ([www.vantage-edu.com](http://www.vantage-edu.com)), located in the area of: 'home education', under 'teaching modules'.

The home enrichment modules contain a selection of 6x modules from the themes of: photography, history, technology, engineering, biology and maths.

The home enrichment activity resources will be sent to you via We Transfer (i.e. via email) once payment has been made. Please let us know if you'd prefer another method of sending these resources to you.

Image consent:

We the parents of: .....

Hereby confirm that all images taken with other individuals will not be published on the World Wide Web. We are also signing to acknowledge that other children in the group will be taking photos of our child and agree not to use these photos on Facebook and other social media websites.

Signed (Parent / Guardian).....

Name..... Date.....

Being picked up by.....

## **Privacy statement**

We collect information about you when, as a parent or a guardian, your child is registered to attend our workshops. We will use this information for a number of reasons:

1. To compile an attendance register for our practitioner – the attendance register only shows the name of the child and any health conditions we should be aware of.
2. To indicate your payment preference for the workshops.
3. In case of an unexpected change of circumstance or a medical emergency, the practitioner would contact our head office to access the contact details of the parent/guardian.

Please note: we **do not** record or retain your contact details or personal email address, unless requested by you\*. The parent registration form is stored at our head office. Once the workshops have been delivered, the parent registration forms are all destroyed and no copies are made or retained.

☐ \*Please tick this box if you'd like to receive further information, via email, about our parent home enrichment resources.

### **Access to your information and correction**

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please contact us. You may ask us to correct or remove information you think is inaccurate.

### **Changes to our privacy policy**

We keep our privacy policy under regular review. This privacy policy was last updated in April 2021.

### **How to contact us**

Please contact us if you have any questions about our privacy policy or information we hold about you:

[enquiries@imagingpartnership.co.uk](mailto:enquiries@imagingpartnership.co.uk)