



Mrs O Beckett  
External Relations Officer  
Email: [olivia.beckett@ellesmere.com](mailto:olivia.beckett@ellesmere.com)

10<sup>th</sup> June 2020

Dear Parent,

As your child's time at Ellesmere comes to a close, we would like to make a lasting memory for them and their friends in the form of a video year book.

We have written to all Year 13 students asking them to film a short video of 10-15 seconds telling us of their favourite thing, or memory, about Ellesmere. The videos will be compiled and shared with you at the end of term.

Please could you encourage your son / daughter to send their video through to me no later than Wednesday 17<sup>th</sup> June.

When recording their video, I have asked that they adhere to the following guidelines:

- Film the clip with the phone in a landscape position
- Ensure they have good lighting on their face for the filming
- Do not use headphones and try to avoid any background noise
- Please make sure that the video includes a positive message
- Do not use explicit or inappropriate language

Many thanks and we look forward to sharing this with you.

Yours sincerely,