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Dear Parents and Carers,

We are delighted to have been invited by Chadsmead Primary Academy to offer a digital photography STEM club for pupils in KS2 on a Wednesday after school from 3.20pm – 4.20pm.

The workshops are designed as a fun and creative way for learning how to take the subject of optics (photography) in with the themes of: science, technology, engineering and maths for pupils to engage with new and exciting technologies. These include topics such as: biotechnology, optical engineering and informatics.

The workshops are for a 6-week period, commencing on Wednesday 5th June 2019 for an hour after school. The cost of the six-week course is £30.00 per pupil, payable in advance. Payments can be made to us via cash or cheque (to be left at the school office before the start of the workshops). Cheques should be made payable to: 'Imaging Partnership Education Ltd' for £30.

Numbers will be limited to 30. If you would like your child to take part, please complete the attached registration form and return it to school by Monday 3rd June 2019, with either your cash or cheque. Places will be allocated on a first-come-first-served basis. All cash and cheque payments will need to be received in school before the club can begin.

We are very much looking forward to working with the school on what I am sure will be a fun and fruitful learning experience.

Very best wishes,

Kate Mercer
Imaging Partnership Education

I would like my child to
attend Imaging Partnership Education's weekly STEM Club from: Wednesday 5th
June to Wednesday 10th July.

Cash / cheques are to be made payable to: 'Imaging Partnership Education Ltd' (and
left at the school office together with your completed registration form, before the start
of the first session).

Class.....Address.....

.....

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Email

Address:.....

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Home Telephone Number:/.....

Emergency Telephone Number:...../.....

Any Medical Information:

NB: Due to the increasing instances of practitioners being delayed by late arrivals of
parents collecting their children from the afterschool club, a payment penalty will be
issued. A late arrival charge of £5.00 will be made to each parent/carer, for every 15
minutes after the club has finished (there is a grace period of 10 minutes). Thank you
for your cooperation.

Signed(Parent/Carer):

Print Name (Parent/Carer):

Date:

Being Picked Up By:

Additional Notes:

Image Consent:

We the parents/carers of:

Hereby confirm that all images taken with other individuals will not be published on the World Wide Web. We are also signing to acknowledge that other children in the group will be taking photos of our child and agree not to use these photos on Facebook and other social media websites.

Signed (Parent/Carer).....

Print Name.....

Date.....

Privacy Statement

We collect information about you when, as a parent or a carer, your child is registered to attend our workshops. We will use this information for a number of reasons:

1. To compile an attendance register for our practitioner – the attendance register only shows the name of the child and any health conditions we should be aware of.
2. To indicate your payment preference for the workshops.
3. In case of an unexpected change of circumstance or a medical emergency, the practitioner would contact our Head Office to access the contact details of the parent/carers.

Please note: We **do not** record or retain your contact details or personal email address for any reason. The parent registration form is stored at our Head Office. Once the workshops have been delivered, the parent registration forms are all destroyed and no copies are made or retained.

Access to your information and correction

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please contact us. You may ask us to correct or remove information you think is inaccurate.

Changes to our privacy policy

We keep our privacy policy under regular review. This privacy policy was last updated in April 2018.

How to contact us

Please contact us if you have any questions about our privacy policy or information we hold about you: enquiries@imagingpartnership.co.uk.