

Principal: Richard Spencer



ELY COLLEGE

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5th February 2019

Dear Parent/Carer

As you may well be aware, your son/daughter is undertaking production tasks as part of their Cambridge Technicals Digital Media course. As part of the course students are required to produce a short film and/or (depending on their certification) compile a portfolio of photography.

In producing this work, students must carry out some filming/shoots 'on location' which may include the homes or properties of other students, outside public spaces and public indoor spaces. Before filming, students must complete a schedule document giving the time, date and location of any planned filming and file it with the Media Studies Department. Further, students must complete a risk assessment before conducting any filming away from the college site.

Wherever possible filming/shoots will take place outside of lesson time. Where students plan to use lesson time to carry out filming away from the college site, this will need to be agreed by the parents/carers of the students concerned on a case-by-case basis. A standard letter seeking this agreement is available to students.

When filming/shooting outside of timetabled lesson times, students are responsible for making their arrangements, which may involve travelling to or from the location with other students. Students must adhere to the control measures outlined in their risk assessments at all times and are responsible for seeking any necessary permission before commencing filming. Students are entirely accountable for their conduct when carrying out such filming, and wholly liable for their actions in these cases; where they are working without the supervision of college staff.

Any reports of actions which may bring the college into disrepute will be treated seriously and may result in removal from the Digital Media course.

I should be grateful if you could confirm your agreement to these arrangements by return of the slip attached. If you have any further questions, please do not hesitate to contact me at the college.

Yours faithfully

Mrs Heather Clark-Hope
Lead Practitioner
HClark@elycollege.co.uk

To: Mrs H Clark-Hope – Media Dept

Parent/Carer and Student Declaration – Off-Site Working

Please tick the following statements to indicate your agreement to the arrangements as outlined.

Name of Student:..... Tutor Group:.....

I confirm that I understand and agree to the following arrangements regarding the Digital Media Production projects outlined in the above letter, including but not limited to:

- Filming will take place outside published lesson times when students are not supervised. Students who are under the age of 18 are, at this time, the responsibility of their parent/carer.
- Students may travel to filming locations together, which may be in a vehicle driven by another student.
- The college cannot undertake to guarantee the safety of such students in such situations, and necessary assurances should be sought by the student and their parent/carer before the journey.
- Students are entirely responsible for their conduct and actions, including taking all reasonable steps to establish if permission is necessary to carry out filming and seeking permission where this is required.
- Students must adhere to their risk assessment control methods and shooting schedule.
- I am satisfied that my son/daughter understands the implications of working unsupervised, outside of lesson times, as described in the letter above. I am satisfied with my son/daughter's understanding of the risk assessment control methods, their liabilities for their action, and their responsibility for their safeguarding.

Signed:..... Date:.....
(Parent/Carer)

Name in print:.....

Student Declaration:

I understand the implications of and agree to the arrangements detailed above and know whom to contact for advice if I am unsure about any aspect of working outside lessons.

Signed:..... Date:.....
(Student)

Name in print:.....