Black Elk Film School – Filmmaking Classes for 13–19 Year Olds

Parents' Information Packet & FAQ

Welcome to Black Elk Productions!

Dear Parents/Guardians,

Welcome to our filmmaking classes! We're thrilled your child is joining a creative community where they'll learn filmmaking, develop confidence, and collaborate on real projects.

This packet contains all the information you need about classes, schedules, pricing, safety, and frequently asked questions.

BLACK ELK

FILM SCHOOL

About the Classes

Ages: 13–19
Location: The Aylesbury Vale Academy, Paradise Orchard, Aylesbury HP18 0WS
Schedule: Weekly classes during school terms (no classes in August)
Times: Sundays at 10AM - 1PM and 2PM - 5PM
Duration: 3 hours
Class Size: Limited to 15 students per class

What Students Will Learn:

- Scriptwriting & storytelling
- Cinematography & camera techniques
- Sound & lighting
- Directing & teamwork
- Editing & post-production
- Producing short films from concept to final cut

Annual Cinema Screening

Each year, students get the chance to showcase their films on the big screen at a special red-carpet cinema event. Friends and family are invited to celebrate their achievements, making it a memorable highlight of the year.

- Showcase films on the big screen for friends & family
- Professional-style film posters designed by students
- Dress to impress with a red-carpet experience
- Tickets available to friends and family

This is a ticketed event: each student may attend for free, and we will reserve **2 tickets per student** for friends or family. These reserved tickets will be held until the final week of ticket sales, after which they will be released for general purchase. Additional tickets can be purchased for anyone who would like to join the screening.

Pricing & Payment

Option	Price	Notes
Monthly	£120	Pay monthly during term-time
Annual	£1,100	Paid upfront - save £220
Sibling Discount	£96	Monthly rate - (20% discount)
Sibling Annual	£1,056	Paid upfront - save £264

Payment Methods: Direct Debit / Bank Transfer

Sibling/Multiple Child Discount:
We offer a **20% discount** for each additional sibling enrolled in our filmmaking classes. The discount is applied only if we are informed at the time of registration that the new enrollee is a sibling of an existing student. Each sibling receives 20% off their own monthly fee (£96 per month), regardless of how many children from the family are enrolled.

Refund Policy:
We do not provide refunds for missed sessions, including those missed due to sickness or unavoidable circumstances. In the event of class cancellations caused by natural disasters, government restrictions, or other factors beyond our control, refunds will not be issued. Refunds may, however, be considered at our discretion if notice of cancellation is given **before the second session of the month**. This also applies to annual payments, which may be refunded at the company's discretion. All refund requests should be submitted in writing via email to classes@blackelkproductions.co.uk and will be reviewed on a case-by-case basis.

MONTHLY	ANNUAL
£120/month	£1,100/year
Sibling £96/month	Sibling £1,056/year

Cancellation of Membership:
You are welcome to cancel your membership at any time, please be aware that we have a one month notice period. If your membership payment has already been taken for that

month then we will cancel the next scheduled payment and your child may continue to attend until the class immediately preceding your scheduled payment date. Membership cancellation is permitted at any time, however, please be advised that a one-month notice period is required. If the membership payment for the current month has already been processed, the subsequent scheduled payment will be cancelled, and your child may continue to attend classes until the class immediately preceding the scheduled payment date.

Equipment & Materials

We provide a wide range of **cinema-grade equipment**, giving every student the chance to get hands-on experience with the tools used in the film industry. From Blackmagic cameras capable of shooting in stunning 6K, to professional lighting and sound gear used on real feature films, we've got it covered. There's no need to bring anything along — we supply everything, including green screens, dollies, lenses, lights, props, and more, so students can bring their stories to life with professional-standard resources.

- All filmmaking equipment provided (cameras, lights, sound gear, editing software)

- Students should bring:
  Comfortable clothing that's easy to move in.
  Water bottle
  Something to eat - snacks

Staff & Safeguarding

At Black Elk Productions, the safety and wellbeing of our students is our top priority. All staff hold enhanced DBS certificates, and we have a Designated Safeguarding Leader with up-to-date certification. Our lead tutors are first aid trained, and every session follows strict safeguarding and health & safety protocols. Students are supervised at all times to ensure a safe, supportive, and positive learning environment.

- All staff hold **enhanced DBS certificates**
- **Designated Safeguarding Leader** with certification
- Lead tutors are **first aid trained**
- All sessions follow **safeguarding** and **health & safety protocols**
- **Supervision:** Students are supervised at all times

Media Consent:

As part of our filmmaking programme, students will regularly be involved in activities that may be photographed, filmed, or shared for educational and promotional purposes. To ensure we have the proper permissions, all parents/guardians are required to agree to our full Terms & Conditions which includes Media Consent when their child joins the class. Please note that Media Consent is a condition of enrollment.

FAQs

1. Do students need prior experience?
No! Beginners and more experienced students are all welcome.

2. What if my child misses a class?
We understand that there may be occasions when a student is unable to attend a session. Wherever possible, please notify us in advance of any absences. To ensure fairness and continuity within the group, we ask that sessions are not missed on a regular basis. Repeated absences may result in membership being reviewed, and in some cases, a student's place may be offered to another young person on our waiting list.

3. Are classes safe?
Yes. Classes follow strict safeguarding and health & safety guidelines. We have a certified Designated safeguarding leader and a comprehensive safeguarding document which you can access here: Safeguarding Policy for Private Filmmaking Classes (Ages 13–19)

4. How are students grouped?
We have a single class monitored by two teachers. Students work collaboratively on films and are only divided into groups for filmmaking challenges.

5. What happens at the cinema screening?
At the end of each year, students have the exciting opportunity to see their films showcased on the big screen. The event is a special red-carpet occasion, where students are encouraged to dress up and enjoy the spotlight, with a professional photographer on hand to capture the moment. Friends and family are warmly invited to attend this ticketed screening, with ticket sales opening around one month before the event. Each student will also receive one complimentary ticket for themselves.

6. Can parents attend classes?
Our safeguarding policy means that only staff members with enhanced DBS certificates are permitted to be present during classes. This ensures a safe and focused environment for all students, free from unnecessary distractions. While parents are not able to remain in the classroom, you can be assured that your child is fully supervised at all times by qualified and vetted staff.

7. What should my child bring?
They should come in comfortable clothing that they can move around in. It is also advisable to bring a drink and some snacks as it is a 3 hour class and can be very active.

8. Emergency procedures?
Staff are first aid trained. Parents/guardians contacted immediately if needed.

9. How is work shared or saved?
All of our completed films will be distributed on our official YouTube channel. Parents and students can request a digital download of the film to keep

10. How do I sign up?
Sign-up by emailing classes@blackelkproductions.co.uk Spaces limited.
There is a waiting list if classes become too full.

11. Can siblings join together?
We offer a sibling discount for families with more than one child attending our classes. Each additional sibling receives 20% off their monthly or annual fee. Please let us know at the time of booking if you are signing up multiple children so we can apply the discount correctly.

12. Why do I need Media Consent for my child?
Filmmaking naturally involves students being on camera, behind the camera, and working as part of a production team. We also like to celebrate their hard work by sharing films and photos from classes, events, and screenings. To do this responsibly, we require every parent/guardian to agree to our Media Consent terms when their child joins. This ensures we have clear permission to include your child in films, photos, and promotional material, while always respecting safeguarding guidelines. You can view our full Terms & Conditions Here
Terms and Conditions of Filmmaking Classes

13. Code of Conduct
Students are expected to behave respectfully, work collaboratively, and adhere to our anti-bullying policies. In the event that a student is found to be bullying or harassing another participant, either during class or related activities, we reserve the right to suspend or cancel their membership, and they will no longer be permitted to attend sessions.

Contact Information

Email: classes@blackelkproductions.co.uk
Phone: +44 7932 438 143
Website: https://blackelkproductions.co.uk/filmproductionschool
Social Media: @BlackElkFilmSchool