

# **Cheapside C. of E. Primary School**

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Headteacher  
Mrs Kate Searle

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Dear Parents

Today your child is bringing home very important forms. Please see the attached privacy notice for your information.

- An OA4, off site activity medical and consent form for the academic year
- A photo and video consent form

**On the back of the OA4 form is the standard photography, video and voice consent form for the academic year – please give careful consideration to the boxes as these final choices will determine whether your child's photo appears on any of the choices listed on the consent form, in particular the parish magazine, local newspapers and sporting events and the school website. Please ensure that all columns and boxes are completed with a tick or cross and initialled.**

We would like these forms to be completed and returned tomorrow as we have our Harvest celebration at Church next Monday and the forms are required to allow the children to participate.

Please note that these forms are annual. Therefore if there are any changes in contact details and/or medical information it is imperative that you let the office staff know and complete a new form.

Many thanks for your prompt attention to this request.

Yours sincerely

**Kate Searle**  
**Headteacher**