



CAMERA BOOKING FORM - STUDENT NAME: _____

TEACHER(S): _____

COURSE/YEAR: _____

English, Film & Media Department Long Road SFC Long Road Cambridge CB2 8PX

Dear Parent/Guardian

Your child would like to borrow a stills or video camera from the English, Film & Media department as part of the filming of their coursework projects. This will involve the equipment leaving the college premises at certain pre-agreed times.

Students are allowed to use the equipment for their projects on college premises and during the college day. However, to look more professional, and therefore higher standard, students benefit from being able to shoot elsewhere, but our insurance does not extend to off-site use, so we must ask that parents accept responsibility for the cost of any loss or damage which might occur. Without such a guarantee we regret that we are unable to let the equipment leave the site.

Yours sincerely,

Course Team Leaders

Michael Collins (Media A-level)/ Andrea Joyce (Film A-level)/ Lewis Bird (Applied Media) / Simon Howarth (Applied Media)

I am able to take full responsibility for any loss or damage which may occur while the equipment is in the possession of (STUDENTS NAME)

Parental Signature..... Date.....

Student Signature..... Date.....