



kind | safe | respectful | learning

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Thursday 3 November 2022

Dear Parent/Carer,

Recording Request to Support Postgraduate Certificate in Education (PGCE) Course Work and Qualification

We are trainee teachers doing placements in classrooms across Summerhill Academy.

As part of completing our PGCE teacher training course, we are required to record a small number of lessons to help us reflect on and analyse our work in the classroom. The purpose of the recording is simply to create a transcript of conversations which will allow for a far more detailed analysis of teacher/pupil or pupil/pupil interactions and supports a more forensic analysis of the use and effectiveness of our teaching strategies.

We will be working with small groups of children in the class and would like your child to be one of them.

As soon as a recording has been transcribed it will be deleted. No children's names will be included in the transcript, instead pseudonyms will be used when referring to the school, pupils and staff. The transcript will only be shared with me (as the trainee) and my university tutor team at Sheffield Hallam University who deliver and mark the work.

In order to be able to record these sessions I am required to obtain parent/carers consent. I would be grateful if you would complete and sign the form linked below by Monday 7 November:

<https://forms.office.com/r/qxu26rc1WE>

Without your explicit consent, we will not be able to include your child in any of the recordings we make, which will make it challenging to obtain the level of interactions we are hoping to capture.

You can change your mind at any time and request that your child is not included in the lessons we choose to record.

Thank you so much in anticipation of your support.

Miss Ahmed, Miss Watson and Mrs Brisker

Part of the

