

DMD/kw

2nd October 2025

Dear Parents and Carers,

This year we have welcomed a number of trainee teachers to the school as part of the Teach First programme and United Learning 'Future Teachers' programme. In order to complete their training, the colleagues in question are asked to record some of their lessons using the Iris Connect software program. Additionally, a small number of lessons will be filmed as part of our ongoing teacher development work using Steplab. Recording lessons is beneficial as it:

- Offers clear direction for staff to improve their practice, based on real life teaching sessions.
- Minimises classroom disruption by not requiring the assessor to be present in the room.
- Enables reviews of real life teaching practice outside of teaching hours.

The cameras are positioned to face teaching staff and capture video and audio of the classroom. The intention is to capture the lesson on video as though a member of staff were observing the lesson. Recordings will only be used internally by senior leaders and teaching staff for the purposes of continuing to improve teaching practice. They will not be used to manage classroom behaviour. Videos are stored securely on the IRIS Connect and Steplab platforms and are encrypted so that only accepted users can view them. Data is deleted as soon as it is used and is not stored long-term.

Initio Learning Trust and QE School have taken all necessary steps to ensure the software meets security and safeguarding standards as well as privacy requirements under the UK General Data Protection Regulations and Data Protection Act. These include:

- A Data Privacy Impact Assessment.
- Training for all mentoring senior leaders.

If you have any questions related to the use of Iris Connect in the classroom, please contact the Data Protection Officer: privacy@initiolearning.org

Yours sincerely

Diana Detterick
Assistant Headteacher

