



NSW Department of Education

**[Click here to enter a Date]**

Dear Parents/Guardians,

We are delighted to inform you that your child has been given an opportunity to attend our Filmmaking Workshop coordinated by The Arts Unit: Film By.

This tailored made course, under the guidance of experienced filmmaking tutors, gives students the opportunity to gain hands on experience in learning about different aspects of filmmaking, including screenwriting, storyboarding, camera angles, and editing.

**Details of the Film By Workshop:**

Date:	[insert date here]
Location:	[insert location here]
Time:	[insert time here]
Cost:	\$20.00
Payment to be made to:	[insert mode of payment here]
Uniform:	

**Additional Notes:**

- Students are required to each bring a laptop and a recording device, such as an iPad.
- Students should bring a hat to wear during breaks.
- Students will be required to bring their own recess and lunch. Please note that there will be no facilities to purchase food or drinks within the training centre. Please be mindful of student allergy requirements
- Opal card (if traveling via public transport)
- Relevant medications (if required)

Please complete the permission note on the following page and return to [teacher's name or school's office] by [due date].

We look forward to offering your child this unique experience to explore and learn more about the art of filmmaking.

Sincerely,

[Principal's Signature]

[insert name here]

[insert position here]

✂ -----

**FILM BY Filmmaking Workshop**

I give permission for my child \_\_\_\_\_ from [insert school name here] to attend the Film By Filmmaking Workshop on the\_\_\_\_\_. I have made a payment of [insert cost here] via [insert mode of payment here]

Please note child's allergies and/or medications or learning adjustments if applicable:

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Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

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