**WAITING FOR ANYA SCHOOL SCREENING - 27th JANUARY 2020**

**SCHOOL BOOKING FORM**

Name of School: …………………………………………………………………………………………………………………….

School Address: ……………………………………………………………… Postcode: ……………………………………….

Contact Name: ………………………………. Email ……………………………………………………………………………..

Group Leader on 27th January …………………………………………………………………………………………………….

Group Leader Mobile No: ………………………………………………………………………………………………………….

Number of Children attending: ……………. Year Group(s): ………… Number of Adults …………………………....

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Any special access requirements: …………………………………………………………………...........................................

Name of EVC Co-ordinator: ……………………………………………………………………………………………………….

Are you putting this educational visit on the Evolve educational visits system: Yes / No

If No to the above, what control measures have you put in place to meet educational visit legal obligations:

………………………………………………………………………………………………………………………………………..

**Travel:**

Are you able to use your school’s mini-bus to transport students to the venue Yes / No

Do you require transport to/from the venue Yes / No

If your school requires transport, we will be in touch prior to the event regarding arrangements.

**Photograph/Filming Permission:**

Highfield Grange Studios wish to film some of the children’s reactions and views on the film for a short documentary that will be released to the general public alongside the *Waiting for Anya* film. Therefore a **Filming Permissions form** will need to completed before the booking can be confirmed, this will be sent to you separately. Also after the event if any of your pupils’ footage is used in the film, a **Release form** will need to be completed by parents.

**Lunch**: It is advisable for pupils to bring along a packed lunch as we are unable to supply this.

I wish to book a group of students as detailed above at the preview screening of *‘Waiting for Anya’* film on Monday 27th January. I accept to pay cancellation charges for this booking up to 48 hours prior to the event if the whole group booking has to be cancelled by my school. I also agree to ensure the Filming Permissions form is completed & returned prior to the event and any Release forms are collated from parents & submitted after the event.

Headteacher Name:…………………………………… Headteacher Signature: …………………………………………

Date:……………………………………………………

**Please complete and return this form to** **outdooreducation@bradford.gov.uk****. Places will be reserved on a first come, first served basis. Once your places have been confirmed a Filming Permissions Form will be sent to you for completion. Someone will also contact you to discuss transport if this is required.**

    