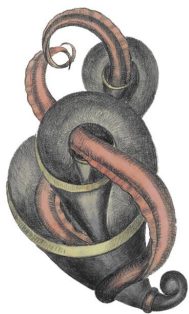


Action! Teacher Video

Guidance Notes

Documents and Information for Teacher
Producers



Cornucopia Productions
Limited



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Technical Specification

PLEASE READ THE FOLLOWING CAREFULLY

Unless by prior agreement, all films should be:

Duration: **Maximum length 6 minutes. Minimum length 4 minutes.**

Format: **Recording and delivery of programmes must be on MiniDV tapes.**

Aspect Ratio: **Please deliver the programme in widescreen format (16:9)**

Audio: Most problems arise with audio so please take care in this area. The safest way to deliver your programme is to record the commentary on one of the two tracks of audio and put all the recorded sound – sync sound of interviews or classroom etc – on the other track. We will then mix these together to be in balance. Please refer to the separate **Guidelines to Including Music**.

Video: Please create the master using highest quality video (please do not compress the video at any stage) and avoid poor sections with video ‘drop-out’

Titles: Please **DO NOT** insert any titles, captions or end credits – we will insert these in our post production. Please see **Credit and Captions** sheet provided for you to fill in. Please ensure these are proof-read as they will be used on the finished video.

Delivery: Please provide a master with a single recorded programme on the tape. Please record 1 min of black at the start and end of the programme. The master should be boxed and labeled with the title, school and Teacher Producer’s name. Please provide all raw material used in the programme in case we need to recover any section to meet minimum broadcast requirements – this includes shot material (‘rushes’), clean voice-over recording (where applicable) on a separate tape. Please package this all up and enclose the **Delivery Check List** on delivery.

If there are any problems please do not hesitate to contact Daniella who can then direct you to the correct member of the team

Delivery Check list

Please include this sheet when delivering your video. Please tick if included.
(* Can be delivered on day of filming at school)

- | | |
|--|--------------------------|
| Mini DV tape of completed programme | <input type="checkbox"/> |
| Mini DV tape of rushes and any voiceover | <input type="checkbox"/> |
| Captions and Titles List (we will provide this) | <input type="checkbox"/> |
| Release Forms (Children)
(Please include a copy of the release form as you sent it out on the schools headed paper) | <input type="checkbox"/> |
| Release Forms in video (Adults) | <input type="checkbox"/> |
| Details of Music (if applicable) | <input type="checkbox"/> |
| Invoice * | <input type="checkbox"/> |
| CPL Questionnaire * | <input type="checkbox"/> |

Please send it special delivery and include the cost in the expenses invoice.

Please address the package to:

**F.A.O: Daniella Wilson
Cornucopia Productions Ltd
Action! Teacher Video Project
4 Scout Lane
Clapham Old Town
SW4 0LA
London**

Please Note: All material supplied will be returned once the Teachers TV programmes have passed Technical Review. This will be via postal services in protective packaging unless by prior arrangement. Although we will do our best to return all material supplied, Cornucopia Productions Ltd cannot be held responsible for loss or damage.

Credits and Captions

Please fill in all the details below, taking care to spell everything correctly as this will be used to insert credits and captions on your finished video.

Front Titles

SCHOOL:	
TITLE OF PROGRAMME:	
PRODUCED BY:	

Captions

We place the caption at the bottom of the screen the first time each person appears. Please be clear with your descriptions. We don't caption pupils unless over 16 years old. Please add more rows if necessary.

<i>DESCRIPTION</i>	<i>NAME</i>	<i>CREDIT</i>
ex. Black T-shirt, Red hair	Jo Smith	Yr 5 Classroom Teacher

With Thanks to:

--

Additional Information:

Any additional information you wish to caption please include on the box below.

--

Location Filming

On completion of your filming we visit your school for one day to do the wrap around filming for the Action! Teacher Video Programme. The total programme is 15 minutes long including your 4-6 minute video.

We use the filming day to capture footage from around the school and record interviews and a discussion with key individuals within the project. This allows us to contextualise your video as well as explore the issues raised. The day is also great fun for the pupils who are often involved in the filming.

On the day of filming we will bring six members of crew, all of whom have vast experience of working within schools and have signed declarations covering all health, safety and legal requirements to work with young people.

The day will be split into two parts;

The first part will take place in the morning and will consist of a few interviews to establish the setting of your school and contextualise your video. We may ask to interview the Teacher Producer as a walk and talk interview or the Headteacher or a member of the Senior Management team.

The second part of the day will be the discussion which will be filmed in the afternoon. This will involve the Teacher Producer and any other colleagues who may have been part of the process and be led by our Educational Consultant. It might be appropriate to also include some parents in the discussion but we try to keep to a maximum of four contributors plus the presenter.

We will bring everything we will need on the day but we ask that you make a DVD player available so we can show your video to you before we start our discussion. We also ask that the Teacher Producer be available for the whole day as part of the supply cover we offer so we can make all this possible.

We will of course visit the school to do a recce before we come and film and use this as an opportunity to do a short presentation about the project and to talk through any content or production issues you might have with your video. We will need to meet potential interviewees including the Headteacher and recce locations around the school. We will try to establish the best location for the discussion that is suitable for filming and convenient for you.

To see an example of our most recent programme on the Teachers TV website please visit this link: <http://www.teachers.tv/video/24380>

Obtaining Clearances: Consent and Permissions

Teachers TV require producers to obtain permission for children to participate in filming. Obtaining permission to film a child is not a formality and permission by one of the two routes explained below **must be acquired BEFORE filming**. If this is not possible (for example some of the material has already been recorded) then retrospective permission must be obtained otherwise the material cannot be used in the final video production.

The school is responsible for sending out and getting back filming permission slips to each child involved. These will need to be forwarded to Cornucopia Productions Ltd when the video is submitted. Please include all slips and a copy of the letter on letterhead that went out.

Positive permission – PLEASE USE FORM SUPPLIED

The parent (or guardian) of the pupil to be involved in filming receives a permission request form from the school. An active response is required from the parent (or guardian). The parent (or guardian) must sign the form and indicate whether they do or do not give permission for their child to take part in the filming.

Positive permission is needed when:

- A behavioural incident is filmed or a child is 'being talked to' following bad behaviour
- If the programme matter addresses sensitive issues such as religion, sex education, drugs etc
- For all staff and pupils who will 'feature' in the programme. 'Feature' is defined as a pupil coming to the front of the class and demonstrating a technique, taking part in an interview, where a pupil contributes more than two sentences, or where there is substantial appearance by a child.

Negative permission – PLEASE USE FORM SUPPLIED

Obtaining negative permission does not rely on an active parental response. The parent (or guardian) of the pupil receives a letter from the school informing them that a video is being made by a teacher in the school and that the footage will be broadcast. The parent (or guardian) is given reasonable notice in advance of filming and is given reasonable time to respond in writing if they object to their child being involved in any part of the process. An absence of reply by the given date is taken as permission given.

Negative permission is adequate for:

- Playground shots
- Corridor shots
- Other general views (GV's) around the school building and grounds

Adult Participants' Permission- PLEASE USE FORMS SUPPLIED

Please use the attached photocopyable release form for all adult participants (including yourself!)

(Letter from Head to parents/guardians seeking positive permission for student involvement in filming/broadcast)

To be put on School headed paper

(INSERT DATE)

Action! Teacher Video FOR TEACHERS TV

Dear Parent or Guardian,

Teachers TV is a new digital television channel funded by The Department for Children, Schools and Families providing professional support and resources to all those working in education in England. The majority of the channel's programmes feature video material filmed in schools, and we have been selected to make our own short video to be included in the above series. This is an exciting opportunity for us to contribute to a new project for Teachers TV and **(insert name of Teacher/Producer)** has taken on the task of filming and editing the video.

Images from the filming may be used in the Programme and/or for other educational purposes and/or related publicity, but will not be used for any other purpose. Copyright in the Programme and any other material filmed in this way will be held by DCSF. Our own short video will be available for school use only and not for any other purpose.

I am writing to seek your permission for your child to take part in the filming. Please fill in the form below and return it to me by **(insert date)**. If I do not receive your written permission by this date your child will not be included within the activities being filmed.

If you have any queries or other concerns relating to any of the above please feel free to contact me or **(insert Teacher/Producer name)**.

This is a new and interesting project that will benefit our school, as well as other schools, teachers and students, so I hope you can allow your child to take part.

With best wishes

(Head's name)

I have read the information about the Programme given above. I give my agreement for

..... to take part in the filming for the Programme.

(PRINT PUPILS NAME)

Signed:

Date:

(by Parent or Guardian if student is under 16)

Print Name:

Address:

.....

.....

Tel. No.:

(Letter from Head to parents/guardians seeking negative permission for student involvement in filming/broadcast)

To be put on School Headed Paper

(INSERT DATE)

Action! Teacher Video FOR TEACHERS TV

Dear Parent or Guardian,

Teachers TV is a new digital television channel funded by The Department for Children, Schools and Families providing professional support and resources to all those working in education in England. The majority of the channel's programmes are filmed in schools, and we have been invited to make our own short video to be included in the above series.

Images from the filming in our school may be used in the Programme and/or for other educational purposes and/or related publicity, but will not be used for any other purpose. Copyright in the Programme and all material filmed will be held by DCFS. Our own short video will be available for school use only and not for any other purpose.

If you do **not** wish your child to be filmed, please let me know in writing by **(insert date)**, and I will ensure that your child does not take part in the school activities being filmed. If I do not hear from you in writing by that date, I will take it that you give permission for your child to take part in the filming and such filming to be included within the Programme.

If you have any queries or other concerns relating to any of the above please feel free to contact me or **(insert name of Teacher/Producer)**.

This is a new and interesting project that will benefit our school, as well as other schools, teachers and students, so I do hope you can allow your child to take part.

With best wishes

Yours,

(Head's name)



TO: RELEASE FORM

Cornucopia Productions Limited
4 Scout Lane
Clapham Old Town
London
SW4 0LA

DATED:

Action! Teacher Video FOR TEACHERS TV

Dear Sirs

I agree to the recording and/or broadcasting and/or live relay of the interview given by me to you on **(insert date)** and hereby give to you all consents necessary for the reproduction, exhibition, transmission, broadcast and exploitation of the interview in the Programme and/or other educational purposes and/or related publicity without time limit throughout the universe by all means and media (whether now known or hereafter invented) without liability or acknowledgement to me.

You shall be entitled to cut and edit the interview as you deem fit and you shall not be obliged to include all or any of the interview in the Programme.

Yours faithfully

Signed: _____

Print Name: _____

Address: _____

Tel. No.: _____

Role in programme: _____
(TO BE COMPLETED BY TEACHER/PRODUCER)

Guidelines to Including Music

Our general advice is to avoid any instance of music in your video but you must advise us if you do intend to include music

Music is always one of the biggest issues when making a video and can be very tricky as every piece of music will need to be cleared with the copyright holders. This may result in having to pay a license fee or not being able to use the music at all.

As a Production Company for Teachers TV we have access to the Audio Network Library that we are licensed to use free of charge. If you want to include music in your video then please contact Daniella to talk about what you need.

You can browse the Audio Network's library of music at <http://www.audiolicense.net/>

This is by far the easiest and simplest way of including music in your video and there is plenty to choose from.

General notes on clearing rights and reporting use of music:

We will help you to report on any music included in your video. This will use a system called Soundmouse and requires a detailed log of each and every music cue.

Please remember that every piece of music that occurs in the programme needs to be reported. This includes the deliberate and incidental use of music, and can incorporate stings, idents, titles, actuality, live performance and featured music. Even such things as Nursery Rhymes or lyrics from music that are spoken instead of sung, still need checking for clearance.