



5 Day  
Residential  
Filmmaking Course at  
**Brooke House College,**  
**Leicestershire**  
**14<sup>th</sup> August-18<sup>th</sup> August 2017**  
**Cost £650.00**



To book a place please complete the booking form and return it to us by post or email at the address below together with your deposit. **The balance is payable by Monday 17<sup>th</sup> July 2017**

Once we receive your Booking Form we'll send you a Booking Confirmation and an Information Pack by email

**Please make cheques payable to 'UK Film School' or make a bank transfer directly to our bank account.**

**Bank details;**

**Account name; UK Film School**

**Sort Code; 30 96 09 Account no; 43959160**

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**UK Film School Booking Form**

I would like to book a place at the **UK Film School Residential Filmmaking Course at Brooke House College**

Student's name;

DOB;

Age on 14.8.2017;

Address;

Parent/Guardian contact tel. no;

E-mail address;

I give permission for the student named above to attend the UK Film School.

I enclose a deposit in the sum of £100.00 and I agree to pay the balance by **Monday 17<sup>th</sup> July 2017**

**Discount;** I would like to take advantage of the Sibling discount;

Deduct £25.00 per additional sibling booked

Signed;

(Parent/Guardian)

**How did you hear about us? (Please delete as appropriate)**

**D of E website/Internet search/Mailing List/School/Word of Mouth/Other (Please specify);**

**Thank you for your booking**

UK Film School

Grange Studios, Church Way, Ecton, Northampton NN6 0QE

Tel. 01604 407771 email; info@ukfilmschool.org.uk

[www.ukfilmschool.org.uk](http://www.ukfilmschool.org.uk)

Booking Form  
Extra Nights Stay at  
**Brooke House College, Leicestershire**

**13<sup>th</sup> August/18<sup>th</sup> August 2017**  
**Cost £35.00 per night**



To book an extra nights stay with evening meal and breakfast please complete the booking form and return it to us by post or email at the address below together with your deposit.

**The cost is £35 per night and is payable by Monday 17<sup>th</sup> July 2017**

Once we receive your Booking Form we'll send you a Booking Confirmation by email

**Please make cheques payable to 'UK Film School' or make a bank transfer directly to our bank account.**

**Bank details;**

**Account name; UK Film School**

**Sort Code; 30 96 09 Account no; 43959160**

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**UK Film School Booking Form- Extra Nights Stay**

I would like to book an extra nights stay at the **UK Film School Residential Filmmaking Course at Brooke House College**

Student's name;

I would like to stay on Sunday 13<sup>th</sup> August/Friday 18<sup>th</sup> August 2017 (Please underline which night/s you would like to book)

I would like an evening meal/breakfast (Please underline as appropriate)

Signed;

(Parent/Guardian)

**Thank you for your booking**

UK Film School

Grange Studios, Church Way, Ecton, Northampton NN6 0QE

Tel. 01604 407771 email; [info@ukfilmschool.org.uk](mailto:info@ukfilmschool.org.uk)

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## Terms and Conditions

### Booking

All bookings will be confirmed in writing by e-mail. To reserve a place a non-refundable deposit of £100 is required together with the completed Booking Form. No booking will be fully confirmed until payment is received in full. We accept payment by cheque or bank transfer.

### Cancellations and Changes

We regret that no refund is payable although we **may** be able to offer a place on a subsequent Film School free of charge in case of cancellation due to illness/injury.

### Insurance

All students in our care are covered by Public Liability Insurance.

### Mobile phones, electronic devices and valuables

Due to the risk of loss and distraction during activities we ask that all mobile phones or other electronic devices are switched off during our film school, they can be used during breaks and free time in the evening. Please do not bring valuables to film school. We cannot be held responsible if items go missing or compensate for them although we shall use our best endeavours to return all items of lost property.

### First Aid

In the event of an accident, first aid will be administered to students in our care, and the emergency services will be called if necessary. A copy of our Health & Safety Policy is available on request.

### Available Dates and Activities

All the information contained in our literature is correct at time of print. Changes may occur and we'll endeavour to inform parents of any changes as soon as possible. Programmes may be subject to change in the event of circumstances beyond our control e.g. bad weather.

### Equal Opportunities and Safeguarding

We are an equal opportunities organisation and we welcome all students regardless of their gender, ability, race or religion. Each student attending our school is of equal value and is entitled to equal access of opportunity. We operate a zero policy to discrimination or bullying of any kind. Our team is trained to deal with problematic situations and any inappropriate behaviour will be dealt with in accordance with our policies. A copy of our Equal Opportunities and Safeguarding Policy is available on request.

### Additional Needs

It is our policy not to exclude any student through a disability however the needs of each student will vary depending on the level of support each student requires so decisions will be made on a case-by-case basis. Parents of students with additional needs should contact us prior to booking to discuss how we can best accommodate their child.

### Student Exclusion

On rare occasions, a student proves incompatible with the general well being of the group e.g. by bullying, disruptive or aggressive behaviour. We reserve the right to exclude such students and no refund will be made for the remaining days booked.

### Data Protection

UK Film School may use your details to mail and/or email you with information about our services and future events. We will not pass your details on to any third parties. Should you not wish to receive any information from us please inform us.

### Parents Feedback

We endeavour to provide the highest quality of care and enjoyment for our students, therefore we value your feedback and use it to develop and improve our services. If you are unhappy with your experience or have any suggestions or concerns please tell us as soon as they arise so that we can make every attempt to resolve the issue to your satisfaction.



# 5 Day Residential Filmmaking Course Brooke House College

Students aged 12-15 years

## Information

Below is some information about the course and answers to some frequently asked questions. Further information about the course and student testimonials can be found on our website [www.ukfilmschool.org.uk](http://www.ukfilmschool.org.uk)

Further information about Brooke House College can be found at [www.brookehouse.com](http://www.brookehouse.com)

### Insurance

UK Film School and Brooke House College have all necessary insurances. UK Film School have Public Liability Insurance to £5 million.

Public Liability insurance does not cover for personal accident or loss or damage to personal property. We advise you to take out insurance if you wish to have cover for personal accident or loss or damage to personal property or for cancellation through sickness, injury or any other reasons, as we are not able to offer a refund in these circumstances.

### Health & Safety

The health, safety & welfare of students while they are attending our courses is our main priority. To ensure everyone's safety risk assessments are regularly reviewed, they cover all aspects of Film School from facilities to activities. We have an excellent health and safety record.

All Brooke House College and UK Film School staff have enhanced DBS (Police) checks. Every member of the team at UK Film School works professionally within the film and TV industry and has a wealth of experience of working with and mentoring young people.

A suitably qualified and experienced member of the Brooke House College team is responsible for every student's pastoral care throughout the duration of the residential.

### What do students need to bring?

We have provided a kit list in our information pack. Generally comfortable, practical clothing is best for filmmaking e.g. jeans, t-shirt and trainers. Students will need sensible footwear and **please don't forget a warm hoodie and a waterproof coat and footwear**, just in case the weather is bad.

### **Please don't forget to pack toiletries and a towel.**

Students can also bring along any costumes or props they may want to wear or use in their film.

All filming equipment will be supplied by UK Film School. We recommend that students do not bring any personal items of value to the college as Brooke House College and UK Film School cannot be responsible for any personal items lost or damaged.

We recommend that students bring some spending money to spend in the shops and cafes of Market Harborough and if they want to purchase a UK Film School hoodie or baseball cap.

### **Accommodation**

All students will be accommodated on the Brooke House College campus.

Students are allocated in single gender, comfortable, well-equipped boarding houses. All the boarding houses possess a sitting room, with television and DVD player and a kitchenette where students can prepare their own snacks. All boarding houses are equipped with WiFi. All accommodation blocks have laundry facilities. A common meeting point for students is the college's recently refurbished Paul Kitchener Building, which has pool and table tennis tables available. The building is also equipped with a tuck shop, SKY TV and WiFi.

### **Contacting a student whilst on the residential**

If you need to contact a student during the residential please call Brooke House College on 01858 462452.

### **Meals**

Brooke House College provides three hot meals per day in its central dining room located in the main Brooke House College building. There is a wide choice of tasty, healthy and nutritionally balanced food. Cooked breakfasts are on offer every day of the course and fresh fruit and yoghurt is available at all mealtimes. Brooke House College provide vegetarian options and can cater for students with food allergies and special diets by prior arrangement.

### **What will students be doing over the 5 days?**

Students will make a film from start to finish and will experience all aspects of filmmaking including script development, casting, location scouting, cinematography, sound recording, acting etc.

They will learn how to use professional camera equipment while creating and acting in their film.

### **Evening Activities**

One evening students take part in a 2-hour special effects (SFX) workshop led by a professional make up artist with experience of working in film and TV. On the other evenings after supper, students have the option to take part in a range of fun evening activities for example; bowling, cinema trip, and laser quest.

All these activities are included in the cost of the course.

### **What time does the course start & finish?**

We ask students to arrive at 9.00am on the first day. The course finishes at 4.00pm on the last day after a short presentation at 3.30pm which parents are invited to attend.

For those travelling from far afield we offer overnight accommodation with meals the night before the course starts or accommodation with meals the night the course finishes. The cost of an extra nights stay is £35.00 per student. A Booking Form for an extra nights stay has been sent to you.

## **Travelling by train**

The nearest train station is Market Harborough (approx. 1 hr. 10 mins from London St. Pancras International). Northampton House is a short taxi ride from the train station. We recommend Murphy's Taxi's. Tel; 01858 410210. The cost for a one-way journey with them is approx. £3.50.

## **How long are the filmmaking days?**

Students will take part in film making from 9.00 am until 4.00 pm every day with the UK Film School team. We have provided an outline timetable in the information pack.

## **How can students access a copy of their film once they have made it?**

Once the film has been professionally edited at our production office it will be uploaded to our YouTube channel and students will receive a link to their film.

## **Benefits of the Course**

Students will experience the thrill of being part of a professional production and film crew, working as a team, co-operating and collaborating with each other. Each student has a responsibility in the making of the film and can enjoy all aspects of the filmmaking process.

Students will be able to enjoy the extensive facilities and activities provided by Brooke House College, make new friends and grow in confidence away from home.

For those considering a career in film and TV this course provides a good introduction and our mentors are on hand throughout the week to provide career advice and guidance.

We are proud to be a Duke of Edinburgh Award Approved Activity Provider.

## **Do you offer any discounts?**

We offer sibling and group discounts. The sibling discount is £25 per additional sibling. Group discount rates are available on request



# UK Film School

## 5 Day Filmmaking Residential Outline Timetable

Day	Time/Activity
Monday	<p>9:00am Meet and greet &amp; introduction to the mentors</p> <p>10:00am Introduction to the camera equipment</p> <p>12:30pm Lunch</p> <p>1:30pm Brainstorm ideas for a film</p> <p>Developing &amp; understanding the fundamentals of story</p> <p>2:30pm Improvised scenes for camera</p> <p>4:00pm Wrap</p> <p>Evening Activity e.g. cinema, bowling, laser quest</p>
Tuesday	<p>9:00am Costume/location scouting</p> <p>Shot Lists and Scheduling</p> <p>12:30pm Lunch</p> <p>1:30pm Script development, read through and rehearsals. Learn how to direct &amp; collaborate with actors, including casting, preparing for a shoot, blocking a script &amp; rehearsing</p> <p>4:00pm Wrap</p> <p>Evening Activity SFX make up workshop</p>

Wednesday	<p>9:00am <b>Filming Day 1</b></p> <p>Learning the key elements of cinematography, including lighting, framing, shooting for the edit</p> <p><b>12:30pm Lunch</b></p> <p>1:30pm Explore how to work effectively with actors and other key crewmembers</p> <p>4:00pm Wrap</p> <p><b>Evening Activity</b></p>
Thursday	<p>9:00am <b>Filming Day 2</b></p> <p>Understand how the roles of scriptwriter, director, cinematographer, sound engineer, storyboard artist, editor &amp; continuity assistant interrelate through the experience of performing each of these roles</p> <p><b>12:30pm Lunch</b></p> <p>1:30pm Examining the importance of the director's focus on set &amp; shooting to the edit</p> <p>4:00pm Wrap</p> <p><b>Evening Activity</b></p>



Friday	9:00am	Filming Day 3
		The importance of being decisive and staying flexible & working to a deadline
	12:30pm	Lunch
	1:30pm	Final Filming. How to communicate effectively under pressure
	3.30pm	Presentation of Certificates & Group Photo's
	4:00pm	Finish

- Regular breaks, a lunch hour and snacks are provided throughout the day
- Times and activities may be subject to changes due to such circumstances as the weather and availability of locations