



5 Day
Residential
Filmmaking Course at
The Caldecotte Xperience
Milton Keynes
3rd April-7th April 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 6th March 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

UK Film School Booking Form

I would like to book a place at the **UK Film School Residential Filmmaking Course at The Caldecotte Xperience**

Student's name;

DOB;

Age on 3.4.2017;

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 6th March 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

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 Caldecotte Xperience

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

Further information about The Caldecotte Xperience can be found at www.caldecottexperience.org.uk

Insurance

UK Film School and The Caldecotte Xperience (CX) 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 CX 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 CX 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, trousers and footwear**, just in case the weather is bad or the students want to take part in the water activities (sailing, rowing etc.). **Please don't forget to pack toiletries and two towels.**

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 Yurt village as CX 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 local shops and cafes and if they want to purchase a UK Film School hoodie or baseball cap.

Accommodation- The Yurt Village

The Yurts are based on a traditional Mongolian design, brought up to the 21st Century with the building being interconnected and having bedrooms, bathrooms, access bedroom facilities, kitchen, electricity, heating and lighting. The structure is wooden framed with canvas covering and the space between is filled with natural sheep fleece insulation. The whole building was built by hand, brought to the site and constructed again by hand. The Yurts have a unique, atmosphere providing a cosy, comfortable, calming and creative space. The accommodation comfortably sleeps 25 in four bedrooms. There are separate bedrooms for males and females and a suitably qualified staff member also sleeps on site in a separate bedroom. The two main bedrooms have sets of bunk beds sleeping 10 in each one and an en-suite toilet and sink is located just off each room. There are heated showers next to the Yurt village for the exclusive use of our students.

The main living room has a bespoke built kitchen for preparing drinks and snacks. Breakfast, lunch and dinner are provided in a separate heated marquee adjacent to the Yurt village.

Contacting a student whilst on the residential

If you need to contact a student during the residential please call or 0300 003 0998 or out of office hours 07543 530 692.

Meals

There is a wide choice of tasty, healthy and nutritionally balanced food. CX provide three meals per day; breakfast with a daily hot dish e.g. baked beans, sausages etc., a baguette lunch and a hot dinner e.g. lasagna, filled jacket potatoes followed by a pudding. Fresh fruit, hot drinks and biscuits are available throughout the day. CX can 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 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 students have the opportunity to use the fantastic facilities of The Caldecotte Xperience including sailing, caving and climbing.

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

What time does the course start & finish?

We ask students to arrive by 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 who want to stay in the area the night before we recommend The Premier Inn, Lakeside Grove, Caldecotte which is a 5-minute walk across Woughton Park to the Caldecotte Xperience. More information can be found at;

www.premierinn.com

Travelling by train

The nearest train station is Bletchley (approx. 40 mins from London, Euston). The Caldecotte Xperience is only a short taxi ride from the train station.

We recommend **Eezy Cabs Tel; 01908 218218**. The cost for a one-way journey with them is approx. £4.50.

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 The Caldecotte Xperience, 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 and this course qualifies for the Residential Section of the Gold Duke of Edinburgh Award.

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 & 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 & 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 & collaborate with actors, including casting, preparing for a shoot, blocking a script & rehearsing</p> <p>4:00pm Wrap</p> <p>Evening Activity SFX make up workshop</p>

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