



Malbank School & Sixth Form College

Rejoice in being the best that we can be.

20.10.25 - Re: Use of Lesson Recordings for Staff Professional Development

Dear Parent/Carer,

At Malbank, we are continually seeking ways to enhance the quality of teaching and learning across the school. As part of our commitment to staff development and the sharing of best practice, we are introducing a new approach to professional learning through the use of lesson recordings.

Traditionally, teachers observe one another's lessons to reflect on and improve their practice. However, arranging cover for these observations can disrupt students' learning. To overcome this, we will now be enabling staff to record their own lessons using a secure platform called **Steplab Record**. This will allow colleagues to watch and reflect on teaching at a time that suits them, without the need to leave their own classes. These recordings will be used solely for internal professional development purposes.

They will:

- Help staff reflect on and improve their own teaching.
- Allow colleagues to observe examples of effective practice.
- Enable staff to give and receive constructive feedback in a supportive environment.

All recordings will be stored securely on the **Steplab** portal, which is fully compliant with data protection regulations. No footage will be shared publicly or used outside of the school's CPD processes. This initiative falls under our existing permissions for student photo and video use, and aligns with our data protection policies.

The sole reason for writing to you was purely to clarify the positive reasons behind the usage of Steplab recordings if your child mentions it when they come home from school. If you have any questions, please do not hesitate to contact us.

Yours sincerely,

John Harrison
Headteacher - Malbank School and 6th Form