



## Guidance for Schools: Communicating the Use of the Starlight Coaching Platform to Parents

### Purpose of This Document

This document supports schools in communicating with parents about the use of **Starlight**, an AI-powered professional development tool used by teaching staff to enhance classroom practice. It provides:

- Core messaging around the purpose and process of recording lessons.
  - Assurances regarding data protection and student privacy.
  - A suggested letter/email template for schools to send to parents.
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### Communicating the Rationale to Parents: Why We Use Starlight

**This section helps you explain to parents why your school is using the Starlight platform.**

At our school, we are committed to ensuring the highest quality of teaching for every student. That's why we are adopting **Starlight**, a professional coaching platform that allows teachers to **record audio of their lessons** and receive **confidential feedback** on how to improve and reflect on their teaching.

This is no different from how athletes or musicians use recordings to reflect on their performance and improve their craft. By supporting teachers in this way, we can enhance engagement, student understanding, and classroom dialogue.

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### Key Points to Communicate with Parents

- **No students are identified** in the Starlight system. The recordings are used solely for the purpose of teacher development.
- Audio files are transcribed using secure, GDPR-compliant systems, and no names or personal information are included in any analysis or report.
- **Teachers are instructed never to upload sensitive or personal conversations.** The system is designed to review teaching practice, not student data or behaviour.
- Participation in this system is **a professional right of staff** seeking ongoing, high-quality feedback and reflective practice.
- All audio recordings and transcripts are **fully anonymised** and **stored securely**, with teachers retaining the right to delete their recordings at any time.

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### Internal Message to Staff (for transparency)

“Never upload audio recordings that contain sensitive, personal, or confidential conversations. Ensure that all shared content is appropriate for professional review.”

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### Suggested Communication to Parents

**Subject:** Investing in Great Teaching – Our Use of the Starlight Coaching Platform

Dear Parents and Carers,

At [School Name], we are proud to invest in the continuous development of our teaching staff to ensure the very best learning experience for your child. This term, we are introducing a professional tool called **Starlight**, which enables teachers to receive private, personalised coaching feedback by recording the audio of their lessons.

This is part of our commitment to innovation and professional growth. The recordings are used solely to help teachers reflect on how they communicate with students, how they structure their lessons, and how they encourage learning through dialogue. No students are named or identified at any point, and the system is fully compliant with UK GDPR regulations.

Starlight is about empowering teachers to improve their practice in ways that directly benefit students — helping ensure that every child receives thoughtful, engaging, and effective teaching.

If you have any questions, please don't hesitate to contact us. We are happy to discuss how this works and the steps we take to protect your child's privacy.

With thanks,

[Headteacher's Name]

[Headteacher's Title]

[School Contact Information]