



**Guernsey Grammar School  
& Sixth Form Centre**

Les Varendes

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Headteacher: Mrs E A Coffey

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Dear Parent/Carer

**Health and Safety of Filming During Independent Study Periods**

As you will be aware, it is the nature of the Media and Film Studies courses that students visit various locations around Guernsey in their own time, in order to produce video footage for their coursework. In the Sixth Form, students will have permission to go off the school site to shoot video footage or photograph images for their coursework projects in Media and Film Studies when they have independent study time or allocated Media or Film lessons.

In order to gain permission to go off-site, the students must follow our Off-Site Independent Learning Procedures. These include:

- A pre-course parental permission form which requires the student, teacher and parent to agree to general principles and safety guidance parameters (see attached form to review, sign and return).
- Completing an Independent Learning Risk assessment form for each individual shoot off-site that will be signed by the student and the teacher.
- Parental email permission is required for specific off-site visits for each student during school time.
- The students will also have to seek permission from 'performers' parents who will be requested to send an email to the teacher ([icobb@web.grammar.sch.gg](mailto:icobb@web.grammar.sch.gg) or [egregson@web.grammar.sch.gg](mailto:egregson@web.grammar.sch.gg)) in advance of any filming during school time.

We will not condone any shoot either during lessons or in free time which in any way puts the students themselves or their actors/performers in danger or requires them to film in a hazardous location, for example on the south coast cliffs, in or around moving vehicles, in or near water or with flammable or dangerous substances.

Safe practice is essential within the department and must be adhered to outside of school at all times.

**Any work that students create that does not adhere to the Department's Health and Safety Policy will be rejected and not be admissible for use in their final coursework products.**

If it is subsequently discovered that the students have not complied with the agreed risk assessment (this may be evident in the footage or images) we will:

- Report the matter to the Director of Sixth Form & parents;
- Refuse any future permission to go off site during Media or Film Studies lessons;
- Recommend to the Head of Year that home study privileges be revoked.

Should you require any further information, please do not hesitate to contact me via email [egregson@web.grammar.sch.gg](mailto:egregson@web.grammar.sch.gg)

Yours faithfully

**Mr E Gregson**  
Head of Media & Film

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1. I understand that my child has read and understood the Media and Film Studies' Department Health and Safety policy.
  2. I hereby give permission for my child.....to film off-site during appropriate independent study periods and after school, providing the teacher and the student have, to the best of their ability, risk assessed the shoot for all likely hazards and completed the relevant documentation.
  3. I also understand that an email from myself will be sent authorising their absence from school before any such off-site shoot is implemented.

Signed (parent/carer).....

Date.....  
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