

# Upham Primary School

## Church of England (Aided)

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Tuesday 9 December 2025

Dear Parents,

### **Arrangements for Christmas Productions**

We are planning to invite parents in to share in our Christmas Productions on Wednesday 17<sup>th</sup> December in the same way we approached last year which successfully enabled a sensible, smaller number into the hall to watch a live performance whilst making a film available via YouTube for wider family to watch. This protects everyone against all the airborne infections that are around whilst giving the children a genuine audience to perform for. Also guidance produced by the Local Authority regarding room capacity places a limit of the number of people we can fit in the hall.

We will therefore offer tickets just to parents, an absolute maximum of two per family. However, you do not need to attend, you could choose to just watch the recording. This should also help those of you with tight working commitments and also those of you who do not feel comfortable to attend a busy gathering. Please note that for Class 1, which is a much smaller class, there is less of an issue for space so you could request more tickets for other family. A confirmation of the timings for these:

Wednesday 17th December	9.30 am	Dormice (Year R)
	11.00 am	Squirrels (Yr 1/2)
	2.30 pm	Hedgehogs (Yr 3/4)
	6.30 pm	Badgers (Yr 5/6)

Badgers will be performing in the evening so would need to be dropped back to school, not before 6.10pm. The production will finish around 7.30pm and children can be collected then.

### **Tickets Available to Reserve on Arbor**

This year, tickets can be reserved via the Arbor Parent Portal. Simply log-in to your Arbor Account and select 'School Shop' then 'School Shop Products'. This will take you to an overview of products / tickets available to you. As the price for tickets is £0.00 you won't need to add payment details. Ensure you reserve your tickets so that we know exactly how many chairs to put out.

School siblings will have already watched the performances in school so will not be able to attend the Wednesday 17th performances. This includes the Badgers evening performance. Older siblings are also not able to attend, the performance is just for parents, other family will be able to watch the recording.

### **Taking Photographs During The Performance**

Parents are welcome to take photographs during the performance but please ensure no flashes go off – these distract the children, causing them to stumble lines and risk them failing.

We deliberately do not make the recording available as a copy to parents as there are many families who have previously explained they would not give permission for this, which would make any recording unviable. If you want to keep a copy of your child performing you would need to film this yourself.

In order for us as a school to allow parents to take photographs / make recordings, due care and consideration must be given to protecting the images of children other than your own that may be in an image (i.e. in the background). This involves that you ensure that:

- Images containing children other than your own are not shared with any third party.
- Images containing children other than your own are not sent electronically (which carries the risk of interception by a third party).
- Images containing children other than your own are not put in a public space or electronic domain (such as Facebook).

### **Permission for Video Sharing of Christmas Productions**

Since the filming of the Christmas Productions is a special, one-off event, in order to make this work, I need parents to give permission for your child to be included

#### ***What am I giving permission for?***

We are proposing to film the Wednesday 17th 'final' performances. These recordings will be uploaded to our YouTube channel as an 'unlisted' video. This means that it cannot be found by usual searching through YouTube, it can only be watched by using the specific code which we would send out to families via Arbor. You are essentially giving permission for your children to be included in this recording and the subsequent distribution.

#### ***What if I do not give permission?***

If we do not have permission for an individual, they would not be present during the 'recorded performance' and their part would be either covered by another child or removed on this occasion.

We would not be able to share any footage of your child separately. Put simply, if you don't give permission we can't show you what your child has achieved.

#### ***What are your responsibilities as a parent?***

In giving permission, you would also be agreeing to the conditions for use of the images of other children contained in the video. You are therefore agreeing to:

- Ensuring images / film containing children other than your own, are not shared with any third party (eg such as a screen shot or extract from the video).
- Ensuring images / film containing children other than your own, are not shared electronically (which carries the risk of interception by another party) or posted on any social media or public space/ domain (eg Facebook).

### **Sensible Health Precautions for the Performances**

Given that individuals attending live performances are going to be fairly squeezed in, if you are ill please do not attend to avoid spreading it to everyone else.

**Please can you therefore return permission as soon as possible, either by providing consent on Arbor (preferred) or via email to [adminoffice@upham.hants.sch.uk](mailto:adminoffice@upham.hants.sch.uk) confirming you agree to the conditions for use from this Christmas Production permissions letter, dated 09/12/2025.**

Yours sincerely,



David Woolley

## **Permission to be included in video footage of Christmas Performances 2025**

### ***Conditions for use:***

- *No names or details of children will be present in the footage.*
- *The footage obtained will be transferred from the camera to the school's secure server (and therefore treated like any other curricular electronic record) before being uploaded to You-Tube. The original file on the device will be deleted.*
- *The video file will be uploaded to You-Tube as an 'unlisted video' where it can only be viewed through the supplied code which will be emailed. The video file itself will not be sent.*
- *As a parent, I agree to the responsibilities listed in the letter dated 09/12/2025 regarding protecting images of other children.*
- *Only images of appropriately dressed children will be used.*

**I have read and understood the conditions of use and give consent for my child to be included in the shared video via You-Tube of their Christmas production.**