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| ***Providers of photography workshops across the education sector*** | **Education in Focus**  460 Birmingham Road  Marlbrook, Bromsgrove  Worcestershire B61 0HR  T: 01527 574359 M: 07580 136641  E: [mike@education-in-focus.co.uk](mailto:mike@education-in-focus.co.uk)  W: [www.education-in-focus.co.uk](http://www.education-in-focus.co.uk) |

Dear Parents,

To introduce myself, I’m Mike Jones (proprietor of Education in Focus) and for many years I’ve been running photography workshops and clubs in schools throughout the Midlands.

I’m delighted to have been invited to run an after-school Digital Photography club at The Coppice Primary School. It’ll be run strictly within COVID-19 guidelines.

Lasting for one hour from **3.30 – 4.30** on **Thursday** **afternoons**, the sessions will run for pupils within Years three, four five and six for **six weeks after half-term** commencing **4th November.**

The club is designed to encourage all budding photographers to develop skills via this fun and creative introduction to digital photography.

All cameras/devices are capable of producing perfect ‘point and push’ photographs. Therefore, through the genres of portraiture, still life, forced perspective, landscapes and architecture, etc, the emphasis of the club sessions will be composition and working with different lighting techniques.

To assure you that we don’t have access to any photographs taken by the children, our strict safe-guarding policy prevents us from supplying cameras to the club members.

Therefore, children should provide their own devices (which may include smart-phones, iPads/tablets or compact, bridge or DSLR cameras). On the mornings of the club, all equipment (which should be clearly labelled with your child’s name and class reference) are to be handed in to the office until the club commences after school.

Place allocation will be on a ‘first-come-first-served’ basis and numbers are limited to a maximum of 20. However, to make the running of the club financially viable we will need a minimum of 10 pupils. The total cost for all six sessions is **£30.00** per child (payable in advance).

I’ll be running the club on an ‘External Resource Provider’ basis within the school. If your son/daughter would like to take part, please **complete the attached Registration Form** and return it directly to me by **Thursday 14th October** via email: [mike@education-in-focus.co.uk](mailto:mike@education-in-focus.co.uk) this being the closing date for applications.

Confirmation of your child’s place within the club will be emailed directly to you on **Monday 18th October.** Please send remittances via online banking directly to the Education in Focus account at NatWest by **Friday 22nd October** using the sort code: **60-04-05** and account number: **85222550** to guarantee your child’s place within the club. *PLEASE ENSURE YOU INCLUDE THE CODE:* ***CPS*** *AND YOUR* ***CHILD’S NAME*** *WITHIN YOUR PAYMENT REFERENCE.*

Alternatively, please make your cheque payable to Education in Focus and ensure your child brings it to the club on **Thursday 4th November.**

I’m very much looking forward to running the sessions at The Coppice Primary School and I’m sure they will be a fun and fruitful learning experience for all.

With kind regards

**Mike Jones**