



6th September 2017

To all Parents & Carers,

Re: BBC Two Documentary Series - SCHOOL (working title)

I am writing to you from the television production company Label1. We recently made BBC Two's acclaimed documentary series *Hospital*, which was broadcast in January and June/July 2017. *Hospital* revealed the extraordinary work, pressures and difficult decisions faced every week by the staff at one of Britain's biggest NHS Trusts.

The BBC and Open University have now asked us to turn our attention to making a series that explores the challenges, triumphs and future of our education system. The ambition is to capture the reality of life in Britain's secondary schools across an academic year, giving the public genuine insight that goes beyond the news headlines.

We have been in conversation with several Multi-Academy Trusts over the last 6 months about taking part in this new series. Last term we spent time visiting the staff and Headteachers of the 4 CSET secondary schools: The Castle School, Marlwood School, Downend School and Mangotsfield School, and have been impressed with the dedication, commitment and pride in their work despite the challenging pressures that schools are currently facing.

We are now writing to let you know that Label1 will be making this important and timely documentary series with CSET for BBC2. William Roberts Chief Executive, CSET Board of Directors and CSET Headteachers have given their approval and we hope that many of you will support their decision.

How will this affect you and your child?

We appreciate and understand that you may have many questions and thoughts about the series. Most importantly as Parents and Carers your concern will be for your child and how this might affect your child's education during the time that we are filming. I want to reassure you that our number one priority is the well-being and protection of every child and we recognise that teaching must come first. We have been working with CSET to compile a strict set of filming and editorial guidelines and no child will be broadcast on television against the wishes of their Parent or Carer.

Parent & Carer Q&A Sessions:

We will also be hosting Parent & Carer Q&A Sessions at the start of the Autumn Term 2017 to give Parents and Carers the opportunity to meet the production team, ask questions and find out more about the series. The date and times for these Q&A Sessions are as follows:

- **6pm on Tuesday 12th September at Mangotsfield School, Rodway Hill, Bristol, BS16 9LH**
- **6pm on Thursday 14th September at The Castle School, Park Road, Thornbury, BS35 1HT**

During these Q&A sessions we will explain in more detail about the ambition for the series and how we will be making the programmes over the academic year.

If you would like to attend either session please could you RSVP to us on school@label1.tv by 10th September.

Until then, please find some key production information that we hope gives you some reassurance of our intention and professional standards.

Filming & Consent:

We are a small production team with 2-4 filming teams. Each filming team will consist of 2-3 people, each with one hand-held camera. These teams will not be filming every day, and will be spread across all CSET secondary schools. Any proposed filming will be discussed in advance, in detail and pre-agreed with each school. Due to the size of our team it is unlikely that we will film with every class and every teacher. We are aiming to film across all 4 CSET secondary schools but this is not guaranteed. As filming progresses we will be working with the CEO and Headteachers to discuss the overall structure of the series.

We do not intend to film with anyone who does not want to be featured. Our aim is to identify any staff or students who do not wish to appear on camera. However, in order for this series to be a success we hope that people will want to be involved and supportive of the series.

Our aim is to seek consent from as many people as possible before filming begins, but we will continue this process throughout the academic year. Anyone who appears in the final episode will be asked to sign a consent form prior to broadcast. Parents/carers must sign a consent form for their child to appear on television.

Protocols & Safeguarding:

From our experience of working in sensitive institutions and environments, we understand the welfare and safeguarding of all contributors, particularly children, is of the utmost importance at all times. In the context of working and filming in schools, we will adhere to stringent duty of care protocols and a code of conduct that is being put in place in conjunction with CSET and BBC Editorial Policy.

We understand and appreciate that we are filming in a learning environment where the work of students and teachers must come first. We will cooperate with the schools to ensure filming will cause minimal disruption within school hours.

Editing:

We are currently aiming to make 6 x 1 hour programmes for BBC Two that show a range of stories across the academic year. We will be filming a huge amount of material and only a small part will make the final cut. During the editing process our team will be in contact with the contributors who are going to feature in the final programmes. CSET staff will also be invited to view the programmes before they are broadcast to check for factual accuracy. Any final decisions about the editorial content and finished programmes rests with the BBC.

Transmission:

The series is currently scheduled to be broadcast on BBC Two in 2018 and the final date will be communicated next year. The decision of when to broadcast rests with the BBC.

Data Protection:

Label1 recognises the need to handle personal data in an appropriate and lawful manner. All personal data collected by Label1 will be handled in accordance with the Data Protection Act 1998.

We also please ask parents, staff and students not to share information about the filming on social media.

Getting in touch:

If for any reason you would like to get in touch to discuss the series, or do not wish your son/daughter to be filmed please contact us on [07732 012 491](tel:07732012491) or school@label1.tv so that we can ensure that your child is not included in the series.



Thank you for taking the time to read this letter. Please do not hesitate to get in touch if you have any questions or concerns, and we look forward to meeting some of you at the forthcoming Q&A Sessions. We do hope this will prove to be an exciting and valuable experience for all involved.

Kind regards

Beatrice Smith
Series Producer

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07732 012 491
school@label1.tv
www.label1.tv

Link to BBC2's Hospital webpage: <http://www.bbc.co.uk/programmes/b08w8ktc>

Please note: The school has kindly forwarded this letter on to you on our behalf and they have not shared your personal details with us. If you would like to get in touch with us, please contact us on the numbers above.