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Dear Parents,

We are delighted to offer a photography club for pupils in years one and two.

The workshops are designed as a fun and creative way for learning how to take memorable digital photographs. Themes will be around: "My Friends and I, "The World Around Us", 'Travel and Transportation', 'Work, Rest and Play' and 'The Photography of Movement' (including sports activities). School iPads will be provided for each workshop. The children will also need a notepad and pen, together with suitable footwear and clothing, as we will be doing a lot of the practical's outside, on the schools grounds.

The workshops are for a 6 week period, commencing on 29<sup>th</sup> April, for an hour after school. We will need a minimum of 15 pupils in order to make the course viable. The cost of the six week course is £36.00 per pupil, payable in advance. Payments can be made to us via BACs in full, in advance of the sessions beginning at school.

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 the school, payment is to Imaging Partnership Education Ltd via BACs (our account details are on the next page). Places will be allocated on-a-first-come-first-served basis. Please return your form as soon as you have made your payment, in order to secure a place. If we do not achieve a minimum number, or we cannot offer you a place having reached our limit, payment will be immediately refunded via BACs.

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

Very best wishes,

Kate Mercer  
Imaging Partnership Education

### Registration Form

I would like my child (Name) \_\_\_\_\_ to attend Imaging Partnership Education's weekly photography club from Tuesday 29<sup>th</sup> April to Tuesday 10<sup>th</sup> June.

Our account details are below for all payments:-

Please ensure that the name of the school and the pupil's name are referenced on the payment:-

#### **Imaging Partnership Education Ltd**

Account Number: 11839535

Sort Code: 40-15-07

Class: \_\_\_\_\_

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

\_\_\_\_\_

Email Address: \_\_\_\_\_

Tel No. \_\_\_\_\_

Any Medication: \_\_\_\_\_

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 parents, for every 15 minutes after the club has finished (there is a grace period of 10 minutes). Thank you for your cooperation.

Signed (Parent / Guardian) \_\_\_\_\_

Name (Parent / Guardian) \_\_\_\_\_

Date: \_\_\_\_\_

Being picked up by: \_\_\_\_\_

Additional notes: \_\_\_\_\_

I would like my child to attend the weekly photographic club

☐

I have made payment to 'Imaging Partnership Education' for £36.00

☐

## Privacy Statement

We collect information about you when, as a parent or guardian, your child 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. 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/guardian.

Please note: we **do not** record or retain your contact details or personal email address, unless requested by you. 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.

### **Change to our privacy policy**

We keep our privacy policy under regular review. This privacy policy was last updated in April 2021.

### **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](mailto:enquiries@imagingpartnership.co.uk)