

# Upham Primary School

## Church of England (Aided)

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Headteacher: Mr David Woolley, B.Ed. (Hons)



Wednesday 4<sup>th</sup> December 2024

Dear Parents,

### Arrangements for Christmas Productions

We are planning to invite parents in to share in our Christmas Productions on Tuesday 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 air-borne 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:

Tuesday 17 <sup>th</sup> December	9.30 am	Class 1
	11.00 am	Class 2
	2.15 pm	Class 3
	6.30 pm	Class 4

Class 4 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 Will Be Sent Next Week

Based on the returned consents we receive over the next few days, we will issue tickets towards the end of next week. This is 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 Tuesday 17<sup>th</sup> performances. This includes the Class 4 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 Tuesday 17<sup>th</sup> ‘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 (e.g. 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 (e.g. Facebook).

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

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

Please can you therefore return permission as soon as possible, either by signing the paper copy (sent home with your child today) 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 04/12/24.

Then complete the below to indicate how many tickets you require to attend the in-school performances or send an email to [adminoffice@upham.hants.sch.uk](mailto:adminoffice@upham.hants.sch.uk)

Yours sincerely,



David Woolley

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**Tickets for In-School Performances**

*Please indicate how many tickets are required for the following performances, all on Tuesday 17th December:*

<b>9.30 am Class 1</b>	<input type="checkbox"/> Not attending	<input type="checkbox"/> 1 ticket	<input type="checkbox"/> 2 tickets	<input type="checkbox"/> more (specify)
<b>10.45 am Class 2</b>	<input type="checkbox"/> Not attending	<input type="checkbox"/> 1 ticket	<input type="checkbox"/> 2 tickets	
<b>2.15 pm Class 3</b>	<input type="checkbox"/> Not attending	<input type="checkbox"/> 1 ticket	<input type="checkbox"/> 2 tickets	
<b>6.30 pm Class 4</b>	<input type="checkbox"/> Not attending	<input type="checkbox"/> 1 ticket	<input type="checkbox"/> 2 tickets	

**Permission to be included in video footage of Christmas Performances 2024**

***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 YouTube. 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 04/12/24 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.**

**Signed by:** .....

**for child(ren):** ..... **Class(es):** .....

Alternatively, give permission via email to [adminoffice@upham.hants.sch.uk](mailto:adminoffice@upham.hants.sch.uk)