



**Kelvedon St Mary's
C of E Primary Academy,
Nursery & Autism Support Centre**

Docwra Road, Kelvedon, Colchester, Essex CO5 9DS
Tel: 01376 570411

email: admin@kelvedonacademy.com
nursery@kelvedonacademy.com
web site: www.kelvedonacademy.com

Executive Headteacher: Mrs. L. Osborne BA (Hons) NPQH
Head of School: Mrs A. Nottage BA (Hons)

16th May 2023

Instructional Coaching Course Filming in 5C

Dear Parent/Carer,

I am writing to inform you that I am currently undertaking an instructional coaching course with Ambition Institute, and as part of this course, I am required to have one of my lessons filmed for training purposes. The filming will last 10-15 minutes and will be uploaded onto a secure, password protected website that is operated by Ambition Institute called Steplab. Once the filming has been completed, on a password protected piece of equipment (owned by the school), it will then be deleted from such device. This procedure of recording and uploading the film is in line with the Ambition Institute's Data Protection Policy, which can be found here: https://s3.eu-west-2.amazonaws.com/ambition-institute/documents/DataProtectionPolicy_3.pdf

During the filming, the camera will be set up at the back of the room and will be predominantly focused on me and my teaching at the front of the class. This means that there is a small chance of your child's face appearing in the filming. If you have any questions then please do not hesitate to contact me.

Kind regards,

M Collingwood

Mr Collingwood

