

3rd December 2018

Dear Parents/Carers,

One of my key aims here at Fort Pitt Grammar School is to ensure that communication between the school and home is clear, informative and engaging.

With this in mind I would like to inform you that Miss Solomon has been appointed as our Social Media lead and from Monday 3rd December we will be launching our new Facebook, Twitter and Instagram pages. All three platforms are great ways in which to communicate school news, photos, videos and upcoming events, and allow us to promote the huge variety and breadth of wonderful activities that take place here at FPGS.

Please like and follow us at:

Facebook: @fortpittgrammar

Twitter: @FortPittGrammar

Instagram: @fort_pitt_grammar_school_



We hope that by utilising social media we will further improve communication between the school and the local community. In order to do this as effectively as possible, we must request your permission to use your child's image on Facebook, Twitter and Instagram in the same way that we do on the school's website or in the local press. **As such, attached is a consent form which we ask you to complete and return to Reception no later than Friday 14th December.**

The pages have been created in order to foster a positive online community, so if you do engage with the social media platforms, we ask that you please abide by the following protocols:

- Please do add positive praise and comments where appropriate! But please remember to only refer to students **by their first name only**.
- Please do not use the pages as a means to contact staff, please use the normal methods of communication to do this.
- Please do not use the pages to complain or raise issues you may have with students or other parents/carers. Again please follow existing procedures.

With lots of events and trips scheduled during the busy run-up to Christmas, I am certain that our social media pages will provide you with a fantastic opportunity to keep abreast of all that goes on here at Fort Pitt Grammar School!

Yours sincerely



Miss Nicky Archer
Headteacher

Headteacher : Nicky Archer, BA (Hons), NPQH



FORT PITT HILL, CHATHAM, ME4 6TJ
 TEL: 01634 842359 EMAIL: office@fortpitt.medway.sch.uk WEB: www.fortpitt.medway.sch.uk

Consent form for taking and using photographs of students

Fort Pitt Grammar School very much wants to celebrate school life and the achievements of its students. To do so we like to photograph students and use those photographs in a variety of places including on our website, on social media including Facebook, Twitter, and Instagram in our termly newsletter 'The Cannon' and on displays around the school buildings. We are also aware that parents, carers and students really enjoy being able to see their images and would like all students to have this opportunity.

There are a number of instances when FPGS may take photos of your child, and we follow guidance as set by Data Protection legislation. As such, we are required to gain consent from you to continue to photograph your child(ren) and to use those images. If you are happy for your child to be photographed and for their images to be used in these ways, please complete this form, ticking the relevant boxes, sign and date it and return it to the main school reception desk.

I am happy and agree to consent to images of my child(ren) being used on the following:	Please tick to confirm consent:
Fort Pitt website	
Fort Pitt Twitter feed	
Fort Pitt Facebook page	
Fort Pitt Instagram page	
Fort Pitt Cannon newsletter	
Fort Pitt Prospectuses	
Local press	
In and around the school building	

Name of child(ren) _____

Year and tutor group(s): _____

Parent's name: _____

Parent's signature: _____

Date: _____

If you would prefer us **not** to photograph or publish photos of your child(ren) in some or all of our communications, that's not a problem. Please tick this box and we will respect your preferences.

Furthermore, if you give permission now, you can withdraw or change it at any time by contacting school via the usual communication channels. At that point they will not be used in future publications.