Dear Parent or Guardian,

We hope this letter finds you well.

As you may be aware, your child has been selected by their school to take part in a CoachBright academic coaching programme, delivered by volunteer coaches in school or online.

**What is CoachBright?**

CoachBright is a national social mobility and education charity. We support young people to improve their confidence, independence, and resilience as well as their academic attainment. Through small group academic coaching sessions led by volunteer university student coaches, we strive to offer tailored support equivalent to private tuition, without any financial barriers for your family.

**How does it work?**

Your child will be matched up with a coach who will work with them on one school subject on a weekly basis over an 8-10 week period. The coaches are university students who have undertaken training in coaching skills and have received DBS clearance. As part of the programme, your child may also optionally take part in a trip to a local university.

**Why has my child been selected to take part?**

Your child may have been chosen to participate if their teacher(s) believes they would benefit from:

* Support to become more confident and engaged with their learning
* The chance to think about going to university in the future
* The space to ask questions in a smaller group environment
* Support with exams and revision
* Other reasons affecting their learning eg. missing school due to illness

**Please encourage your child to:**

* Attend as many sessions as possible to maximise the benefits of the programme
* Arrive on time for sessions to avoid disruptions for themselves and others
* Tell their teacher as soon as possible if they can’t attend a session so that their coach can be informed in advance

**Privacy Notice**

Please find our privacy notice on our website at https://www.coachbright.org/privacy-notices, which outlines the information we request from schools about pupils on the programme, data storage and access, information shared with coaches, our legal basis for processing the information, and how to contact us.

**Photo Permission**

We would like to capture photographs throughout our programmes, such as during launch sessions, workshops, or trips to a 'graduation event' at a nearby university. These photographs may be used in our publication materials, website, and annual report, in accordance with Sections 4 and 7 of our Privacy Notice for Schools, Pupils, Parents, and Guardians. If you consent to us taking photographs of your child for this purpose, please complete, sign, and return the attached photo permission slip in time for next week’s session.

If you grant consent for CoachBright to take and use photographs of your child, these photographs will be retained for a maximum of 2 years from the date that consent is recorded. After this period, all photographs of your child will be permanently deleted from our records.

**Withdrawing from the programme**

If you do not wish for your child to take part in this coaching programme, please inform the school as soon as possible, providing your child’s name. Your child can still participate in this programme if you do not grant photo permissions.

We are excited to support your child's academic journey and look forward to their participation in the CoachBright programme.

Best regards,

The CoachBright Team

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Photo Permission Slip

**Please return this slip by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Child’s name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby grant permission for my child to be photographed during coaching sessions, workshops, and trips organised as part of the CoachBright program. I understand that these photographs and/or videos may be used on the CoachBright website, in annual reports, and other promotional materials for the organisation. I understand that, should I grant consent for my child's photograph to be used as described, these photographs will be permanently deleted from CoachBright's records after a maximum retention period of 2 years from the date of consent.

Yes, I give consent for my child's photographs and/or videos to be used as described above. ☐

No, I do not give consent for my child's photographs and/or videos to be used. ☐

I acknowledge that this information will be handled in compliance with CoachBright's privacy policy and the UK General Data Protection Regulation (GDPR) standards. I understand that I can access CoachBright's privacy policy at https://www.coachbright.org/privacy-notices

Parent/ Guardian Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/ Guardian Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Please have your child bring this completed form to their next coaching session and hand it to a CoachBright staff member for record-keeping.