

From: Charlotte Hulton [chulton@salehighschool.org.uk]
Sent: 02 May 2014 10:29
To: Melanie Giles
Subject: RE: Photography and film consent form

Hi Melanie

Use of the photographs is fine. None of the students pictured have opted out of having their photographs taken.

Regards

Charlotte

From: Melanie Giles [mailto:Melanie.Giles@manchester.ac.uk]

Sent: 02 May 2014 10:22

To: Charlotte Hulton

Subject: Re: Photography and film consent form

Dear Charlotte,

This is wonderful news; many thanks! If the school would be willing to sign off on permission for the other students to be shown in the background or on stills, then that would be great; we did ask on the day and no-one objected but I do feel the 3 students featured in the video should double check with their parents. Could you check this is acceptable with your school policy? If not we can ask the cohort as a whole; I think it was a class that came together. Many thanks for your fast response; we are just setting up the video screens and putting finds together so it is teaching a very exciting stage!

Melanie

Sent from my iPhone

On 2 May 2014, at 08:43, "Charlotte Hulton" <chulton@salehighschool.org.uk> wrote:

Hi Melanie

I have identified the 3 students and I will get the consent form sent home with them today to return Tuesday hopefully. I can then scan them in and email over. Would that be ok with you? Do you need the consent of all the children on the photographs?

Regards

Charlotte

From: Melanie Giles [<mailto:Melanie.Giles@manchester.ac.uk>]

Sent: 29 April 2014 14:59

To: Charlotte Hulton

Cc: Melanie Giles

Subject: FW: Photography and film consent form

Dear Ms. Hulton,

I have been forwarded your details by the main office from Sale High School as the appropriate person to contact in relation to some footage (moving video and stills) which we would like to use as part of our forthcoming 'Whitworth Park' exhibition at the Manchester Museum (and possibly in follow-up publications). Students from the school took part in an on-site visit last June, and they also participated in an arts workshop based at the school, using finds and archival records as inspirations for poetry and artwork, last September.

Unfortunately, we never received the photographic consent forms which we require to permit our use of these images: the stills attached above show the general class at the site, and the attached link below shows 3 students in detail, undertaking finds washing.

The film can be seen here: <https://vimeo.com/80828114>

We would very much like to use this but need the school (and individual parents if possible) to sign off on the consent form for their use. Melissa McMillan organised the site visit but unfortunately as she is still on maternity leave, she has not been able to take this request forward and the exhibition is opening in a few weeks time: hence the urgency of my request!

As the Marketing and PR officer for the school, would you be able to help? We very much want to promote the school's work with the university as a good example of outreach and knowledge transfer so I hope this will showcase the school's dynamic connections with HE as well.

Please do not hesitate to contact me if you need further details. All best wishes,
Melanie

Dr Melanie Giles
(Senior Lecturer in Archaeology)
Room 4.13, Mansfield Cooper Building,
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From: Melanie Giles
Sent: 27 January 2014 15:59
To: Melissa McMillan
Subject: RE: Photography and film consent form

Thanks Melissa, this is very kind. Ideally, we need all the slips, just in case any stills images of them are used - I imagine they are in a pile somewhere, but there is no trace of them in the boxes of artwork - I will just check again with the museum. I am attaching the main images we might use, and will forward the link to the film shortly: you'll see there is a short clip with about 3 students in and this is the key group we need permission for.

How is maternity leave? What did you have? Hope it is going well.. I am in the middle of teething at the moment (well, of toddler Rosie!), which is tiring!

All the very best,
Melanie

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From: Melissa McMillan [mmcmillan@salehighschool.org.uk]
Sent: 24 January 2014 07:22
To: Melanie Giles
Subject: RE: Photography and film consent form

Hi Melanie

I am on maternity leave at the moment. As far as I remember all the children gave their consent forms in, but as I'm not in school at the moment and don't have access to the list of children who went on the trip I am unable to get the forms filled in again. Are you using several images? If you sent any you are using to me I could see who the children are and liaise with school to get the forms signed?

Hope all is well with you!
Kind regards
Melissa

Sent using OWA for iPhone

From: Melanie Giles <Melanie.Giles@manchester.ac.uk>

Sent: 23 January 2014 22:17:41

To: Melissa McMillan

Subject: Photography and film consent form

Dear Melissa,

I hope you are well, and that your students enjoyed both the dig visit last summer and the follow up workshop at Sale High. I am sorry you couldn't attend the small exhibition of the students' work, on show as part of the Martin Harris celebrations in the autumn, but I wanted to reassure you that the work will be re-displayed as part of the Whitworth Park Dig exhibition which should open this April in the Manchester Museum, and we will be inviting the class to come along to that, if you think this might be possible?

I am also e-mailing you to ask a favour... we now have a lovely short film, made on the day of Sale High's visit, which we hope to use in the exhibition as well as on our website, to advertise the Archaeology dept, and showcase our links with local schools and other community groups. Some of the Sale High students feature in this, and we need to check the permission for open use of this footage... however, I cannot locate the photographic permission form which I believe was sent as part of the preparation package. Do you remember handing it to anyone on the day of the site visit, or to the team who came into the school? If not, could I ask you to fill this in retrospectively, so we can go ahead and use the short film in the exhibition and on the web?

I am re-attaching it here. Many thanks for your help and we look forward to seeing the students again soon,

All best wishes,
Melanie

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