



**QUEEN ELIZABETH II HIGH SCHOOL  
ISLE OF MAN DEPARTMENT OF EDUCATION  
ADMISSION REGISTER**



*Please be aware that your child's details, including their listed contacts, will be used for school administration purposes and included on our database*

**Student Details:**

Surname ..... Forename .....

Middle name(s) ..... Date of Birth .....

Gender ..... First Language .....

Home Address .....

.....

Post Code ..... Student's own Mobile No. ....  
(This may be used to remind students of exam dates etc.)

Preferred Forename & Surname (if different to above): .....  
*(Please be aware that it is a legal requirement for the names which appear in admission and attendance registers to be the legal name of the student)*

Previous address(es) in last 5 years: .....

.....

.....

Family Links: Name, Date of Birth and Present School of any Siblings

.....

.....

***PREVIOUS EDUCATION***

Please give the names of all schools previously attended, whether Primary, Secondary or other, **with dates**

.....

.....

Name of person to be contacted at their current, or most recent, School: .....

Is your child on the Special Education Needs Register at their current school? Yes / No

If yes, please provide as much detail as possible:



## Use of images and sound recordings of students

### Consent Form

During the School Year there are likely to be opportunities to publicise school activities or for students to conduct coursework using a variety of types of recording.

Such recordings may subsequently appear on the school's website, in display material in the school's communal areas, externally (e.g. at an exhibition promoting some aspect of the school curriculum or particular school achievement), or in the media.

Queen Elizabeth II High School has adopted certain safeguards in order to minimise any risk to your child and to allow the exercising of personal choice:

- ✓ We will avoid the publication of your child's **full** name with any image on any of our school material, website etc.
- ✓ Only appropriate images will be taken
- ✓ Images will be kept securely and destroyed after their required time
- ✓ Any external photographer will have the validity of their organisation checked
- ✓ Appropriate levels of supervision will be undertaken at all times

I agree to the following to use photographs

- Photographs of my child being displayed in the school building along with their name
- Photographs of my child being published on the school website or in a school publication, e.g. calendar, school brochure etc. I understand that in these situations my child's photograph maybe be accompanied by no more than their first name
- Photographs of my child being published in the media (newspapers, radio station, magazines etc.), including the media's websites, as and when the occasion arises (i.e., school activity, individual/group success story). I understand that in these situations, my child's photograph may be accompanied by their full name if the media so wishes.

**Please note** that the school does not have control of how images taken by the media are published

Consent once given may **BE WITHDRAWN AT ANY TIME IN WRITING** to the school.

Do you and your child give consent to your child having images taken according to the above guidelines and in accordance with the Policy on the use of images, videos and sound recordings? Please complete the form below and return to the school.

YES / NO
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*Please circle the appropriate response*

**Signed** .....

**Relationship to child** .....

**Child's name**.....

**Date**.....

## **Consent to use recordings of your child: Conditions of Use**

1. This form is valid for the period of time your child attends this school, OR UNTIL YOU WITHDRAW CONSENT IN WRITING. Your consent will automatically expire after this time.
2. We shall assume that the written consent of a parent/carer has been given with the full agreement of the child concerned
3. The school will not re-use any photographs or recordings after your child leaves this school
4. The school will not use the personal details or full names (which means first name **and** surname) of any child or adult in a photographic image, on video, on our website, in the school prospectus or in any of our other printed publications
5. The school will not include personal e-mail or postal addresses or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.
6. If we use photographs of individual students, we will not use the full name of that child in any accompanying text or caption.
7. If we use the full name of students in the text, we will not use a photograph of that child to accompany the article. The only exception is the Student Year Book for Year 11 & 13 students
8. We may include pictures of students and teachers that have been drawn by students. We may use group or class photographs or footage with very general labels, such as 'a science lesson'.
9. We will only use images of students who are suitably dressed.
10. Parents should note that websites can be viewed throughout the world

### **Notes on Use of Images by the Media**

If you give permission for your child's image to be used by the media then you should be aware that:

- The media will want to use any printed or broadcast media pictures that they take alongside the relevant story;
- It is likely that they will wish to publish the child's name, age and the school name in the caption for the picture (possible exceptions to this are large group or team photographs);
- It is possible that the newspaper will re-publish the story on their website, or distribute it more widely to other newspapers or media organisations.

**Request for Parents Wishing to Take Their Own Photos/Videos or make recordings of school events or activities**

**Consent Form**

**I agree to ensure that all recordings I make will be for my personal use and not for general distribution. All images / recordings will be kept securely and be used in accordance with the school's policy on the use of images, videos and sound recordings**

**I understand that I would be held liable in the event that I breach this policy**

**I agree not to distract or obscure the view of others whilst taking images**

**Print Name** .....

**Signed** .....

**Relationship to child** .....

**Date** .....

## **A guide for parents who wish to use photograph, video or record a school event**

Generally photographs, videos and sound recordings for school and family use are a source of innocent pleasure and pride, which can make children, young people and their families feel good about themselves. By following some simple guidelines we can proceed safely and with regard to the law.

- Remember that parents/carers and others, attend school events at the invitation of the head
- The head has the responsibility to decide if any kind of recording of school performances is permitted
- The head has the responsibility to decide the conditions that will apply so that children are kept safe and that the performance is not disrupted and children and staff not distracted.
- Parents and carers can use recordings made at a school event for their own personal use only. Such photos/videos/sound recordings must not be sold and must not be put on the internet
- Recording other than for your own private use would require the consent of all the other parents whose children may be included in those recordings.
- Parents and carers must follow guidance from staff as to when photography and videoing is permitted and where to stand in order to minimise disruption to the activity
- Parents and carers must not photograph or video children changing for performances or events
- If you are accompanied or represented by people that school staff do not recognise they may need to check who they are, if they are using a camera or video recorder.
- Remember that for images or audio recordings made on any device (e.g. on mobiles phones) the same rules apply; you should recognise that these are for personal use only.

Thank you for your co-operation

**APPENDIX EIGHT****Form 'D'****DEPARTMENT OF EDUCATION**

**PARENTAL CONSENT  
REGULAR OUT-OF-ESTABLISHMENT VISITS/ACTIVITIES**

**School:** \_\_\_\_\_

**Child:** \_\_\_\_\_

I hereby agree to my child participating in recognised activities off the school / centre site but on the Island, for example, environmental studies, swimming, joint activities with other schools, etc.

**I understand that:**

- such activities will not often extend beyond the school day, but that if, occasionally, they are likely to do so, adequate advance notice will be given so that I may make appropriate arrangements for his/her safe return home;
- my specific permission will be sought for any out-of-school activities beyond those outlined above and which could involve commitment to extended journeys or times, expense or hazards;
- all reasonable care will be taken of my child in respect of the activity/visit;
- my child will be under an obligation to obey all directions given and observe all rules and regulations governing the visit/activity and will be subject to all normal school discipline during the visit/activity;
- any medical condition or physical disabilities will be notified to the school now and as and when they arise;
- all pupils are covered by the Department's third party public liability insurance in respect of any claim arising from an accident caused by a defect in the school premises or equipment or attributable to negligence by the Department or one of their employees.

**Signature of Parent/Guardian:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ **Tel:** \_\_\_\_\_