

Film By

Teacher information package 2024

[Insert your film festival logo/design here]

Eg:



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Film By thekey information (complete by organisers)

Festival details

Name of festival
[insert date]
[insert address of cinema or theatre]
Starting time for matinee:
Starting time for red carpet:
Start time for festival:
Ticket link:
Ticket price: \$ Adults \$ Student/Concession

Professional learning

For all staff
[insert date]
[insert address of host school}
Starting time:
End time:
Cost: \$0

Workshops K to Year 4

[insert date]
[insert address of host school}
Starting time:
End time:
Cost: \$20.00 per student
Groups of 10 students with 1 teacher
Link: artsunit.nsw.edu.au/film-by/workshops/local-school-workshops

Workshops Year 5 to Year 8

[insert date]
[insert address of host school}
Starting time:
End time:
Cost: \$20.00 per student
Groups of 10 students with 1 teacher
Link: artsunit.nsw.edu.au/film-by/workshops/local-school-workshops

Applications due online by: xx/xx/xx

Application link: xx

School notification successful: xxx

VIP Tix – RSVP by: xxxx

Your local film by committee members (complete by organisers)

Role	Contact person	Contact email
Festival coordinator		
Assistant festival coordinator		
Secretary		
Treasurer		
IT technical support		
Ticket coordinator		
Media coordinator		
Additional committee members and their responsibilities		

Welcome

Welcome to the Film By family!

Film By, an initiative of the New South Wales Department of Education, offers festivals, workshops, and learning opportunities in film for teachers and students across all schools in NSW.

These festivals highlight students' visual literacy and filmmaking skills from Kindergarten to Year 8, aiming to promote visual literacy and filmmaking education through the creation of high-quality short films.

Filmmaking engages children in active learning, enhancing critical thinking, digital literacy, and creativity as they conceptualise, script, film, and edit their own movies.

Research indicates that collaborative film creation fosters exploration, multimodal skills, and problem-solving abilities among students (Drotner, 2020).

Film By is a community, currently we have 10 festivals across the state supported by myself as a central Film By Officer based at The Arts Unit.

My role is to provide:

- support to festival coordinators to facilitate local film festivals across NSW
- equitable workshops for Kindergarten to Year 12 students across NSW
- resources and support materials for schools interested in filmmaking
- assist with sponsorship, copyright and film guidelines.

The Arts Unit have many resources to guide and support you through this fun and educational journey. You have access to an exemplar of films in the [Film By 2023 digital showcase](#), a series of lesson plans and resources in [our digital library and resources](#) as well as access to [Film By Workshops](#) across the state.

I will be holding a brief welcome and introduction to Film By, online on [Monday 4 March 2024](#) at 3:45 pm (Term 1 Week 6).

Alternatively come and say hi in our new [Viva Engage](#) (Yammer) group.

Many thanks,

Karishma Mathur

Film By Officer | The Arts Unit

Student Support and Specialist Programs

0427 770 377 | karishma.mathur@det.nsw.edu.au | education.nsw.gov.au

Film By 2024

Film By festivals are open to all Kindergarten to Year 8 students. Students in Year 9 to 11 are encouraged to submit films to [CApture](#).

Schools can participate in the festival as a class entry or submit films created by individual students or groups of students. There are **no fees to submit your films** for any Film By festivals.

Schools are eligible to submit multiple films and must adhere to the guidelines listed in the next few pages.

Please [check your local area](#) to see if a [Film By festival](#) is established and submit to that festival in the first instance.

For any school that does not have a 'local' Film By in their area they are encouraged to start your own Film By festival. Otherwise, you can submit to [Film By Online](#). The festival runs under the same [guidelines](#) as the local festivals, except it will be an online showing rather than in a cinema.

Films will be selected to be inclusive and representative of student participation. All schools will receive notification of their success or otherwise via email.

Film criteria

All films submitted should:

- be 3.5 minutes in duration or less, including credits
- be in .mp4 format, 1920 x 1080 (landscape), 25fps
- be age appropriate and conform to a G rating
- be appropriate to the skill level of the participating students
- only include students' first names in the credits
- be original works created in accordance with copyright laws, especially images and music
- no logos, brands or products are to be visible
- represent the department's values and beliefs
- be created by NSW Department of Education teachers and/or students
- be endorsed by school principals before submission.

Optional:

- have a script submitted
- include a poster to advertise the film that has been made
- synopsis of film.

Check the [How to enter](#) section on the [Film By website](#) for more details.

Selection of films

Films may be selected to reflect the greater participation of submitting schools. Judges' selections will include variety and originality, among other considerations and all decisions are final.

The following will be considered when viewing films:

- originality
- cinematography
- costume design
- storyline and plot
- student performances.

Films may include action, comedy, drama, fantasy, mystery, romance, thriller, documentaries, mockumentaries, stop motion and claymation.

Successful films

Keep in mind the following points for making a successful film:

- they are entertaining to a broad audience
- they have something to say and share with the audience
- they are clear in their purpose, narrative and structure
- they use effective editing techniques
- they have a quality sound recording where levels are consistent, there is no feedback, distortion, or wind interference and all dialogue is clear and audible
- they are creative and collaborative.

Marking criteria

All films will be assessed by a panel and marked against a marking criteria for a variety of elements including:

- story development
- audience engagement
- technical aspects
- originality and authenticity.

Film Submission Rubric

Learning intention: To create, direct, perform and edit a short film to entertain, inform or persuade an audience of peers.

Checklist: = Script = Poster = Within time limit = Values of NSW Public Education

Movie Name		Team Members			
Success Criteria		No Evidence	Little Evidence	Evidence	Compelling
Story development	Opening				
	Middle				
	Ending				
Audience engagement	Character/ argument development				
	Pace				
	Identifiable issue/ confrontation				
Technical aspects	Camera work/effects				
	Light and sound elements				
	Editing				
Originality and authenticity	Original ideas				
	X Factor				
	Ownership of materials No known copyright!				
Notes					



Please see the rubric for further details of each success criteria. [See Appendix A Film submission rubric](#)

Festival information

Each local area holds their own Film By festival. Most local Film By festivals are held in local cinemas and include a formal red-carpet experience prior to the commencement for the Film By festival, we encourage all participants and guests to wear their best attire.

The Film By festival runs for approximately 2 hours. Parents and the local media are invited to attend the premiere show.

Often the local Film By festival includes a matinee show as well. This is a screening during the day and encourages local schools in the area to attend, allowing all of the school community to take the opportunity to watch their peers' films and also encourage other local schools to participate in the Film By festival in future.

In addition to the local Film By festival, each year the NSW Department of Education holds the Film By Invitation festival. This state event exhibits films from across NSW to showcase the talents from the local Film By festivals, along with films submitted online.

The next Film By Invitation is proposed to be held in March 2025.

Matinees

Each local Film By festival will decide if they hold a matinee event to showcase films prior to their evening performances. Often large groups of schools attend these events. Especially those supporting their school or schools that might like to be involved the following year.

For the matinee event to run smoothly, safely and be an enjoyable experience for all, it is necessary to set guidelines which are to be observed by all schools, teachers, staff and students involved.

If your school is invited to a matinee the following should be considered:

- Schools will be required to sign in on arrival.
- Schools will be required to give a copy of their medical information upon arrival.
- Students will only be granted access to the matinee performances as part of a school group with an accompanying staff member.
- All coordinating teachers and assisting helpers must have an identification lanyard or badge for access to dressing rooms, backstage and the theatre.
- Please report anyone behaving suspiciously and does not appear to have official business in the holding areas to a senior production team member.
- Teachers are to remain with the students until each student has been collected by a parent or guardian.

Risk management

The Department of Education requires you to provide a number of risk assessments as per the [excursions policy documents](#).

For each Film Festival you will be provided with a risk assessment by your local Film By Coordinator. The Arts Unit will provide a risk assessment for all workshops.

However if you are travelling to attend a matinee performance or a workshop will be required to:

1. Prepare your own school risk management plan especially for travelling to and from the venue and to cater for any specific student needs. Please make sure you carry a copy of your risk assessment on the day of the excursion.
2. Carry a first aid kit which also includes adrenaline auto injector such as EpiPen® /Anapen® and Ventolin.

The DoE requires that teachers and staff demonstrate a duty-of-care to students on excursions. Staff are not permitted to leave their school group unsupervised at any time.

[See Appendix B](#) for an example risk assessment.

Authority to film

Film By festivals showcase films outside of the school grounds and as such it is a legal requirement to seek additional permissions **Authority to Film** in addition from regular school permissions from parents and carers. It is each school's responsibility to keep these permission notes in a safe and secure manner.

Every student participating and any adults that may appear in the film as 'actors' or 'supporters' must have a signed authority to film form.

For child protection, copyright and safety private video recording and photography of any Film By festival is prohibited while filming on set, in the cinema and/or theatres.

A Film By team member will take photographs of the performance. Should there be any students who do not wish to have their images used in publications or promotions, coordinating teachers are to notify the festival manager in writing prior to the Film By festival.



[See Appendix C – Authority to film and record form](#)

Filming off site

Often students like to film in their own time off school grounds. Please remind them to ask a parent/carer/reliable adult to be present.

G rating

The department works closely with the [Office of the Children's eSafety Commissioner](#) to ensure student online safety. As part of the Digital Citizenship program, students learn how to stay safe and healthy while using digital technologies, appropriate and inappropriate online behaviour, and how to contribute online positively. **All submitted films must adhere to the G rating.**

Literature Classification. Information about classification is available at [What do the ratings mean?](#)

Editing your film



There are a number of editing software tools that schools use to edit their films. The most popular choices to edit on are

- [Apple iMovie](#)
- [Adobe Premiere Pro](#)
- [WeVideo](#)



Are you searching for specific technology resources to support school-wide change for effective and engaging digital classrooms?

The T4L team have curated a resource list and created additional content to support your journey with key NSW Department of Education technology toolsets:



There are help guides available for these programs via Stem T4L.

Please note: [WeVideo](#) is an online video editor that works in any modern internet browser on computers that have reasonable internet speed. It provides advanced levels of editing and creative freedoms that make it a powerful learning tool.

This product does have a free version with limited functionality. The stem.T4L Project has purchased a licence for NSW government schools to use. Film By schools are invited to apply for a full licence directly from T4L via laurens.derks1@det.nsw.edu.au.

All students will require a third party attribution permission note to access this product which can be generated using the [assessed IT](#) website.

Exporting your film

When it comes time to saving and exporting your film please format it as .mp4

Films should be **1920 x 1080 landscape**. You should be able to save your film so it has **25 frames per second (25fps)**. These are all standard choices when your software asks you to export your film.

Sound

Sound levels in films need to maintain a consistent level. Films with sound levels that are distorted or disturbing to an audience cannot be accepted. This includes children screaming and poorly recorded speech that is difficult to understand.

To assist with better sound production, it is recommended to use microphones. These maybe lapel microphones, boom microphones or even a set of headphones with recording capabilities attached to a phone.

Common issues include the audio was simply too loud. Once the volume level goes above 0db on the audio meter, it clips and distorts, resulting in a harsh sound and loss of quality. Please ensure the volume is down around the -6db mark for the loudest moments on the audio meter in their software. This gives a nice clean audio with some room for adjustment to balance sounds equally later on.

Sometimes the sound cannot be controlled in these instances consider muting the sound and over laying music or pre-recording the script as a voice over and miming the script. One clever trick is to use a lapel microphone with the actor keeping the recording device in their pocket. This way you can get a clearer sound for very wide or long shots that might have poor sound quality.

As schools use different operating systems and video/audio editing software, there is not one guide that fits all, unfortunately. However, you can consult Lights, Camera, Action, YouTube tutorials or user manuals that exist for whatever specific software you are using. Please also check T4L websites/ viva engage groups for support and guidance.



Use this QR code for an instructional video on sound quality

Sound capture

Duration: 1:04



Copyright

Copyright applies to all print and online media, music, books, illustrations, online sources, and digital images. If you did not create it, you likely do not own the rights to it.

Note that copyright rules differ for films entered into Film By; all music and images must be copyright-free, especially concerning music and sound effects. Regular pop songs, YouTube clips, or identifiable music **cannot** be used. All music and images must be copyright-free and attributed, including identifying the creator, the source of the image, and any associated permissions.

How to attribute all material used

All sourced materials must be properly and fully attributed. The following information must be included when providing attribution:

Copyright owners will usually specify how they want their intellectual property acknowledged. If there are no set instructions, always include in your credits:

- title of the work
- creator/author of the work
- website and location of the work such as URL of where the work is hosted
- permission sought/ details of licence relied on to use the sound recording/image (e.g. CC BY 4.0 etc).

Remember:

- any song that is recognisable is unable even if students are making their own version or accompaniments.
- care should be taken to ensure the music and lyrics are appropriate to the work's concept/intent or theme.
- songs with inappropriate lyrics or intent will not be accepted.

Helpful copyright tips from the National Copyright Unit

Recommended sources of music

The following sites are approved by Smart Copying and are recommended for use:

- [Filmmusic](#)
- [SoundCloud](#)
- [jamendo](#)
- [Internet Archive](#)
- [ccMixter](#)
- [Free Music Archive](#)
- [Freesound](#)
- [Opsound](#)
- [Audionautix](#)
- [Creative Commons Music Communities](#) lists music web communities which use Creative Commons licences, such as Bandcamp, Indaba, Tribe of noise, Airborne, Restorm

See [Where to find Creative Commons licensed material](#).

Alternatively, you can create your own original music for use in your film.

Recommended sources of Images

Students should only use images that are licensed under Creative Commons. Some popular sources of Creative Commons images that have been recommended by Smart Copying are:

1. [Europeana](#)
2. [Flickr](#)
3. [Open Photo](#)
4. [Trove](#)

Using other sources of images or music

If students are using music or images that are not available under a Creative Commons licence, we recommend that you, as the teacher, review the terms of the website to make sure that the copyright owner has given permission for their material to be used in the student's film as well as submitting the film into the competition, placing it online and screening it in a cinema.

This will also need to be done even if material from 'royalty' or 'copyright-free' music and image sites are being used. Many sites, such as [Bensound](#), have royalty and copyright-free music but also offer licences to use their artistic creations for a nominal fee.

It can be tricky obtaining the right permission or interrupting the website terms to ensure that your use is covered. Getting permission may also involve a fee. We recommend using Creative Commons material instead.

If you need help, please contact the National Copyright Unit.

See [Where to find CC licensed material](#).

Support

There are many ways to access to support to assist you with preparing a film for a Film By festival.

Email

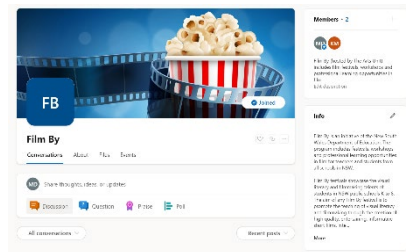
Please email our Film By Officer for support Karishma.mathur@det.nsw.edu.au

If parents have questions, they can direct them to filmby@det.nsw.edu.au our Film By officer monitors this mailbox.

Viva Engage



This year we have a new [Film By Viva Engage \(Yammer\) page](#). We encourage you to ask questions and submit any scripts for feedback through this platform.



The Film By website



All application forms, information about festivals, resources and our digital resource library of films are located on our [Film By website](http://artsunit.nsw.edu.au/film-by) at artsunit.nsw.edu.au/film-by

Lights, camera, action!



[Lights, camera, action!](#) is an online resource created by The Arts Unit which supports teachers and students in film making. There are worksheets for students and suggested lesson ideas across all domains of film making.

The **Kindergarten to Year 8** resource supports fundamental filmmaking skills including:

- [camera](#)
- [story](#)
- [sound](#)
- [pre-production](#)
- [production](#)
- [post-production.](#)

Capture

Year 9 to 11 **Capture**

The resource was created by NSW Department of Education's Curriculum team to support Stage 5 students in their films making journey. This resource covers a variety of areas including:

- [development](#)
- [introduction to short films](#)
- [film language](#)
- [writing for screen](#)
- [pre-production](#)
- [production and post-production.](#)

T4L – Filmmaking kits and equipment



The NSW Department of Education's [Technology for Learning \(T4L\)](#) directorate loans film equipment to accommodate 30 students, with each kit containing 10 cameras for group work. Additional kits like Podcasting or Device Enterprise (Mac Books for editing) are available.

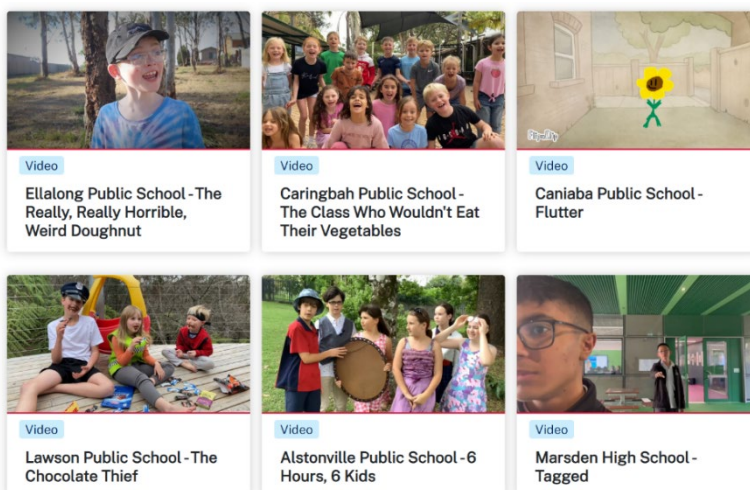
To borrow, fill out a [booking form](#); second kit requests can be made later. Announcements are posted on Viva Engage or Facebook Groups. Explore the STEM.T4Lfilm kit on their [YouTube channel](#).

Digital library



All films created by Film By Festivals from across the state in 2023 are currently online curated into a [digital library](#) for schools to access.

Schools might like to view these films with their students as stimulation for their own films. There are 164 films in the collection.



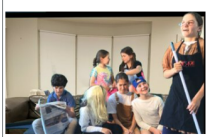

How to make a film: Mumma Bear's Bad Hair Day

Here is a step-by-step guide on how to make a short film from Jannali East Public School, under the guidance of their teacher Kyle Hurst.




[Step by step PPT guide on Mumma Bear's Bad Hair Day](#)

Shots! Establishing and close up.




Wide or Establishing Shot
Gives context.



Close-Up
Helps the audience identify with the character.

Wide Shots and Close-Ups.
The purpose of these two shots is to give the audience an overview and then take them in for some detail. In this case we developed an affinity with Mumma Bear and the lack of appreciation shown by her family.

Other shots you may want to consider are pans and zooms. They can be great for following action but we were restricted by the green screen in framing our shots. We stayed clear of pans and zooms.



Mumma Bear's Bad Hair Day. Shots 15

You can watch the [Mumma Bear's Bad Hair Day](#) film under Jannali East Public School.



Mumma Bear's Bad Hair Day syllabus outcomes and links to curriculum artsunit.nsw.edu.au/film-by/resources

Other festivals

There are 10 festivals that currently run across the state and we are always looking for new coordinators in new areas. If you are aware of colleagues who might like to join the Film By family as coordinators or committee members, please encourage them to reach out. [See Appendix D.](#)

Film By workshops 2024

In 2024 The Arts Unit will provide workshops for each festival across the state.

Students make, create and learn new film making skills. Workshops cover a variety of different topic areas, including use of the camera, sound, and story.

Delivered by specialist film teachers, these workshops are designed to extend participants' skills beyond the classroom and assist school groups to work together in a creative and collaborative environment.

Workshops are available as:

- local school workshops
- online school workshops
- teacher professional learning workshops
- individual student workshops.



Schools may apply to attend **any** workshop as they are open to all schools across NSW.

artsunit.nsw.edu.au/film-by/workshops

All face-to-face workshops run from 10:00am – 2:30pm.

Local school workshops

Kindergarten to Year 4 workshops

Can be attended by 10 students with their teacher or up to 2 unaccompanied students.

Year 5 to Year 8 workshops

Can be attended by 10 students with their teacher or up to 2 unaccompanied students.

Application process

Students attending workshops with a teacher

- Up to 10 students per school can attend the workshop as a group
- Complete the [Local school workshops application form](#), including all your students' details and contact teacher information.
- Complete and upload the School payment advice form – (online)
- Ensure all students complete an Authority to film and record form.

Unaccompanied students attending the local workshops

- A maximum of 2 students per school can attend the workshops unaccompanied.
- Email a request for the unaccompanied student/s to attend for approval to the Program Coordinator – Karishma Mathur
- Complete the [Local school workshops application form](#), including the unaccompanied students' details and contact teacher information.
- Student must complete the Payment advice form – (online)
- Student must complete the Unaccompanied student medical form (online)
- Complete and upload the Authority to film and record form.

Please note – all unaccompanied student paperwork must be completed and returned prior to the start of the program.

Individual student workshops

For high potential and or gifted students.

Venue: 105 Phillip St Parramatta

Kindergarten to Year 4: Friday 5 April 2024

Year 5 to Year 8: Tuesday 17 June 2024

A maximum of 50 students will be selected per session. Supervision will be provided for students by The Arts Unit teaching staff.

Application process

- students can ask parents/carers to complete the individual [Individual student workshops application form](#), including the students' experience, details and contact teacher information.
- students must complete their payments through the online Payment portal hosted by The Arts Unit.
- students must upload a signed Endorsement form (as part of online application)
- students must complete the Student medical form (as part of online application)
- students must upload the Authority to film and record form (online application).

A maximum of 50 students will be accepted on a first in first served basis, students can be marked as **on school business**.

Please note – all student paperwork must be completed and returned prior to the start of the program.

Additional workshops will be added to the program as the year progresses. Please check the [website](#) for further information.

Online workshops

Online workshops to assist schools who don't currently have access to local Film By workshops. Please register through our [Oline school workshops application form](#).

Term 1 – Week 11 Monday 25 March

Years	Time
Kindergarten to Year 2	9:30 am – 10:45 am
Year 3 and Year 4	11:30 am – 12:45 pm
Year 5 to Year 8	1:30 pm – 2:45 pm

Term 2 – Week 4 Monday 20 May

Years	Time
Kindergarten to Year 2	9:30 am – 10:45 am
Year 3 and Year 4	11:30 am – 12:45 pm
Year 5 to Year 8	1:30 pm – 2:45 pm

Term 3 – Week 2 Monday 29 July

Years	Time
Kindergarten to Year 2	9:30 am – 10:45 am
Year 3 and Year 4	11:30 am – 12:45 pm
Year 5 to Year 8	1:30 pm – 2:45 pm

Application process

- Schools only need attend one online session time.
- Please complete the [Online school workshops application form](#) and ensure all students have an Authority to film and record form completed.

Teacher workshops

Practical workshops will instruct teachers on film making methods and suggest ways to improve films produced for Film By festivals.

Teacher professional learning will be held in local film festival areas as well as:

Date	Time	Location
Monday 24 June	10:00 am – 2:30 pm	105 Phillip St Parramatta
Monday 25 March	3:30 pm – 4:30 pm	
Monday 20 May	3:30 pm – 4:30 pm	
Monday 29 July	3:30 pm – 4:30 pm	

Please complete the [Teacher professional learning workshops application form](#) and ensure all staff have an Authority to film and record form completed.

For further information on workshops please contact Film By Officer, Karishma Mathur on Karishma.mathur@det.nsw.edu.au

Information for parents


Film By has created 4 sample templates for you to adapt and share with your school community. These will assist you in:

- informing the community what Film By is all about
- workshop participation
- Film By festival premiere information
- Film By festival matinee information.

Visit the [Teacher information booklet section of the How to enter page](#) to download the templates.

These templates can be found in [Appendix E](#).

NSW Department of Education



[\[Click here to enter a Date\]](#)

Dear Parents/Guardians,

We are delighted to inform you that this year our school will be part of the Film By program.


Film By is a program by the NSW Department of Education for students in Kindergarten to Year 8. It gives them a chance to learn about film, express themselves, and feel included. The program encourages teamwork and creativity.

The students create short films which are a maximum of 3.5 minutes, representing the New South Wales Department of Education's values and beliefs.

Once complete films are submitted to a panel of teachers who consider which films will be shown at a local film festival.


All films require an additional level of parental and carer permission. Please complete the Authority to Film form attached and return it to [teacher's name or school's office] by [due date].

We look forward to offering your child this unique experience to explore an more about the art of [film making](#).



If you would like to support your child with their [filmmaking](#) please visit [The Arts Unit Film By website](#). You might also like to check out [this library that showcases over 160 films from 2023](#).

NSW Department of Education



[\[Click here to enter a Date\]](#)

If you have any further questions, please feel to contact The NSW Department of Education's Film By Officer Karishma Mathur – Karishma.mathur@det.nsw.edu.au or your school coordinator: (insert name)

Dear Parents/Guardians,

Congratulations on your child's film [*optional - insert name of [film](#) here] being selected for our Film By the [insert festival name here] festival. Your child's film showcased a great understanding of story development, character, and technical abilities. As such it has been selected to represent our school in the Film [By](#) Festival.

Our Film By festival will be held at _____ and includes a formal [red carpet](#) experience prior to the commencement for the Film By festival, we encourage all participants and guests to wear their best attire.

The Film By festival runs for approximately 2 hours.

Parents and the local media are invited to attend the premiere show.

Film By the [insert festival name here] Premiere festival details:

Premiere Date:	[insert date here]
Red Carpet Time Premiere:	[insert red carpet time here]
Films commence:	[insert time here]
Location:	[insert location here]
Map:	[insert map here]
Tickets:	[insert price and link here]
Additional Information:	[Insert any additional information]

Sponsorship

If you are thinking about getting sponsorship for your school, here is what you need to know. Sponsorship can come in the form of cash donations or value in kind (VIK) donations.

Cash donations are when a company gives money to support your students in making their films. VIK donations are when a company provides goods or services to help out. For example, you could ask a local café to sponsor food for your class while you are filming.

Please make sure to follow the department's sponsorship guidelines. You will need to document every sponsorship, collaboration, and commercial arrangement. Please find a number of templates in the [appendix](#) such as sponsorship agreements, email agreements, and more.

For any sponsorships valued at more than \$50,000, you will need approval from the Business Engagement team. And if you are not sure about something, do not hesitate to reach out to the Film By Officer for assistance.

Check out further documents in the appendix for more details on the guidelines.

To assist with your sponsorship needs please contact any of the following:

Contact person/team	Email
Karishma Mathur – Film By Officer	karishma.mathur@det.nsw.edu.au
Sandra Copeman – Manager, Business Engagement, Arts, Sport and Initiatives	sandra.copeman@det.nsw.edu.au
Business Engagement Team	be@det.nsw.edu.au

Please see [Appendix F](#) for further sponsorship information

Film By festival timeline

Below is a guideline – Teachers use professional judgment based on school activities/ experience.

Suggested time	✓	Further information
Term 1		Promote Film By to school community
Term 1		Send Film By Information letter to parents/guardians
Term 1		Enrol in upcoming workshops (optional)
Term 1		Send Film By Workshop letter to parents/guardians
T2 W1		Assist students with How to write a script .
T2 W1		Students write their scripts (about a week or two for this).
T2 W2		School supervising teacher to review/provide feedback/ edit draft 1 of scripts (give yourself about a week or two for this).
T2 W3		Students make the relevant edits to their scripts (about a week for this).
T2 W4		School supervising teacher to review/provide feedback/ edit draft 2 of scripts (give yourself about a week or two for this).
T2 W5		Lessons in camera angles and shots .
T2 W6		Final version script approved by your school's supervising teacher.
T2 W6		Lessons on sound .
T2W8		School supervising teacher to review/provide feedback/edit draft 1 of storyboards (give yourself about a week for this).
T2 W8		Students make relevant changes to their storyboard (about a week for this).
T2 W9		Final review and approval of the storyboard by the school's supervising teacher (give yourself about a week for this).
T2 W9		Students start filming (about three to four weeks for this). Note: No school uniforms, or logos hidden or blurred out in final edit.

Suggested time	✓	Further information
T3 W1		Your school's supervising teacher to review some of the raw footage to see that students are on track (give yourself about a week or two for this).
T3 W1		Students finish all filming (about three to four weeks of filming for this).
T3 W1		Encourage students to create their own film posters and synopsis.
T3 W1		<p>Students start to work on the first edit of their films (about two to three weeks for this).</p> <p>Note: Double check that music, images, and videos are not copyrighted and that no school logos, brands, or products are shown.</p>
T3 W3		Film edits 1 of all student films received.
T3 W3		Your school's supervising teacher to review/provide feedback for all film edit 1 of the student films (give yourself about a two for this).
T3 W4		Students work on their film edit 2 (about a week for this).
T3 W5		Your school's supervising teacher to review/provide feedback for all film edit 2 of the student films (give yourself about a two for this).
T3 W7		Students work on their film edit 2 (about a week for this).
T3 W8		Final changes.
T3 W8		Finish reviewing all finished films by school's supervising teacher.
Term 3 Week 8 insert date		Submit film to your local Film By festival organising coordinator, ensuring your fill in the Local Film By the submission and entry form 2024 . Check with local Film By festival organiser for the link and closing date.
		If selected for your local Film By festival, distribute letter with ticketing information to parents/guardians (under quick links).
		Returning of any equipment.

Appendix

- A - Film submission rubric
- B - Sample risk assessment
- C - Authority to film and record form
- D - Festivals by directorate
- E - Sample letters to parents
- F - Further sponsorship information

Appendix A – Film submission rubric

Film By film submission rubric

Film Submission Rubric



Learning Intention: To create, direct, perform and edit a short film to entertain, inform or persuade an audience of peers.

Checklist: Script Poster Within time limit Values of NSW Public Education

Movie Name		Team Members			
Success Criteria		No Evidence	Little Evidence	Evidence	Compelling
Story development	Opening				
	Middle				
	Ending				
Audience engagement	Character/ argument development				
	Pace				
	Identifiable issue/ confrontation				
Technical aspects	Camera work/effects				
	Light and sound elements				
	Editing				
Originality and authenticity	Original ideas				
	X Factor				
	Ownership of materials				
	No known copyright				
Notes					

Film Submission Rubric – Further Information and Ideas

Learning Intention:

To create, direct, perform and edit a short film to entertain, inform or persuade an audience of peers.

Breaking it down:

The panel will look for the following key elements when selecting the film


Success Criteria Elaborations		
Story development	Opening	Grab attention Show don't tell (7 Steps)
	Middle	Hold attention Pebble, rock, boulder (7 Steps)
	Ending	Climax, resolution Resolution/ cliff hanger/ coda/ surprise/ recap
Audience engagement	Storyline/ topic connection	Character/ argument/ information/ topic development Genuine problem/ confrontation
	Identifiable issue	Interaction between performers Relatability
	Pace	Maintaining engagement Maintaining storyline/ topic
Technical aspects	Camera work	Steady camerawork Angles, shots, pans, image composition
	Light and sound elements	Consistency, appropriate music/fx choices Quality
	Editing	Appropriate transitions and effects Title, continuity, cohesion, pacing
Originality and authenticity	Ideas	Original and creative Clear and purposeful
	X Factor	Is it cinema worthy?
	Ownership of materials	Audio Still images/video
	No known copyright	Contributions credited Ben Sound or iMovie sound credited

Appendix B – Sample risk assessment plan

A sample risk assessment plan is available under [Teacher information booklet](#).

NSW Department of Education

Work Health and Safety
Risk assessment plan

School/workplace	The Arts Unit			Condition, task, activity or event	Film By Invitation
Principal/workplace manager					
Assessed by	Chris Dodds	Date	17/10/23	Location	Hoyts Entertainment Quarter 206 Bent St, Moore Park NSW 2021
Approved by	Michelle Dodd	Date	31/10/23	Review date	
WHS Risk Register update	23076	Date	13/11/23	Prepared in consultation with	Michelle Dodd

Risk Management process

(insert rows as required)

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
What presents the potential risk to health and/or safety?	What might happen, how likely is it and what could be the consequence/s?	Apply WHS Risk Matrix	What action/s will be taken to eliminate the risk/s or at least reduce them to an acceptable level?	Apply WHS Risk Matrix	Who is responsible for putting controls in place?	When should the controls be put in place?	When were controls implemented?
Using public transport.	Accidents, getting lost, <u>exposure</u> to uncontrolled public environments.	6 - Medium	Provide clear routes and transport guidelines. Assign supervisors for every group of students. Ensure teachers have emergency contact numbers. Keep student numbers at 10 or less. Teacher to perform regular headcounts. Teacher to mark roll at beginning and end of day.	2 - Low	Workshop facilitator / Classroom teacher	<u>Prior to workshop / on the day of the workshop.</u>	
Vehicle traffic.	Potential for pedestrian accidents.	6 - Medium	Brief students about safe crossing points. Ensure supervised crossings. Highlight pedestrian zones, supervision.	4 - Medium	Classroom teacher	<u>Prior to workshop / on the day of the workshop.</u>	
Handling electronic equipment.	Electrical hazards, tripping over wires.	6 - Medium	Proper briefing on how to safely use equipment. Clear pathways of any wires. Regularly inspect equipment.	3 - Low	Workshop facilitator / Classroom teacher	<u>Prior to workshop / on the day of the workshop.</u>	

Appendix C – Authority to film and record form



Authority to film and record form – film festivals

NSW Department of Education



Authority to Film and Record

How to use this document

Also known as a “Talent Release” form, use this document when you propose to film or record a student (or anyone else) for a project. This includes still photography.

Responsible school or business unit & contact person

Insert the name of the school or business unit managing the project and a person parents can contact for more info.

The filming/recording will be arranged by:

School/Business Unit:

Contact Person Name:

Email:

Production company

Choose one option and if you choose 2nd option then insert the name and ABN of the company we are using.

The filming/recording will be done by:

- internally by NSW Department of Education (“**department**”)

on behalf of the department

education.nsw.gov.au

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Project

Insert name or short description of what the video will be used for as a detailed description will be provided below.

(**project**) as further described below.

Medium ("footage")

Tick as relevant.

- Video (including audio)
- Still photography
- Audio only recording

Referred to in this document as "**footage**"

Filming/recording start and end date

If the date are approximate then state that.

Approximate date

Start / /

End / /

Filming location

State where the filming will occur.

Authority to Film and Record

NSW Department of Education

The Project: What the footage will be used for

Schools will be creating film content intended to be used for Film Festivals in 2024.
In addition the department may photograph and or make vision or sound recording of participants attending events.
The footage will be used by the Department.

Publication Media

In connection with the Project the footage may be used by the department in the following:
(Tick as relevant)

- on departmental and school websites
- in school newsletters
- in publicity materials published by the department
- on the department's social media accounts with YouTube, Facebook and Twitter etc
- in print digital and online newspapers and magazines
- television
- Other

At cinema locations as part of the Film Festival series

What will be filmed or recorded

Students will be filming a 3.5 min film for Film By or a 3-5min film for CApture film festival.
The films can take many forms including:

- dramatic short stories or comedy
- documentaries or mockumentaries
- stop motion or digital animation

How the filming or recording will occur

Schools will be responsible for filming the content for their films. They will be supervised by their teachers and each film requires principal approval once it is submitted.

Storage and Access

All films will be submitted online to Hightail. The films will be unable to be accessed apart from Festival staff from NSW Public Schools. Permission is granted by schools to use the films once they are submitted.

How long can the footage be used for?

The footage will be available for use until the department considers it no longer fit for purpose

If the department publishes the footage online web browsers may provide cached or archived copies may appear after the department itself has ceased to post the footage.

Transportation

not applicable

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Acknowledgements and Consents

Filming/Recording: I consent to the department filming me and recording my voice, performances, poses, and actions in connection with the project described above.

Re-Records: if any re-recording or voice-overs are needed, I agree to make myself available to assist.

Use: I consent to the department using the footage of me for the Project described above, (including to promote the Project).

Video Editing: I understand that the department may edit any video it records, including combining it with other video and audio and adding text or music for the Project.

Inspection: I waive any right to inspect or approve any use of the footage before it is used

Copyright: I acknowledge and agree that all rights in and to any content captured as a part of the project, including the copyright, are and shall remain the sole property of the department and I waive any moral rights under the Copyright Act 1968 in the video and audio.

Voluntary: I understand that participation in the filming and recording is voluntary and I will not be remunerated.

Online Reposts: if the footage is posted by the department on the internet the department cannot prevent third parties from posting links.

Interpretation: references in this Acknowledgment to "me" and "I" are references to the person named below as the "Talent"

Name of Talent (person being recorded):

Age of Talent 16 or older 15 or younger

Signature of Talent:

Note: Talent aged 15 or younger are not required to sign
(their parent or carer will sign instead)

Date Signed by Talent / /

Name of Parent/Carer:

Signature of Parent/Carer

Note: Parent/Carer signature not required if Talent is 18 or older

Date Signed by Parent/Carer / /

Appendix D – Festivals by directorates

There are currently 10 Film By festivals across the state. Each festival runs in the same way. Films from across all festivals are selected for our state festival called Film By Invitation.

Directorate	Festival	Contact	Festival details
Statewide	Film By Online	Karishma Mathur Karishma.mathur@det.nsw.edu.au	Any NSW public student across the state may submit. Selected films exhibited online.
Statewide	Film By Invitation	Karishma Mathur Karishma.mathur@det.nsw.edu.au	A state festival to showcase the depth and breadth across all Film By festivals.
Metropolitan North	Film By the City	John Skene: John.skene1@det.nsw.edu.au Jana Liessmann: jana.liessmann2@det.nsw.edu.au Rebecca McGrath: rebecca.mcgrath14@det.nsw.edu.au	Event Cinemas George Street Sydney October 2024
Metropolitan South and West	Film By the Sea	Narelle Smith: narelle.bettssmith1@det.nsw.edu.au	Event Cinemas Miranda October 2024
	Film By the Pasture	TBA	TBA – Liverpool
	Film By the Hospital	Mercedes Wilkinson andrea.m.wilkinson@det.nsw.edu.au	TBA
Regional North	Film By the Eucalypts	Jacqueline Weston Cole jacqueline.westoncole@det.nsw.edu.au Mehmet Mehmet mehmet.mehmet@det.nsw.edu.au	Blue Mountains Theatre and Community Hub November 2024
	Film By the Vines	Scott Anderson: scott.r.anderson@det.nsw.edu.au	Cessnock Performance Arts Culture CPAC November 2024

Directorate	Festival	Contact	Festival details
	Film By the Jetty	Paula Buttenshaw: paula.bonett@det.nsw.edu.au	TBA – Coffs Harbour
Rural North	Film By the Northern Rivers	Carly Hogan: <u>carly.hogan1@det.nsw.edu.au</u>	Whitebrook Theatre, Southern Cross University East Lismore

Appendix E – Sample letters for parents

Visit the [Teacher information booklet section of the How to enter page](#) to download the templates.

1. Introduction to Film By
2. Workshop participation
3. Film By festival premiere information
4. Film By festival matinee information

Appendix F – Further sponsorship Information

Sponsorship policy and resources

Schools can use sponsorship from appropriate organisations to help supplement school funds for their event.

You must document every sponsorship, collaboration, and commercial arrangement. Use any of the following templates as appropriate to your sponsorship needs:

- [sponsorship agreement \(incoming\)](#)
- [sponsorship agreement \(outgoing\)](#)
- [email agreement \(low risk\)](#)
- [letter of agreement – advertising](#)
- [collaboration agreement.](#)

Certain procedures and protocols must be followed for approval of any sponsorships. Please fill out the sponsorship risk assessment and conflict of interest declaration form which is mandatory for all sponsorship arrangements (complete and keep a copy of the assessment with your sponsorship agreement).

Please read the following documents to ensure a better understanding of guidelines:

- [commercial arrangements, sponsorship and donations policy](#)
- [implementation procedures.](#)
- [policy resources.](#)

Quick links

1. [Film By website](#)
2. [TAU digital library and resources](#)
3. [TAU Film By – Lights, Camera, Action resource](#)
4. [TAU Film By 2023 digital showcase](#)
5. [Film submission rubric](#)
6. [Filmmaking kits – booking form](#)
7. [Film By workshops application forms](#)
8. [Authority to film and record form](#)
9. [Film By Viva Engage forum](#)
10. Article: – Kirsten Drotner (2020) Children’s digital content creation: Towards a processual understanding of media production among Danish children, Journal of Children and Media, 14:2, 221-236, DOI: [10.1080/17482798.2019.1701056](#)