

APPENDIX B

Greater Shepparton Secondary College

Dear Parents and Carers

Event at our school

Please provide a clear description of the event taking place at your school – including (a) where, when and why the event is taking place and (b) the activities which participating students will be involved in. The purpose of this description is to fully inform parents of the nature of the event.

[**SAMPLE:** On 2 February 2018, Australian cricketer John Smith will visit our school to celebrate the opening of our new cricket pitch. John will play a cricket game with our grade 6 students (**the event**). This is an exciting event for our students. Our school has invited media outlets to attend the event, speak with our students and photograph, film and/or audio record the event. Media outlets that may attend include Channel 9, The Age, and The Herald Sun (**participating media outlets**).]

Your consent

Our school seeks your consent to allow your child to participate in the event which may include being photographed, filmed and/or audio recorded by the participating media outlets. Your child may also be asked questions by participating media outlets and recorded answering those questions (audio and video).

Any photographs, video and audio (**recordings**) of the event will be owned by whichever organisation makes the recording. This means, for example, that participating media outlets may publish any photos taken of your child on the internet or the commercial news. Participating media outlets may do so without notifying or compensating you.

Please read the attached consent form carefully. If you have any questions about this event or the consent form, please contact [insert school contact name and number or email address]



Kind regards

[Sender's name]