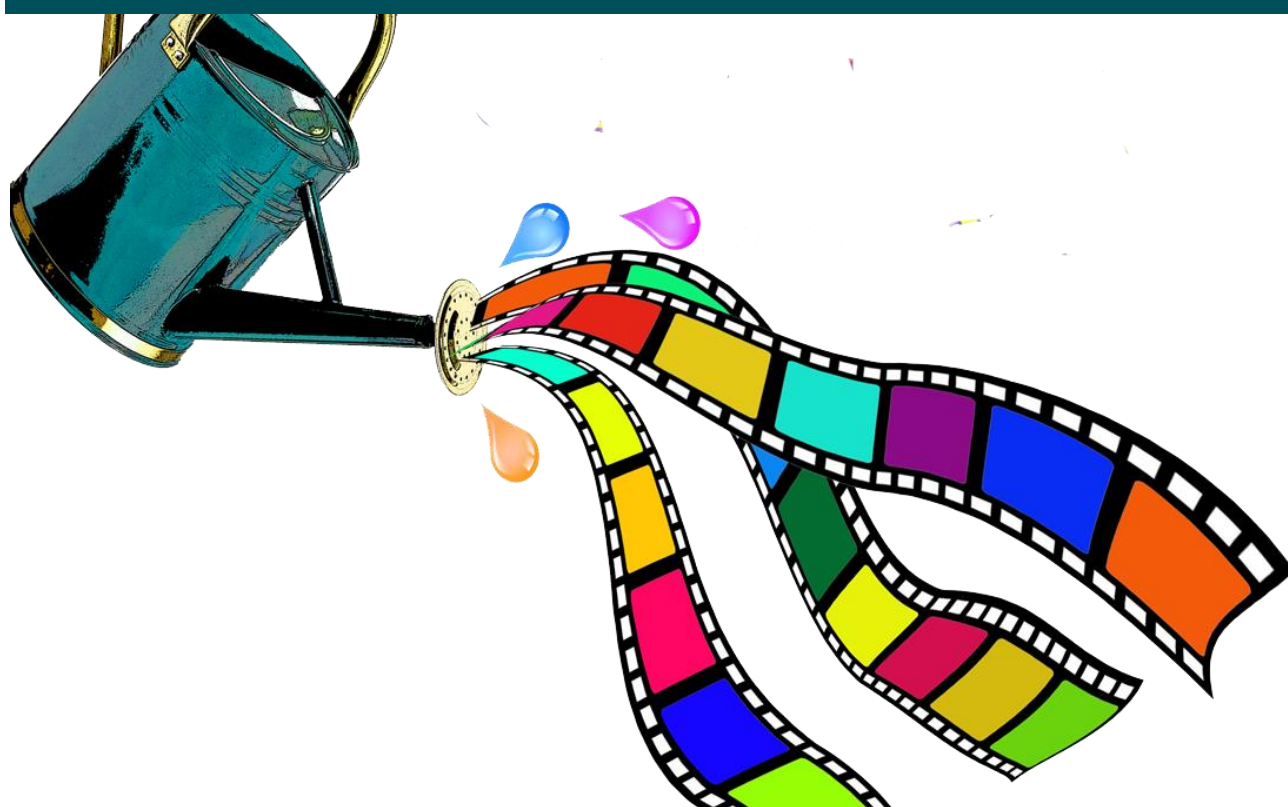




Education  
Public Schools

# Information Package 2019



FILM BY THE SEA

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# Welcome

The **Film by** Festival showcases the visual literacy and film making talents of students and teachers in NSW public schools.

The aim of the **Film by** Festival is to promote the teaching of visual literacy and film making through the creation of high quality, entertaining, informative short films that use the NSW English, Creative Arts and PDHPE Syllabuses as the foundation for collaborative and creative work. The focus of the **Film by** Festival Series is on student learning and engagement to produce films of a high quality that show technical knowledge and understanding of film making.

This year we have expanded across the State, so you are a part of an amazing movement.

***Film by the Sea will continue to be the festival supporting schools in the Sutherland Shire. We are excited to be continuing our partnership with Event Cinemas Miranda in 2019 to run our festival with them.***

For the final evening performances of each series, the Executive Director, Directors Public Schools NSW, Educational Services Personnel, Principals and The Arts Unit will be invited to attend.

This Information Package is designed to assist you with each stage of the preparation and production of your **Film by** Festival item. It is strongly recommended you take the time to carefully read the 2019 information.

Teachers need to read and understand the guidelines and processes contained in this package. Please make note of the dates and deadlines that are given. The checklist provides an overview of the dates and information that is required to ensure the smooth running of the Film by Festival

# Important Contacts

To assist schools effectively, please direct your enquiries to the relevant contact person as shown below or, alternatively please visit our website, Facebook or Yammer addresses.

Website [www.filmby.com.au](http://www.filmby.com.au)

Facebook [www.facebook.com/filmbytheseafestival](https://www.facebook.com/filmbytheseafestival)

## Film by the Sea Committee

To assist schools effectively, please direct your enquiries to the relevant contact person as shown below or, alternatively please visit our website, Facebook or Yammer addresses.

Website [www.filmbythesea.com.au](http://www.filmbythesea.com.au)

Twitter <https://twitter.com/FilmbytheseaAUS?lang=en>

Yammer [www.yammer.com/det.nsw.edu.au/#/threads/inGroup?type=in\\_group&feedId=5784339](http://www.yammer.com/det.nsw.edu.au/#/threads/inGroup?type=in_group&feedId=5784339)

Area of Enquiry	Contact Person	Contact Email
President	Narelle Betts-Smith	<a href="mailto:narelle.bettssmith1@det.nsw.edu.au">narelle.bettssmith1@det.nsw.edu.au</a>
Festival Manager	John Skene	<a href="mailto:john.skene1@det.nsw.edu.au">john.skene1@det.nsw.edu.au</a>
Principal Network Representatives	Gerry O'Brien Karen Andrews Jane Shepherd	<a href="mailto:geraldine.obrien@det.nsw.edu.au">geraldine.obrien@det.nsw.edu.au</a> <a href="mailto:karen.l.andrews@det.nsw.edu.au">karen.l.andrews@det.nsw.edu.au</a> <a href="mailto:jane.shepherd@det.nsw.edu.au">jane.shepherd@det.nsw.edu.au</a>
Production	Jade McMillan	<a href="mailto:jade.mcmillan5@det.nsw.edu.au">jade.mcmillan5@det.nsw.edu.au</a>
Merchandise	Jade McMillan	<a href="mailto:jade.mcmillan5@det.nsw.edu.au">jade.mcmillan5@det.nsw.edu.au</a>
Website	David Mahoney	<a href="mailto:david.mahony7@det.nsw.edu.au">david.mahony7@det.nsw.edu.au</a>
Ticketing	John Skene	<a href="mailto:john.skene1@det.nsw.edu.au">john.skene1@det.nsw.edu.au</a>
Sponsorship		

**\*looking for more individuals to join the team - spread the word**

# Matinees & Premiere Performance Times

Film by the Sea | Sutherland

Day	Event	Time	Venue
Week 2, Term 4			
WEDNESDAY 23 October 2019	Matinee	12.30pm	Event Cinemas Miranda
WEDNESDAY 23 October 2019	PREMIERE	6.00pm Red Carpet Walk 6.30pm Premiere Showcase	Event Cinemas Miranda

# Key Dates

Day	Further Information
FRIDAY 03 May Week 1 Term 2	<p><b>Poster Competition</b> (Open to ALL students) We are looking for a student made poster to promote and advertise our Festival this year.</p> <p>Competition guidelines: Digital design (landscape preferred) which can include photography highlighting Film by the Sea <i>Details not required; as these will be added by committee once design judged.</i></p> <p>*Winning entry will receive <b>\$200 for their school</b> and <b>2x Events Cinema Gold Class tickets</b></p> <p><b>Entries submitted by email to</b> John Skene: <a href="mailto:john.skene1@det.nsw.edu.au">john.skene1@det.nsw.edu.au</a></p>
Term 3	Consent Deeds/ Permission to publish forms in the Appendix completed and archived at participating schools
TUESDAY 03 September Week 7 Term 3	<p>All films and film submission due and a <b>Film Submission Google Form</b> must be completed</p> <p><b>Submission Form link:</b> <a href="https://goo.gl/forms/0YopPNDc3OkeiECI2">https://goo.gl/forms/0YopPNDc3OkeiECI2</a></p>
By FRIDAY 13 September Week 8 Term 3	Schools notified by email of results of their application. If successful, schools to notify parents and school community with ticketing information.
MONDAY 23 September Week 10 Term 3	<p>Premiere tickets go on sale for Film by the Sea tickets available at <b>Try Booking</b></p> <p><b>VMAX 1</b> - <a href="https://www.trybooking.com/BBMDJ">https://www.trybooking.com/BBMDJ</a>  <b>VMAX 2</b> - <a href="https://www.trybooking.com/BBMDL">https://www.trybooking.com/BBMDL</a></p>

<p>THURSDAY 26 September Week 10 Term 3</p>	<p>Matinee tickets go on sale for Film by the Sea tickets available at <b>Try Booking</b></p> <p><b>VMAX 1 MATINEE</b> - <a href="https://www.trybooking.com/BBMDM">https://www.trybooking.com/BBMDM</a>  <b>VMAX 2 MATINEE</b> - <a href="https://www.trybooking.com/BBMDN">https://www.trybooking.com/BBMDN</a></p>
<p>WEDNESDAY 23 October Week 2 Term 4</p>	<p>Film by the Sea</p> <p>Matinee – 12.30pm  Red Carpet Walk – 6.00pm  Premiere Showcase – 6.30pm</p> <p><b>Appendix A and B needed if attending Matinee</b></p>

# General Information

NSW Public Schools are invited to participate in the **Film by** Festival. The Festival is a celebration of student achievement in visual literacy and aims, not only to showcase the talents of our students, but also to raise the profile of public education across the state. The festival is renowned for its excellence in both students and teachers.

## Participation:

The festival is open to students in Kindergarten to Year Six. Schools can participate in the festival as a class entry or may prefer to submit an individual students' film or as part of a gifted and talented experience the school is running for small groups of students.

Schools may elect to enter any number of films for audition by the committee. **Film by** seeks to be inclusive and recognise the contributions of all participating schools. **Film by** is not a competition and the judges' selections will include variety and originality among other considerations.

Schools will be allocated into Film by the Sea depending on the quality, content and number of films received. All schools will receive notification of their success or otherwise via email by Friday 13 September.

***Please submit your schools application & film by Tuesday 03 September using the Film Submission Form.***

## Participation Fee:

The festival does not have a participation fee

## Dress

All participating students are encouraged to dress like stars for the red carpet walk on the night of the premiere.

## General Enquiries

For all information about submitting films, ticketing, guidelines to making a successful film and all other general enquiries please contact the **Festival Manager**. Details on Contacts Page.

## G Rating

All submitted films must adhere to the G rating as described by the Office of Film and Literature Classification. Information about classification is available at

[http://www.ag.gov.au/www/agd/agd.nsf/Page/Classificationpolicy\\_Classificationcategoriesandmarkings](http://www.ag.gov.au/www/agd/agd.nsf/Page/Classificationpolicy_Classificationcategoriesandmarkings)

## Student Participation and Consent Deed

A Participation and Consent Deed is to be completed by every participating student and returned to the school for archiving. A film cannot be entered into the festival if this form has not been completed and returned to your school. This document states that the student has parent/guardian permission to participate in all activities associated with the event including any media coverage that may arise. Video and photographic footage from these activities may also be used for promotional purposes in the future.



### Permission to Publish Form

To be completed by participating students and returned to the school for archiving. If permission is not provided, it is the school's responsibility to inform the ***Film by the Sea*** committee. Please contact relevant Festival Manager.

### Matinees

Matinee performances are the committees way of ensuring the successful running order of the evening Premiere. The ***Film by the Sea*** Committee recommends that students/classes whose films are successful in making it into the premiere screening to not attend the matinee unless they are unable to attend. The matinee screening is a chance for other classes/students and teachers to be involved in the festival and encourage participation for the following year.

### New for 2019

The Committee are looking for films in the following categories.

#### Best of:

- Documentary
- Literature Adaptation
- Entertainment
- Cinematography
- Costume Design
- Storyline

**People's Choice Award** will be back for 2019

# Festival Guidelines

All performances should adhere to the following criteria based on the Film Festival Guidelines:

- Be three and a half minutes duration or less, including credits.
- Content must be age appropriate and conform to a G rating as described by the Office of Film and Literature Classification. Information about classification is available at [http://www.ag.gov.au/www/agd/agd.nsf/Page/Classificationpolicy\\_Classificationcategoriesandmarkings](http://www.ag.gov.au/www/agd/agd.nsf/Page/Classificationpolicy_Classificationcategoriesandmarkings)
- Participation is appropriate to the skill level of the participating students.
- Film credits must only include students' first names.
- Copyright provisions are adhered to i.e. music and intellectual property.
- Films should not contain inappropriate language or statements that promote hatred towards an individual or community, such as sexism, racism, homophobia and other forms of prejudice.

## Information for Teachers

- Items are to be produced by NSW Department of Education teachers and/or students currently enrolled at the school and developed as a part of an ongoing program.
- All films must be original works created in accordance with copyright laws.
- Schools are eligible to submit multiple films but as the FBTS festival is not a competition, films can be selected to reflect the greater participation of submitting schools and judges' decisions are final.
- Films must be devised with the guidelines of the **Film by** Festival in mind.

## Content

Do not assume that items created for other educational or school based events will meet the guidelines of this festival. Sensitivity should be displayed in the treatment of themes, subject matter, culture and language.

## Concept/Intent

When creating your work it is important to identify the intended concept/intent and the festival audience. Spend time reflecting on *what* (concept/intent or theme) you are trying to communicate to the audience and *how* you are going to communicate it—this should be explored through storyboarding where collaborative input selects camera angles, music, costuming, sets, locations, props, sound and lighting.

Questions to ask throughout the film making process:

- What is the concept/intent, theme or narrative being developed?
- Does the film type support the concept/intent, theme or narrative?
- How will you develop storyline, characters or purpose of the film within the timeframe?
- Does music choice, sound effects and general sound recording quality enhance the concept/ intent, theme or narrative?
- Is the concept/ intent, purpose or narrative clear to the audience from beginning to end?

### **Successful Films:**

- are entertaining to a wider audience
- are clear in their purpose, narrative and structure
- use effective editing techniques
- have quality sound recording where levels are consistent and there is no feedback distortion, wind interference and all dialogue is clear and audible
- are creative and collaborative.

### **Music Suitability**

Commercial music is allowed by the agreement the Department of Education has with the Australian Performing Rights Association (APRA) but there are restrictions. Films that use commercial or copyrighted music or images cannot be shown on school's websites nor in the media. Teachers are encouraged to create original music for their film as this will alleviate any copyright issues. See Copyright pages 12-13.

- Wherever possible, create and use original music as this will allow your film to be used on school internet sites and shown to broader audiences.
- Should you wish to show your film on school web pages or other internet sites, all commercial music used must be legally purchased on behalf of the school with the principal's acknowledgment of the purchase.
- Care should be taken to ensure the music and lyrics are appropriate to the concept/intent or theme of the work.
- Music should be selected and screened carefully with the school principal endorsing both song choice and song lyrics. Please attach a copy of song lyrics for each music track used in your item to your application.
- Songs with inappropriate lyrics or intent will not be accepted.

### **Royalty Free Music/Sound**

The following link is a Google Doc database of websites that contain links to royalty free music for use in FBTS movies.

<https://docs.google.com/document/d/1Wt2x5cmJPSkdXiKT-c3wciCkOX1MJPw1RGeINNIF2IM/edit?usp=sharing>

## Length of Films Submitted

**Films should not exceed three and a half minutes, including credits.**

Submitted films should last no longer than three and a half minutes **or less**. The time limit is not a parameter to be aimed for. Successful films have been submitted that were under 2 minutes in duration. Innovative film making techniques should be applied to ensure the film adequately communicates its message or story within this time frame.

## Film Submitting Protocols

Due to the number of films submitted to the festival. All films must be in **.mp4 formats with frames per second set to 30** (where possible) and either uploaded to the Festival Google Drive or sent on USB. Films submitted on DVD or in Windows Media Player format cannot be accepted as these are problematic.

## Sound Recording

Sound levels in films need to maintain a consistent level. Films with sound levels that are distorted or are disturbing to an audience cannot be accepted. This includes children screaming and poorly recorded speech that is difficult to understand.

## Submitting Films and Application Forms

All film submissions, complete with the application form **Film Submission Form** signed by the principal, are to be uploaded through the submission form on Google Docs

OR can be sent to:

Film by the Sea  
Miranda Public School  
3 Sylva Ave  
Miranda 2228

***Please be sure to read each form carefully. All films are due by Tuesday 03 September.***

# Copyright

Films produced for the **Film by** Festival must be original work as not to infringe the copyright of another person.

It is important that all schools entering **Film by** abide by copyright law when using existing, non-original music in their films.

With this in mind, please note the below copyright guidelines for using music when preparing your film.

If you are using copyright protected music please note the following:

1. You must make sure that any music you use comes from a legal source. This can be a commercially purchased CD or a legal online provider. If you're not sure if you are using a legal online provider, check the Pro-Music website:  
<http://www.promusic.org/legal-music-services-australasia.php>
2. If you are choosing a song from a movie or musical (including Disney) you must make sure that your film is not portraying any themes, characterisations, theatrical elements or storyline from that movie or musical. This includes using similar costuming that is used in the movie or musical.
3. If you need to adapt the music for any purpose (i.e. to fit into time constraints) then it is important to note the following:

You cannot have:

- Remixes, edits, restructures, medleys or other adaptations are made to the music or sound recordings without prior approval from the record company label (the school would need to clear this before entry and include their permissions in their entry package)
- No lyric changes or print arrangements are made without prior publisher permission
- Every recording made (i.e. the videos submitted) needs to have the following wording on it:
  - o This recording has been made under licence from AMCOS and ARIA for educational purposes only.
  - o Title of each musical work used
  - o Composer/lyricist/arranger
  - o Performing artist
  - o Record company label

Please note: If you want to do any of the above, you must seek permission from the record company label to do so. The relevant record label will be noted on the back of the CD or in the album details on a legal digital download next to the copyright protection mark (i.e. the © notice). If you are unsure of who the record label is, you can contact ARIA ([www.aria.com.au](http://www.aria.com.au)).

Some examples of what you can do without further permissions are:

- i. Use only sections of the song to fit in with performance time constraints (i.e. cut out the final verse)
  - ii. Play portions of multiple recordings back to back to create a medley as long as they are not cross-faded
  - iii. Fade songs in and out so long as one song is not being faded into another which would be a cross-fade
4. If you plan on using your film outside of the **Film by** screening – for example putting it on your school Facebook page or website – and it contains copyright music, you must seek permission from the copyright owner to use their work. This is usually a publisher and APRA AMCOS can assist you in getting in touch with them if you email [mechres@apra.com.au](mailto:mechres@apra.com.au).

PLEASE NOTE: The Department cannot place your video online (i.e. Department of Education website, social media channels) or use it for any advertising or promotional purpose unless you have obtained this permission prior to the **Film by** screening.

If you need to seek further permission for any of your music, please ensure you do so with ample time available to you. Permissions are not always granted which means you may be required to use a different work or copyright-free music. If you do require further permissions, **Film by** will require written proof from the copyright owner noting that you sought the correct permission for your use.

If you want to use non-copyright protected music, you will be able to find information on Creative Commons music use online here: <http://smartcopying.edu.au/open-education/openeducation-resources/where-to-find-cc-licensed-material/where-to-find-cc-licensed-music>

If you have any questions, please contact the Copyright Division of the DoE Legal Services Department or the Educational Licensing Department at APRA AMCOS on 02 9935 7900.

# Feedback

The **Film by** Festival Committee seeks continuous improvement of the festival and welcomes your feedback. Your evaluation is used to identify strengths and things that are working well as well as to identify areas of development to improve next year's festival.

The Feedback Survey for performers, staff, school communities and parents will be available after the completion of the festival and the link will be provided at a later date.

## General Movie Feedback:

The judges base their decisions on a number of criteria:-

### 1: How entertaining is the film?

Does it have a good story and is it easy to follow? Will the film appeal to a wider audience – and not just the students, class and school for which the film was made? How creative was the film? Was some effort made to create appropriate sets or source more appropriate or realistic film locations? All films must adhere to a G rating and violence and guns are not appropriate.

### 2: Technical specifications.

As the film will be shown on a large screen, has a decent quality camera been used? Was the film in focus? Was the sound quality good and could the voices be easily understood? Screaming or distorted sound files cannot be used. Filming in halls and other places filled with hard surfaces causes echoes and sound issues. When filming outdoors or when recording narrations use a windsock on any microphones as this will help prevent wind noise and 'popping'. Filming in classrooms is often problematic with light sources from all directions making the actors faces appear in shadow. Filming in front of IWB is also problematic.

### 3: Was the film edited well?

We all know students love gimmicks and transitions but try not to use them unless they add real creative value. Editing can be difficult but sometimes you need to be ruthless to maintain pace and interest. Just because you liked a scene, if it doesn't add value to the film, it must be cut. The same is also true of films that use every child in the class to say or do something. These films are great for class and school functions but are not necessarily suitable for a more general audience.

### 4. Collaboration and mentoring.

Many teachers stress that the films they have submitted were the sole product of the students' work. While this is highly commendable it does not necessarily make for a successful FBTS film. We encourage teachers to be involved in the whole project- guiding, critiquing and advising to hopefully create a better quality film which also then teaches students to critique their own and other films. 'Mock up' films and dummy runs are valuable learning tools as it is from these that sound and lighting issues can be addressed before the final filming. Film the same scene more than once from different perspectives.

# Risk Management

The Department of Education requires you to provide a number of risk assessments as per the excursions policy documents.

## **Please ensure when you attend a matinee or premiere you:**

STEP 1: Prepare your own school risk management plan especially for travelling to and from the venue and to cater for any particular student needs. Make two copies and give one to your school principal and keep one with you on the day of the excursion.

STEP 2: Make **2 copies** of the risk management plan provided on behalf of the committee

## **Event Cinemas Miranda - you will need:**

Appendix **A** - Committee Prepared Risk Assessment

Appendix **B** - Venue Emergency Evacuation Plan

Give one to your school principal and ensure you have discussed this plan with participating students / staff and take one copy with you on the excursion day.

STEP 3: Make **2 copies** of your student roll – one to be handed into staff upon arrival and one for you to have for the day.

STEP 4: Make **2 copies** any participating student's ASCIA Action plans/Asthma plans to be handed in to the manager of the event upon arrival. Ensure the relevant EpiPen® /Anapen® and Ventolin accompanies the student.

STEP 5: Carry a first aid kit which includes general use adrenaline auto injector such as EpiPen® /Anapen® and Ventolin.

STEP 6: The DoE requires that teachers and staff demonstrate a duty-of-care to students on excursions. This festival recommends a teacher/ student ratio of at least 1 teacher per 30 students.

The following DEC intranet pages contain current Risk Management Policy and Procedures:  
<https://detwww.det.nsw.edu.au/adminandmanage/ohands/safeworklearn/riskmanage/index.htm>

***Staff are not permitted to leave their school group unsupervised at any time.***



# Security

In order for the **Film by** Festival to run efficiently, and is a safe and enjoyable experience for both performers and audience, it is necessary to set guidelines which are to be observed by all schools, teachers, staff and students involved.

- All schools will be required to sign in on arrival. There will be a sign in desk located in the main foyer near the box office in the Sutherland Entertainment Centre.
- All schools will be required to give a copy of their ASCIA anaphylaxis information upon arrival.
- Students, will not be granted access to the any matinee performances unless as part of a school group with an accompanying staff member. All coordinating teachers and assisting helpers must have an identification lanyard or badge for access to dressing rooms, backstage and the theatre.
- Please report anyone who is behaving suspiciously and does not appear to have official business in the holding areas to a senior production team member.
- Student comperes will be returned to their accompanying parents at the end of the evening Premiere.
- Teachers are to remain with the students until each student has been collected by a parent/guardian.

## First Aid

The Production Team will have a first aid kit located on the stage level. Teachers are required to have an appropriately equipped first aid kit on excursions as per the DoE Excursions Policy.

## Video and Photography

- For child protection, copyright, safety and the comfort of other audience members, private video recording and photography of the festival is prohibited in the Theatres.
- A Film by the Sea team member will be taking photographs of the evening performance. Photographs taken by the photographer will be securely stored/ disposed of in accordance with Departmental Guidelines. Should there be any students who do not wish to have their images used in publications or promotions, coordinating teachers are to notify Tina Muir, in writing prior to the **Film by** Festival with a copy of the participant consent deed.

# Ticketing

With our partnership with Events Cinemas Miranda, we will be screening our Festival in the 2 V-Max cinemas, so please take note of which Cinema you purchase in. The cinema will also be offering special Combo food deals on the evening to add to the cinematic experience.

## Evening Premiere Tickets.

Evening PREMIERE tickets are available through Try Bookings from 23 September 2019

Adult \$15.00  
Student/Concession \$15.00 Ticket prices include GST.

**VMAX 1** - <https://www.trybooking.com/BBMDJ>

**VMAX 2** - <https://www.trybooking.com/BBMDL>

Please note:

- All audience members over the age of (2) two must purchase a ticket.
- Prams or strollers cannot be taken into venues.
- Please ensure you advise the relevant Box Office staff should an audience member require wheelchair access.

\*Successful films into the Premiere event will receive a “**Buy One/Get One Free**” Promotional Code in their email after judging.

\*Principal Complimentary tickets will be available for successful schools (on receipt of selection into festival)

## Matinee School Group Bookings

MATINEE tickets are available through Try Bookings from 26 September 2019

Schools are invited to attend our matinee performances 23 October. These tickets will be sold at a reduced cost of \$8.00 per student.

**VMAX 1 MATINEE** - <https://www.trybooking.com/BBMDM>

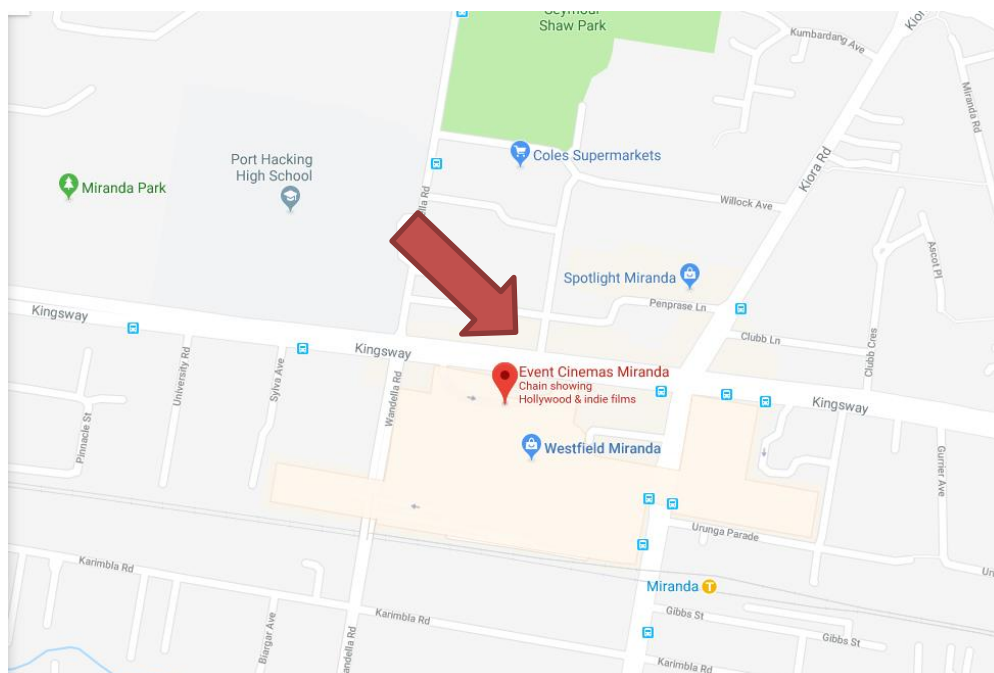
**VMAX 2 MATINEE** - <https://www.trybooking.com/BBMDN>

Complimentary tickets for all supervising teachers regardless of group size will be offered to encourage attendance as professional development.

# Travel & Parking

## Travel & Parking

Event Cinema Miranda is located in Westfield Miranda. 600 Kingsway, Miranda 2228. The Cinemas are accessible by car, train and bus.



## By Train

The closest train station to Event Cinema Miranda is Miranda Station, which is approximately 5 minutes' walk.

## By Bus and Coach

Buses and coaches can safely drop off and pick up students outside the front of Event Cinema Miranda, Westfield on The Kingsway. It is highly recommended that you take the mobile number of your bus driver and call them when you are ready to be picked up.

## Parking

Event Cinema Miranda offers a large amount of parking within the Westfield complex. Parking is free after 6pm or regular ticketing costs apply prior to this time.

# Appendix

1. Checklist
2. Consent Deed
3. Permission to publish

Appendix A - Committee Prepared Risk Assessment

Appendix B - Venue Emergency Evacuation Plan

# Checklist

Please note there is a ratio of 1 staff teacher per 30 students when attending this event.

Please ensure you keep on file and communicate to all staff at your school:

	School Risk Management Plan
	Film By Event Risk Management
	Venue Evacuation Plans

Please ensure that you have retained these forms at your school:

	Student participation and consent deed
	Permission to publish

Please ensure you:

	Sign in at the venue upon arrival
	Give a copy of your student roll to Film By staff at the sign in desk
	Give a copy of the ASCIA medical plans to Film By staff upon arrival at sign in.
	Bring your own first aid kit to the Matinee performance
	Use common sense if it is wet weather
	Remind all students to be sensible in the toilet areas
	Do not bring any valuables and ensure students do not bring any electronic devices including mobile telephone, cameras and iPads.

# Film by .... 2019

## Student Participation and Consent Deed

**Parents and carers and students over 18 must complete this form:**

Your child's work or image(s) has been selected by our school to be submitted to the **Film by** project and presented at a film festival for schools and school communities. It may also be used at school conferences and in printed and electronic publications, including;

- Public websites of the Department of Education including the school website, the Department of Education intranet (staff only), blogs and wikis.
- Department of Education publications including the school newsletter, annual school magazine and school report, promotional material published in print and electronically including on the Department's websites.
- Official Department and school social media accounts on networks such as YouTube, Facebook and Twitter

Your child will be identified as creator of the work by their first name only (OR your child may be identified as the creator of the work by reference to their name, age, class or school). Please note that when information is published on public websites and social media channels, it can be discoverable online for a number of years, if not permanently. Search engines may also cache or retain copies of published information. Published information can also be linked by third parties. I understand the work may be used, modified or reproduced at the discretion of the Department of Education.

By signing below, you declare that you understand that the work may be used, modified or reproduced at the discretion of the Department of Education for purposes outlined above.

Please complete the permission slip and return to the school.

✂ \_\_\_\_\_

Name of Student: \_\_\_\_\_

Name of School and Year Level of Student: \_\_\_\_\_

Name of Teacher Requesting Permission: \_\_\_\_\_

Name/type of school work: \_\_\_\_\_

Permission I, the parent / legal guardian of the student named above agree to and provide permission for the student's work to be used at the **Film by** Festival in accordance with the above. I understand that their work may also be used at school conferences and in other departmental publications, including the internet as described above.

This signed permission remains effective until I advise the school otherwise.

Name of Parent/Guardian: \_\_\_\_\_ (Please print name)

\_\_\_\_\_ (Signature of Parent/Guardian) Date: \_\_\_\_\_

I, the student, also give my permission for the publication of my school work as set out above and understand that my work will be credited with my first name only, if at all. I grant the NSW Department of Education license to use my work in the way noted above.

Student Signature: \_\_\_\_\_

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

# Permission to Publish

## Film By the Sea

### Explanation of the activity

The FILM BY THE SEA will be running an event on 23 October 2019. The NSW Department of Education through The Festival Committee and The Arts Unit will photograph and or make vision or sound recording of participants in the event.

### Description of the information that will be collected

The NSW Department of Education, The Arts Unit will be recording the event for the purpose of promoting and celebrating film making in Public Schools.

### Explanation of how the information will be collected

The festival will be filmed and photographed. Interviews of participants may occur during the event and background footage may also be obtained.

### Explanation of where the information will be published

The NSW Arts Unit's Virtual Learning Program provides access to quality arts education and professional Learning delivered and hosted online. This includes but is not limited to: virtual excursions, streamed events, eLearning courses, on line resources and digital libraries. The **photographs, vision and audio** taken during the festival may be published in whole or in part on platforms and websites including but not limited to:

Public websites of the NSW Department of Education including:

- The Arts Units website <https://www.artsunit.nsw.edu.au> and the NSW Department of Education intranet (staff only), blogs and wikis. <http://www.dec.nsw.gov.au>
- Official Department and school social media accounts on networks such as YouTube, Facebook and Twitter.
- The Arts Unit's Facebook Page [www.facebook.com/artsunit](http://www.facebook.com/artsunit)
- Film By Facebook Page [www.facebook.com/filmbytheseafestival](http://www.facebook.com/filmbytheseafestival)
- The Arts Unit's Live YouTube channel <https://www.youtube.com/channel/UCXVtXxh4cqSQs8EigBSDd2Q>
- Film By Festivals YouTube Channel [https://www.youtube.com/channel/UCIJCBFCx9w\\_LMZbxYWpGHQ](https://www.youtube.com/channel/UCIJCBFCx9w_LMZbxYWpGHQ)
- The Arts Unit YouTube Channel <https://www.youtube.com/channel/UCPaWdupa6xCO0AWFzzS3eDQ>
- MyPL Professional Learning website and LMS <https://education.nsw.gov.au/mypl>
- eLearning sites associated with the Department including The Arts Unit Learning Hub <https://learninghub.artsunit.nsw.edu.au>
- DART connections <http://dartconnections.org.au>
- ClickView <https://www.clickview.com.au>
- Scootle <https://www.scootle.edu.au/ec/p/home>

NSW Department of Education publications including the Educational Services, The Arts Unit and school newsletters, annual school reports, promotional material published in print and electronically including on the Department's websites including Local and metropolitan newspapers and magazines and other media outlets.

And all future media, platforms and websites the NSW Department of Education may employ in the future both existing and yet to be discovered.

For further enquires please contact your festival manager John Skene [john.skene1@det.nsw.edu.au](mailto:john.skene1@det.nsw.edu.au) 9524 4631 and/or Narelle Betts Smith [narelle.bettssmith@det.nsw.edu.au](mailto:narelle.bettssmith@det.nsw.edu.au)

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**Permission to Publish**

I give permission to participate in the event and publish information as described above.

Participant name: .....

Date of birth: .....

Address: .....

Signature:..... Date: .....

**Please complete and return to your child's school**



# APPENDIX A -

## *Committee Prepared Risk Assessment*



Committee Prepared  
Risk Assessment

# APPENDIX B -

## *Venue Emergency Evacuation Plan*



Venue Emergency  
Evacuation Plan.pdf

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