

July 2014

Dear Parents/Carers

Thank you so much for all of the fabulous photos that you were able to provide for our special leavers assembly on Friday 18th. There were some great pictures and whilst it would be impossible to use every single one that was sent in, I have ensured that there is something of everybody. All pictures have now been returned to the children.

It is traditional for me to offer our leavers a collection of the residential photographs, along with some of the school-based videos I will be using in their final assembly. I have explained to the children that if they provide a named USB stick, these files will be transferred onto it so that it becomes a very special keepsake of memories of St Paul's School. Included with this letter is a set of instructions on how to create a professional-looking DVD using these video files, should the children wish to store their memories in a more accessible form.

I am very happy to provide these photos/videos, as I know parents and pupils in the past have very much enjoyed these special keepsakes. I do, however, strongly request that the photos/videos are for your private use; not to be shared via Facebook, Youtube or other such social networking sites. One or two photos in the videos have been carefully edited to ensure that any child that does not have permission to have their image used is not included in any of the videos. No personal photos that were provided for the assembly will be included.

If you would like your child to be given copies of the photos/videos, I would be grateful if you could complete the slip below to acknowledge that you have read this letter and agree to use the contents of the USB stick for your own private use only. USB sticks will be returned, along with the Leavers Books, on Friday 18th July. To include the leavers assembly videos and the High Adventure photos, 600MB of space is required on the stick.

My thanks again for your valuable support with the leavers assembly!

Yours sincerely and with very best wishes,

Paul Willmott

Year 6 teacher

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I have provided a USB stick for my child ..... to receive the High Adventure photos and a selection of the videos from the leavers assembly. I agree that the content of the USB stick is for our private use only.

Signed.....

# Creating a DVD of St Paul's memories

For those of you who have provided me with a USB stick, here are some tips for creating a DVD of your favourite videos or photos from St Paul's.

**You need either Windows Vista or above.**

- 1) Search the list of programmes to find **Windows DVD maker**.
- 2) You will be given the option to add files to your project. It is important to add them in the order you want them to appear.
- 3) **SAVE** your work before you proceed any further. Click on 'file' for this.
- 4) You can customise your text, including the font. Give it an appropriate name, such as St Paul's Memories (check the preview to make sure that the name fits in the box). Remember there are also lots of different menu effects you can create, but some will look better than others. Explore these to find the style you like best. (The one I used for my demo was 'travel'.)
- 5) Remember, you can **PREVIEW** your project at any time to see how it will look on the final DVD. I strongly recommend you do this!
- 6) You can even add an audio track to make it more professional, but be aware that it will only play a few seconds, then loop the sound. (That means keep repeating those few seconds over and over again.) I've added the one I used to the folder. Don't use a full-length track. A free music editor called 'Audacity' can be found online. This is the one I always use.
- 7) **TIP:** Use a photo rather than a video for the background. Videos look good in the **foreground** (and I've put one in for you called 'DVD Menu montage'), but too many moving images on the screen at one time can be too much! For your background you will find pictures of the school on your USB stick.
- 8) **TIP:** Always preview your DVD before you burn it to an actual blank DVD and make sure there is a blank DVD in the drive!  
Also, be warned that it takes a long time to create your disc, so have something else to do like...I don't know...tidy your room or make your parents a cup of tea whilst you are waiting?

Remember that these videos are **FOR YOUR FAMILY'S PRIVATE USE ONLY**. Your parents will have signed a slip to promise that the files are **NOT** to be shared on Youtube, Facebook or any other such sites. What you will be given is a special keepsake for years to come, but it would be sad if future classes weren't able to have such things because someone this year had chosen to use the photos/videos in the wrong way!