



ACADEMY KIDZ

Filming Fact Sheet

Taking a booking for your child

- You will receive a call or text message from Academy Kidz when we have a booking for you. Generally, we will contact you initially to ask your child's availability for filming on a specific date. From this point we will confirm the booking. On occasion we will ask to book your child straight away. This all depends on how the director we are working with likes to work.
- Please respond to the 'availability check' or 'booking' as soon as possible. Directors will often want to know within the hour if a child is a likely option for filming. Remember, they can often contact more than one agency and the first one to respond will get the job.
- Children can often be put on what is called a 'pencil' from a production company. This basically means they may need your child for a particular date. So save that date and don't plan anything for that date in case they decide at a later point to book your child.
- Once your child is booked it is quite normal that you won't hear from us until closer to the time. We will be working behind the scenes sending your child's information to the production company. Measurements can often be sent for costumes, as can further photographs and information about your child's 'special skills'. Therefore it is extremely important that you keep your child's details up to date with us.
- At the time of booking we will let you know if you are required to take your child or if the production company have requested that a 'Registered Chaperone' accompanies him or her. (Please see 'What is a Registered Chaperone' for more information)
- At this point you must contact your child's school if they are at school age and get consent from the Head teacher for your child to have time off school for filming (if the date falls on a school day). This consent must be sent to your local education authority for the license application.
- We will already hold a license application on file for your child. This was completed at the point of registration. On occasion we may need to ask you

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to send another application form to us if the date has expired or your details have changed. It is useful to keep a scanned copy of your child's birth certificate, passport type photographs and a filled in copy of the application form on your computer in readiness for this.

Where and when?

- We **never** find out specific call details until the evening before the filming is due to take place. Please do not ask us for them before this point as we genuinely won't know! We sometimes get an indication from the production of the area it is going to be – if we know we will tell you!
- Times can vary from early morning 7am call times at location to afternoon calls. It all depends on the order of scenes being filmed that day. This is finalised by the production coordinator the evening before. There are restrictions in the child employment laws that mean children can only be on set certain hours depending on their age category so they are protected at all times.
- Whatever time your call time is – **it is imperative that you are punctual.**
- If your child is from our Academy and being taken by a Registered Chaperone you will be given a time to meet the chaperone at the Academy studio car park. The experienced chaperone will then take your child (often along with other children) to the location. Please remember that if your child need a car seat you must give it to the chaperone who will return it at the end of the day. We ask that you make a petrol contribution to the chaperone for taking your child. This is normally charged at 25p per mile and split between however many children are passengers. This should be sorted out directly with the chaperone.

What is a Registered Chaperone?

- Registered Chaperones are people who have applied to their local council to become registered Matrons. They are interviewed by the authorities, hold an enhanced DBS check (the new name for a CRB check) and have been on a training course held by the authority designed prepare them for having children in their care and make them fully aware of child safe guarding. Further to this, Academy Kidz only takes on chaperones by recommendation.

Most of our chaperones have had some sort of involvement with the Academy and are known to us as trusted people. Academy Kidz also insists that they have the correct car insurance in place to cover them escorting your child in their vehicle.

- If you are interested in becoming a Registered Chaperone please contact your location authority or Felicity Cutting at Academy Kidz for more information.

How long are they there for?

- This can vary. Children are only allowed to work certain hours, as mentioned earlier, depending on their age. This information can be found in the Child Employment Laws available on the Government website.

What do you have to do when you get there?

- When you arrive please report to the 2nd Assistant Director or a Runner. The runners will most likely find you before you find them! It can be a bit tricky to know who everyone is and what their role is as they don't wear a uniform or a name badge! If you ask someone they're always friendly and will point you in the right direction.
- The runners will guide you through the day and tell you where to go and when. They will also take you onto the set and someone will direct you and brief you on what will be required.
- You must sign out at the end of the day. This is vital to getting paid!

What to take with you?

- You or your child should always take 3 changes of clothes. The details sent out the night before will inform you of anything special you need to take: such as clothes for a particular season or children's school uniform or any props such as a bike.
- Food is nearly always provided. Sometimes children are called to set later than the time breakfast is served. We suggest that you pack your child a packed lunch or snacks depending on the call time. We know through

experience that children can often decide they are hungry at strange times so this covers all angles!

What to wear?

- You will be given guidance with your call details. Costume assistants will sometimes call you to discuss it further if they want something specific.
- Remember to avoid clothes with logos on. This can be classed as advertising so the companies prefer to avoid it. Clothes shouldn't stand out so plainer colours, no patterns and more neutral colours are better.
- Most filming tends to be on location. With this in mind, please wear layers that will keep you or your child warm. Investing in thermal clothing for winter shoots is advisable.
- Filming for period dramas are much more straightforward as 'Wardrobe' will arrange a costume. It is suggested to take plain black socks and plain black shoes in case they don't fit. It is also useful to take a robe or jogging bottoms to cover costumes during waiting times and lunch breaks.
- On occasion small babies are asked to wear clothes of the opposite gender! This is sometimes if a baby can't be found of the correct gender. Parent's will be consulted before hand to check they are happy to continue with this.

Child Licensing

- Any child participating in professional performing work but have a license from their local education authority to permit them to have the time off school and work.
- It is imperative that we give the education authority as much time as possible to prepare a license for your child. Once your child is booked we have to move fast to get the paper work to them.
- Your local education authority cannot complete a license until they have got consent from your child's head teacher if they are of school age. Some school's take their time in replying to the requests so it is very important that you contact your school as soon as your child receives a booking and give them a 'nudge' to give the 'ok'.

- You must complete part 2 of the license and return it to Academy Kidz along with a passport style photograph and a copy of your child's birth certificate. If you cannot find their birth certificate then a copy of their passport or medical card will be acceptable.

Being paid?

- Academy Kidz only work on professional programmes that pay Equity agreed rates. For example, children working for the BBC will receive £31.00 some programmes work on higher rates such as £40 per day (less commission).
- Parents are normally paid to accompany their children to a film set. This fee varies depending on what you are doing. The basic fee is £50 less commission and can go up to £83.00 if you are seen on screen in the scenes with your child. If a Registered Chaperone has been requested to escort your child to a film set you may accompany your child also but will not be paid. Generally this is only applicable when booking a young child who may not be confident enough to travel without a parent.
- We are currently working on updating our payment service to pay directly into bank accounts with an electronic remittance advice to be sent via email. So if we ask you for your bank details this is for no other reason than to pay you and will be kept safe and secure on our Barclays account.
- By law we are not allowed to pay children's wages to parents so it is very important that you can supply us with bank account details of your child's bank account. If they don't currently have one you must open one in time for them to be paid.