



Ralph Butterfield Primary School

Station Road, Haxby, York, YO32 3LS

Telephone: 01904 768325

www.ralphbutterfieldprimary.co.uk

Headteacher: Miss L Banbury BA (Hons) QTS

Monday 6th October 2025

SCHOOL PHOTOGRAPHS

Dear Parent/Carer

We are looking forward to welcoming back 'Wrates' photographers into our school. Their professional photographers will run a number of sessions, providing the opportunity for Individual, Sibling and Family photographs to be taken. We do not need to ask for parental permission for Wrates to take your child's photograph as consent was determined within your child's admission paperwork, when they first started at our school. We have received consent for every child in school, so you only need to contact the office should you wish to withdraw consent. Wrates offer a flexible option to buy your photographs, however, there is absolutely no obligation to purchase any. Please see overleaf for information from Wrates in regard to GDPR (data protection).

Thursday 16th October 2025

Pupils and Pre-school age siblings (before school)

It is during this session that we would like to offer pupils the opportunity to have their photograph taken with their **younger** siblings (who attend **Pre School**). The photograph sessions will be starting from 8.15am so that siblings can both attend before the start of school/Pre-School. There is no booking required for this session; please arrive at school for **8:15am** and make your way into the school hall.

Pupil Individual Photographs (during school)

During the school day, there is an opportunity for pupils to have their individual photograph taken.

Sibling Photographs (during school)

We will also provide the opportunity for siblings to have their photograph taken together, during the school day. The class teacher will inform your child of when to go for their sibling photograph. **Please ensure your children know you would like them to attend this session.**

Yours sincerely

Mrs H Stephenson
Acting Headteacher



WRATES General Data Protection Regulation

1. Wrates are unique in the way they produce online orders. Every image is stored on our secure, in house server. Only when the username and password is entered does the proof image become available to view. Images are never uploaded until the parent's request to place an online order.
2. Our server is located within our secure laboratory; this includes grills to all doors and windows, electronic fob entry and is monitored through Redcare's alarm system.
3. Our images are not stored on any cloud based software.
4. When your parents wish to view and order their child's photograph they log in using a unique username and password, consisting of 16 letter/numbers. At which point, a HTML page including their image is compiled and emailed directly.
5. Access to personal data is protected and only available to key staff members.
6. Wrates are fully registered with Data Protection Services. Notification number ZA177184.
7. Wrates take privacy seriously and will only use personal information to administer our customer's accounts and provide the products and services they have requested.
8. Direct to home orders are dispatched containing no relatable order information. All order details are kept in our secure laboratory for support queries only.
9. Wrates website now includes a bank level secure SSL certificate (GeoTrust True BusinessID EV).
10. Hard copies of all sensitive data are stored securely within the laboratory and shredded after support use.

Furthermore, we would also like to take this opportunity to inform you about our policies regarding the safeguarding of children.

1. All photographers carry up to date enhanced DBS certificates. These are renewed regularly.
2. All photographers sign up to Wrates Duty of Care document explaining their obligations when photographing children. A copy of this document is available if requested.
3. Wrates carry out regular training of all staff to make them aware of any changes in regulation.
4. All photographers are subject to random compliance checks by a Manager. Any failures will be subject to further training or could result in disciplinary action.

If you have any further questions, please give us a call on 0800 028 8221.

Many thanks,
The Wrates Team.

