

**Headteacher**

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25<sup>th</sup> January 2018

Dear Parents/Carers,

### **Year Six visit to Sky Studios in London**

We have arranged an incredible trip for Willow Class to visit **Sky Studios on Thursday 8<sup>th</sup> March**. We are hoping that this exciting experience will help the children gain an insight of how shows are put together as they will be given a Sky Studio tour where they will go behind the scenes. The children will participate in what is called a 'Sky Skills Studio experience' where the children will prepare, rehearse, film and edit a short show all based on Sci-Fi.

We will be leaving Pulborough train station at 9.24am, so please can you meet us at the train station between 9am and 9.15am. If you have trouble getting your child to the train station please try to arrange car shares with other parents or contact me, so we can try and make other arrangements. We are hoping to return to Pulborough train station at 6.48pm, but I will take your mobile numbers just in case we are delayed or early.

If you would like your child to visit the Sky Skills Studios please fill in the attached consent forms and return to the school office **by Thursday 1<sup>st</sup> March**. Also to cover the costs of this trip we are asking for a contribution of £5 per child (the school is subsidising this trip).

On the day the children must be in school uniform, bring a packed lunch, drink and snacks, but please remember that everything they bring they must be able to carry. They **MUST** bring a waterproof coat with a hood as the studio is a long walk from Syon Lane train station. The children will not need any money for this trip.

If you have any questions regarding this trip please come and see Mr Neary or myself.

Yours sincerely,

John Galvin  
Headteacher

## **Year Six visit to Sky Studios in London on Thursday 8<sup>th</sup> March 2018**

I give permission for my child.....(Name)  
to attend the Sky Studios London Visit on Thursday 8<sup>th</sup> March 2018.

I will drop my child at Pulborough Train Station at 9-9.15am and I will collect my child from  
Pulborough Train Station at 6.48pm.

Signed.....(Parent/Carer)

## Skills Studios Parental Consent form

Dear Parent/Guardian,

Your child and their class have been invited to visit Skills Studios, an exciting educational experience at Sky's headquarters in Osterley, West London.

Please find the details of our trip below. There is also some information about the Skills Studios experience and what students can expect on the day.

Date of trip: .....

Time to be at school for departure: .....

Mode of transport: .....

Additional information: (bring packed lunch etc) .....

.....

.....

### Skills Studios

Skills Studios is an exciting educational experience created by Sky. We're inviting young people into our headquarters to make their very own TV report based on subjects they're studying at school. They'll get to work with our amazing technology, including green screens, broadcast quality cameras and bespoke touch screen edit tables. By showcasing our commitment to great entertainment and new technologies, we hope to inspire young people to be the best they can be.

During their visit, students will experience:

- A behind the scenes tour of Sky Studios
- A hands on learning experience creating their own TV report
- The chance to work with our team of experts and cutting edge technology

We've worked with education specialists to make sure every visit is relevant to what's being taught in the classroom and the final report will be available in two ways:

- On a USB wristband for your child to bring home after their visit
- Online, available to your child's group leader with the ability to share a link with parents/guardians or with the children directly at their discretion.

### Terms of your child's involvement

The terms and conditions for your child's involvement are attached to this letter. Your child will not be allowed to participate unless this form has been signed and returned to the school.

If you would like your child to take part, please sign the attached form and return it to the school. If you have any questions or concerns you would like answering please do not hesitate to contact your child's school.

This will be an unforgettable learning experience for all pupils involved.

British Sky Broadcasting Ltd, Grant Way, Isleworth, Middlesex TW7 5QD  
Call 0870 240 3000 Fax 0870 240 3060 Visit Sky.com  
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## Skills Studios Parental Consent Form

Here is some important information that you need to agree to before your child visits Skills Studios. It is important that your child's school receives this signed form before their visit so that your child can take part in this fun and inspiring experience.

At Skills Studios, your child will be working in a team of students from their class or school group to produce a section of a filmed report, relating to a topic they are learning at school. Depending on what role (producer, director, camera operator, reporter, script writer, editor, eyewitness, expert) they perform, they may appear on camera. We want your child to be able to share their unique and exciting experience with you after their visit, so we will host the final report on our website (Sky.com/skills) for 12 months. We will only share the link with your child's teacher or group leader, who will be responsible for sharing it with parents and guardians after the trip at their discretion. Children will also be provided with a USB wristband that will be loaded with the TV report that their group has produced. You are responsible for how you and your child share this video online and Sky accepts no responsibility for where the video is shared and any comments that are posted by users as a result of you or your child posting it online.

Due to the large number of young people that will visit Skills Studios, we are unable to offer payment or other benefits as a result of participation and you or your child will not receive a credit for this piece of work. We are also unable to allow participants or parents/ guardians right of approval for the content produced, hosted online and provided on USB. It will be the responsibility of Sky and the teacher/group leader to ensure all content created and hosted online and provided on USB is suitable for purpose and in good taste. In the case that we believe the content produced not to be in good taste or unsuitable for distribution for any reason, we reserve the right to withhold the USBs and remove any unsuitable or potentially damaging content before providing the content on USB and online. If any reasons come to light that mean the whole or parts of your child's group's report need to be removed from the Sky Skills website on a temporary or permanent basis, Sky reserve the right to do so.

Sky will maintain ownership of the content produced by your child and the rights associated with this content, wherever it is distributed. All copyright, trademarks and all other intellectual property rights in all material or content supplied as part of the Sky Skills programme belongs to Sky, including the contents produced by your child's group which will be provided on USB and hosted online. You agree that neither you nor your child may use it for any commercial purpose or in a way which may reasonably be expected to be harmful to Sky.

We want to make sure every young person has the best experience possible and this means we may need to collect personal information about your child to deliver the experience safely and effectively. Your child's teacher will be responsible for letting us know if your child has any special requirements relating to their health, allergies, disability or behaviour that can help us give them the best possible experience at Skills Studios. This and other personal information will be used to facilitate your child's participation in the Skills Studios experience and to ensure the experience can be run safely and effectively for all participants. Sky will not use any information relating to your child to market commercial products or services.

We have created Skills Studios to help your child's learning and development and we will never use the content created by them for commercial purposes except occasionally to promote Skills Studios. If this is the case, we will always consult the teacher or group leader to seek permission in advance, and in these instances we might edit the footage to suit the purpose of the promotion.

If you have any questions relating to any aspect of the Sky Skills experience, please direct these to your child's teacher or group leader and we will endeavour to provide them with information to answer them.

By signing this letter I confirm that I have read the above information regarding my child's visit to Skills Studios and consent to all aspects included in the paragraphs above.

Name of child: .....

Name of parent: .....

Parent signature: .....

Date: .....

# Skills Studios



## Skills Studios Photography / Videography Permission Form

As part of our communications activity, Sky may use photography/videography for publicity purposes.

We would like your permission to photograph/video your child for possible inclusion in promotions for Skills Studios, within Sky.

The image(s) will remain the property of Sky and will be used for the designated purpose of promoting Skills Studios and/or Sky.

It may also be included in the central Sky image library. You/your child's contact details will remain strictly confidential.

Sky will not collect this form but it needs to remain on school file with the Parental Consent.

Name: .....

Address: .....

.....

.....

Contact number: .....

E-mail address: .....

.....

.....

If the participant is under 16 years old, please give date of birth of individual and name and contact details for parent/guardian:

Date of birth: .....

Name of parent/guardian: .....

I permit Sky to use photographs of my child.

Signed: .....

Date: .....

**This form must be signed by parent/guardian if individual is under 16 years old and returned to the students' teacher.**