

## Coram Shakespeare Schools Foundation; Published July 2023

### 1. Introduction

#### 1.1 CSSF and these Terms and Conditions

Coram Shakespeare Schools Foundation (CSSF) is a cultural education charity that gives young people across the UK the confidence to succeed in life.

CSSF places the experience of our schools\* at the heart of everything we do.

The following Terms and Conditions are designed to enable CSSF – in partnership with Into Film\*\* – to deliver an excellent and fair experience to all schools participating in the 2023 Shakespeare School Film Festival.

By registering for Shakespeare Schools Film Festival you agree on behalf of your school to abide by these Terms and Conditions. Breach of these Terms and Conditions may prevent schools and/or students\*\*\* not being permitted to participate in workshops or events, or their film being omitted from the culminating Film Festival hosted by CSSF.

\* For the purposes of this document the term “schools” includes any organisation or group participating in Shakespeare Schools Film Festival.

\*\* Into Film is an educational film charity, whose mission is to inspire dynamic ways of learning with film and connecting with cinema that reach the widest possible young audience across the UK.

\*\*\* For the purposes of this document “student(s)” refers to any young person or people participating in Shakespeare Schools Film Festival.

#### 1.2 Our Inclusive Ethos

CSSF creates a non-competitive, inclusive and supportive environment so that any student can take part in the Shakespeare Schools Film Festival. We expect all participants to approach Shakespeare Schools Film Festival with a positive attitude when encountering peers and staff of different ages, ethnicities, backgrounds and abilities.

CSSF does not tolerate discrimination of any kind and will take appropriate action if any such behaviour is reported. Failure to properly address such discrimination could result in the school in question being banned from participating.

#### 1.3 Partnership with Into Film

CSSF has partnered with Into Film, the national film education charity, to provide teacher training, guidance and resources for the filmmaking aspects of this programme. The nature of this partnership is advisory, not practical, and so neither CSSF nor Into Film, as part of the Shakespeare Schools Film Festival, are able to provide any participating school(s) with:

- Filmmaking equipment, including cameras, lights, sound recording equipment
- In-person support with filmmaking at school or ‘on set’

Throughout the duration of the Film Festival, your main point of contact will always be CSSF, specifically your coordinator.

## 2. Registration and Finance

### 2.1 The Teacher-Director and CSSF Coordinator

CSSF will assign each school a 'coordinator', who will be your go-to contact throughout your Festival journey. Upon registration, each school must provide CSSF with the name and details of a main contact who will be leading the programme in school, called a 'Teacher-Director'.

All of CSSF's vital communications about this Festival will go to the Teacher-Director. It is the schools' responsibility to inform us if the Teacher-Director or contact details change.

### 2.2 Backstage Account

After your registration has been confirmed, CSSF will issue you with login details to your 'Backstage Account'. This is an online portal on the CSSF website which can be accessed [here](#) and it is here where CSSF will post event dates and timings, your script and other resources and details which will support your participation in the Shakespeare Schools Film Festival.

This account is an important part of your Film Festival participation, so should you have any trouble accessing it please get in touch with your coordinator.

### 2.3 Registration Fee

Payment of the non-refundable registration fee (£595+VAT state schools, £760+VAT independent schools) is due 30 (thirty) days after receipt of the invoice. The invoice will be sent within 10 (ten) working days of completion of the online Film Festival registration form. If school funding has been confirmed, but monies cannot yet be released, please contact your coordinator immediately to discuss your options.

We are only able to offer refunds or deferrals in specific circumstances. See 'Refunds and Deferrals' below for details.

### 2.4 Refunds and Deferrals

CSSF is unable to offer refunds on the registration fee.

As a charity, we heavily subsidise each school's registration fee through fundraising, events, and other activity throughout the year. When a school signs up to Shakespeare Schools Film Festival, both they and CSSF are committed to the costs of their participation, including staff, workshop practitioners, resources, website maintenance etc. This means that if a school drops out of the programme the charity loses all the money invested, making it harder for us to continue to run our work in subsequent years.

In exceptional circumstances, we may be able to defer a school's registration fee to the following year's programmes.

Staffing changes, changes to budgets, changes to school commitments or priorities do not qualify as 'exceptional circumstances'. Exceptional circumstances include:

- bereavement or serious illness
- cancellation of the programme by CSSF
- change of programme dates by CSSF after publication
- closure of the entire school due to COVID-19 outbreak or lockdown restrictions

Deferrals will be subject to deductions as follows:

- On or before 24 July 2023 – minus 25% of registration fee +VAT
- On or before 25 September 2023 – minus 50% of registration fee +VAT
- On or before 23 October 2023 – minus 75% of registration fee +VAT

No deferrals are possible after this stage.

The deferred fee will be credited against participation in CSSF's programmes in the following year and the school will need to pay the remaining balance of any price difference.

If there is any chance that you might need to defer your place, please contact your coordinator immediately.

If circumstances change within your school, within the 30 day window for payment, so that participation is no longer possible, the following charges will apply to cover costs already incurred by CSSF.

- On or before 24th July 2023 - 25% of registration fee +VAT.
- On or before 25th September - 50% of registration fee +VAT.
- On or before 23rd October - 75% of registration fee +VAT.

In the case of a union strike, CSSF events or training will carry on as normal and we ask that you try to attend planned events. Seek advice from your union.

### **3. The Film Festival Programme**

#### **3.1 CPD Workshops for Teachers**

To support and challenge your school's participation in the Film Festival, CSSF will run digital Continuing Professional Development (CPD) workshop sessions for teachers. Timings and dates will be displayed on your school's Backstage account on the [CSSF website](#). A link will be sent to the Teacher-Director by email when these dates are released and confirmed.

#### **3.2 CSSF Scripts and Copyright**

Copyright of the abridged scripts rests with the Coram Shakespeare Schools Foundation. The registration fee only allows a school to perform the abridgement as part of Shakespeare Schools Film Festival in 2023.

The script may not be shared outside school, used in subsequent years, or downloaded for use outside the Shakespeare Schools Film Festival.

#### **3.3 Resources**

CSSF will provide all participating schools with resources to support their journey through the Shakespeare Schools Film Festival. These range from synopses and character breakdowns, to schemes of work and lesson activities, as well as 'how to' guides to support you and your filmmaking team through each stage of the process.

All of these resources will be made available digitally through the school's Backstage account on the CSSF website.

### 3.4 Your Film

CSSF supports the creative exploration and interpretation of Shakespeare's plays as part of the Film Festival. The audience for your films will be a broad one, including members of school communities from young children and siblings through to parents, guardians, families and grandparents of participants.

CSSF recognises the challenging and provocative nature of the subjects, themes and issues addressed in Shakespeare's plays. We take seriously our responsibility to support schools as they tackle these topics and create work for a broad audience. Simultaneously, this is a matter of safeguarding and child protection is CSSF's highest priority.

Broadly, CSSF encourages schools to create a film which would fall within the classification of Parental Guidance ('PG') as defined by the British Board of Film Classification (BBFC). The latest guidance can be found [here](#).

In particular, CSSF asks schools not to include anything in their film which:

- adds anything to the text which could be deemed racist, discriminatory or offensive
- has references to use or abuse of illegal drugs
- explicitly contains nudity or gratuitous depictions of sex
- is, or could be considered, dangerous for performers to film
- contains swearing, bad or offensive language

If your school's film does not abide by any of the criteria above, CSSF reserves the right to omit the film from publication on our website or inclusion in our culminating online Film Festival. The final decision lies with CSSF's Designated Safeguarding Officer (DSO).

If you have any questions or concerns about any of the content of your film or would like to discuss your creative or directorial concepts or ideas in advance, please do contact the CSSF team and our creative and experienced colleagues will be able to guide and support you.

### 3.5 Copyright and Compliance

Although your film is being made for educational purposes, it is not excluded from being subject to copyright, trademark and compliance laws.

CSSF will publish guidance for all participating schools on matters of compliance in their film regarding the use of:

- Music and recorded sounds
- Video and archive footage
- Photographs
- Logos or brand images

Importantly, this means you will not be able to use commercial music without obtaining explicit permission from the relevant rights holder, which is a costly and lengthy process. We will explore this challenge directly in the course of our teacher CPD sessions.

CSSF recommends the use of music, images and video footage which is free of copyright restrictions for inclusion in your film. There are many services and websites that will provide your school filmmaking team with these assets rights-free, but if you are unsure, consult the CSSF copyright and compliance guidance and then speak to your Coordinator.

### 3.6 Impact and Evaluation

Each year CSSF evaluates our work in great detail so that we can continue to improve our products and creative offer to schools, as well as demonstrate impact and provide demographic data to the partners, trusts and foundations that support us.

To this end, CSSF will be sending you various evaluation forms throughout the year to survey your experience and that of your students. Please complete each stage in the evaluation thoroughly.

## 4. Protecting Participants

### 4.1 Child Protection and Safeguarding

Coram Shakespeare Schools Foundation is committed to safeguarding the welfare of children and young people and requires all staff and volunteers to share this commitment. CSSF works directly with children and young people and therefore takes the issues of safeguarding and child protection very seriously.

CSSF adheres to the Coram Group Safeguarding Policy & Procedures. To read this full policy, click [here](#).

CSSF has developed safeguarding guidance for our activity that directs our work with schools and children. We aim to create an environment of safety and mutual respect, where child protection is everyone's responsibility. For our full Safeguarding Procedures, click [here](#).

All CSSF staff will have a current Enhanced DBS check. For more information see 'Our Commitment to You' later in this document.

### 4.2 Privacy Policy

At Coram Shakespeare Schools Foundation we are committed to protecting and respecting your privacy.

We are a charity and a company limited by guarantee and we hold personal data for schools, staff, donors, supporters, Festival, programme and workshop participants and suppliers. We will only use the information that we collect about you in accordance with the General Data Protection Regulations 2018 and the Privacy and Electronic Communications Regulations 2003.

To read our full Privacy Policy, click [here](#).

### 4.3 Health and Safety

The health and safety of all staff and students is of paramount importance to us. Therefore, we insist that all schools operate under the Department for Education (DfE) advice on health and safety for schools. All participating schools will be expected to have read the DfE's guidance, and to act under its aegis (see [here](#)).

CSSF accepts no responsibility for injury to persons during the CPD or digital workshops, other than that which is covered by the Coram Shakespeare Schools Foundation's Public Liability Insurance. Schools will be expected to have provided all appropriate and adequate insurance arrangements for their students and their staff.

CSSF carries out its own Risk Assessments in line with our Health and Safety Policy, but participating schools must also do their own for activity related to this project. We can provide template(s) if required.

#### 4.4. Our Commitment to You

CSSF will ensure that appropriate Public Liability Insurance is in place. All Coram Shakespeare Schools Foundation employees are covered by Public Liability and Employer's Liability Insurance.

We guarantee that all CSSF Staff (office staff and freelance staff) working with your school – digitally or in person – and employed directly by CSSF will have been deemed suitable to work with children following a Disclosure from the Disclosure and Barring Service and received Safeguarding training.

Your Coordinator will do everything in their power to accommodate requirements or needs of the school, while maintaining a fair experience for all other schools involved.

CSSF is committed to making the Shakespeare Schools Film Festival experience fun, fair and professional for all involved, and we greatly appreciate your cooperation in helping us achieve this aim.