



Headlands Community Primary School

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Headteacher – Mr. Andrew Buttery BA (HONS), PGCE, NPQH, NPQEL, SMHL

Wednesday 7th October 2026

Dear Parents/Carers

We have been running an established, successful pen-pal exchange with a school in France for several years. Children in Year 5/6 are matched up with a French partner and they exchange one letter and one video a year in which they write/speak about themselves in their respective foreign language. We write our letters in French and we receive letters in English. It is a linguistic and a cultural exchange as well as a fun way to deliver our educational French provision.

This term our children are going to record each other speaking French in small groups or pairs. These videos will be sent securely to my French colleague who will show the videos with her class within the classroom. The recordings will only be played by the French teacher and will not be transferred to any of her pupils, thus allowing all videos to be kept in a safe environment. Our partner school will respond to our videos and record their own ones. I will play the videos to our children within our classroom and will not transfer them to any of our pupils.

Later in the school year, we will continue with our exchange by writing to each other.

Please reply by 1.00pm Wednesday 14th October using this electronic form:

[Headlands Primary School Consent video recording as part of French educational provision – Fill in form](#)

If any further details are required, my working days are Mondays, Tuesdays, Wednesdays and Thursdays

Regards

Sabine Ramsden