Starlight
SPARK INSIGHT
powered by STAR21

GUIDANCE FOR SCHOOLS

Communicating the use of Starlight to parents

Core messages and a template letter for schools introducing the Starlight coaching platform

Version 2.0 · 7 November 2026 · For: School leaders and Starlight Leads

Coaching, not compliance. Growth, not grading. Insight, not surveillance.

Purpose of this guidance

This guidance supports schools in telling parents and carers about the use of **Starlight**, an AI-powered professional development tool used by teaching staff to reflect on and improve classroom practice. It provides:

- core messages about the purpose and process of recording lessons;
- assurances about data protection and pupils' privacy; and
- a template letter or email for schools to send to parents.

Explaining why your school uses Starlight

At our school, we are committed to ensuring the highest quality of teaching for every pupil. That is why we are adopting **Starlight**, a professional coaching platform that allows teachers to **record the audio of their lessons** and receive **private feedback** to help them reflect on and improve their teaching.

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

Key points to communicate to parents

- Lessons may be recorded as audio by teachers who choose to take part. There is no video.
- Recordings capture what is said in the room, including pupils' contributions. The transcript and the teacher's feedback may refer to what pupils said.
- The feedback is private to the teacher and is about the teacher's practice. Nothing about an individual pupil is shared with school leaders, and no record of any pupil is built.
- No decision about any pupil is made by the system. Pupils are never identified by their voice.
- Teachers are instructed not to record safeguarding, medical or disciplinary discussions.
- Recordings are stored securely in the European Union and can be deleted by the teacher at any time. They are never used to train AI systems.

- De-identified lessons from many schools help the supplier publish national reports about teaching. Nothing a pupil says is ever quoted or traceable, and the school can opt out.
- Parents who would prefer their child not to be recorded can tell the school.

Message to staff

> Do not record safeguarding, medical, disciplinary, grievance or capability discussions, and make sure everyone present knows that the lesson or meeting is being recorded. If a pupil makes a disclosure while you are recording, act on it at once under the school's safeguarding procedures.

Consulting pupils and parents

The **Starlight Pupil and Parent Consultation Template**, in the Starlight document library, helps you gather pupils' and parents' views on lesson recording, respond to concerns and record the consultation in your own DPIA.

Template letter 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 pupils, how they structure their lessons and how they encourage learning through dialogue. The feedback is about the teacher, not about your child. It may refer to what pupils said in the lesson, but no record of any pupil is created and nothing about an individual pupil is shared with school leaders. We have assessed the data protection arrangements and the supplier processes recordings under our instructions.

If you would prefer your child not to be recorded, please let us know and we will make sure recording does not take place in their lessons.

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

If you have any questions, please contact us. We are happy to explain 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]