

Dear Parent/Guardian,

We are writing to you because we would like to gain a better understanding of young peoples' wellbeing so those working with them can improve the support that is provided.

To do this we want to collect views from all children in the relevant year groups at participating schools. We will do this by using online surveys once a year (for five years), starting 2017.

We are asking you to help by allowing your child to participate.

Before you and your child decide whether you would like to take part, it is important for you to know what it will involve. Please take time to read the attached information sheet carefully and discuss it with others if you wish. If there is anything that is not clear, or if you would like more information, please do not hesitate to contact us.

The next few pages:

- 1) Tell you a bit about the research and what it involves for you and your child.
- 2) Asks you if you are happy for your child to participate.
- 3) Gives you a reply slip to fill in and send back to us if you do not want your child to take part.

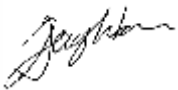
If you are happy for your child to be involved in the research, you do not need to take any further action. If you **DO NOT** want your child to be involved in the research, the attached sheet tells you what to do.

If you have any questions please email us on [HeadStart@annafreud.org](mailto:HeadStart@annafreud.org) or call us on 020 7443 2294.

Any personal information will be treated confidentially. The information will be treated as strictly confidential and handled in accordance with the provisions of the Data Protection Act 1998.

Thank you for taking the time to read about our research.

Yours faithfully,



Dr Jessica Deighton  
Evidence Based Practice Unit (EBPU)  
University College London and the Anna Freud Centre  
Jordan House  
47 Brunswick Place  
London, N1 6EB

### **Agreeing for your child to be part of this research**

- We hope you will allow your child to take part in this research.

- If you do not want your child to participate in this research, you need to let us know before Fri 9<sup>th</sup> June. Please complete the form below, use the freepost code below and return it to:

FREEPOST (RLYU-KAAB-AXRC)

Lawrence Wo  
School of Education,  
B4.10 Ellen Wilkinson Building,  
University of Manchester,  
Oxford Road,  
Manchester,  
M13 9PL

Alternatively, Lawrence Wo can be contacted by telephone on 0161 275 3415 or email at [lawrence.wo@manchester.ac.uk](mailto:lawrence.wo@manchester.ac.uk)

It will be made clear to all children when they are given the questionnaires that they do not have to answer any questions that they don't want to and they do not have to take part at all if they don't want to.

Please see next page for a reply slip to fill in and send if you do not want your child to take part in the research.

You only need to complete and return this slip if you do not wish your child to take part.

**If you are happy for your child to take part then you do not need to do anything.**

I wish to withdraw my child from taking part in the research. My details are as follows:

Child's name: \_\_\_\_\_

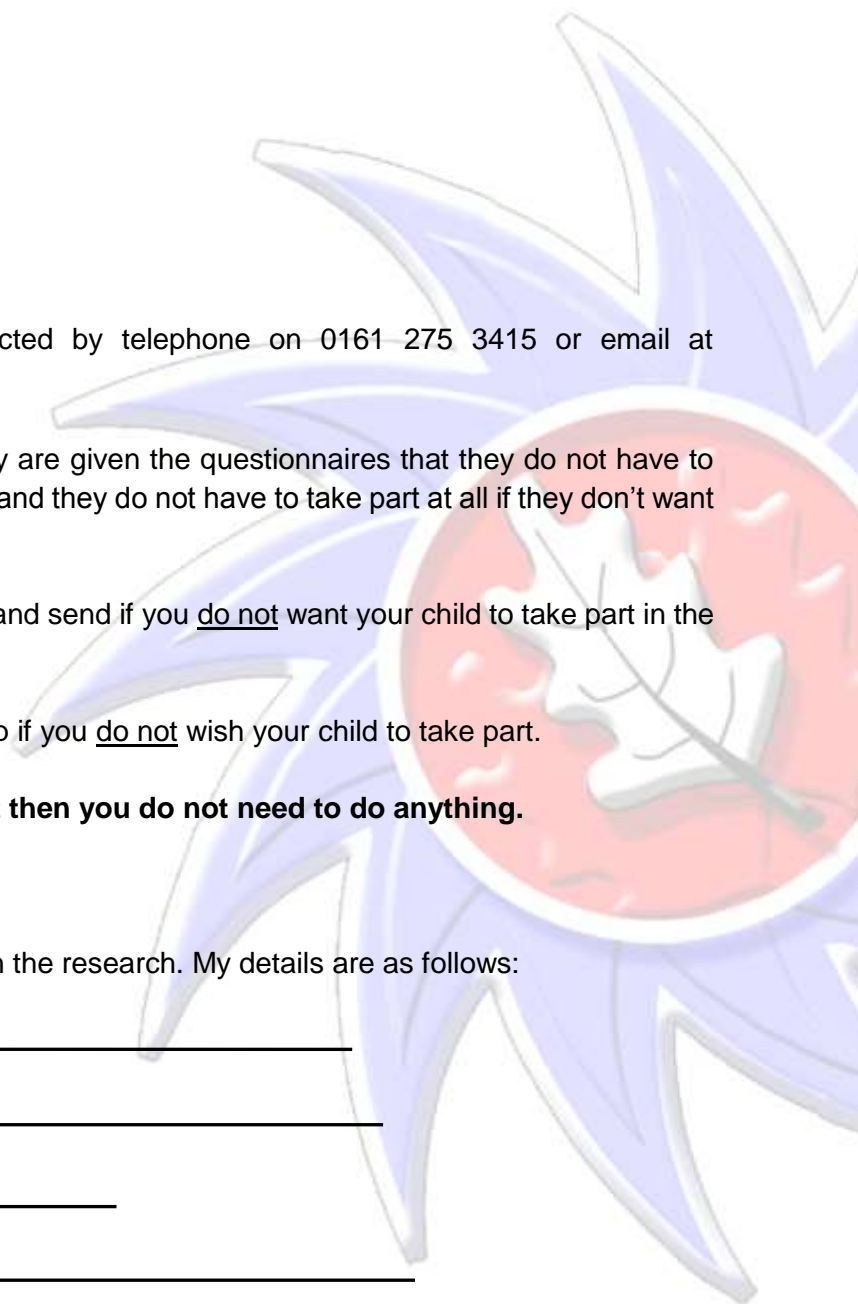
Parent or carer's name: \_\_\_\_\_

Year Group: \_\_\_\_\_

Name of my child's school: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

[Response required by <insert date>]



## INFORMATION SHEET FOR PARENTS/CARERS

### What is the study for?

This study tries to gain a better understanding of our students' wellbeing so that improvements can be made to support them.

### What is the duration of the research?

The research itself runs from September 2016 until the end of 2023. The surveys will take place yearly.

### What will parents/guardians be asked to do?

We are asking for your permission for your child to complete a survey once a year for up to five years (the final time would be when your child is in Year 11). The survey asks questions about their school, friends, themselves and is not expected to take longer than 40 minutes to complete.

### Who is being asked to take part?

All children at your child's school in years 7 and 9 will be asked to take part in this research.

### What will your child be asked to do?

The study will involve your child completing a short survey. The survey asks questions about their school, friends, and themselves, and is not expected to take longer than 40 minutes to complete. Before your child takes part in the questionnaires, their class teacher will read aloud information about the research and your child will be asked to tick a box if they are happy to take part in the research. We will not ask any identifiable information (such as names, addresses etc.).

The school will also give us information about pupil characteristics such as special education needs and deprivation.

### What are the possible risks/disadvantages of taking part?

There are no known risks/disadvantages to taking part in this questionnaire. If any risks or disadvantages become known during the research, you and your child will be informed straight away. You can also get independent support and advice from a charity called Young Minds. Their parent helpline number is 0808 802 5544.

If you ever wish to make a formal complaint about the conduct of the research you should contact Dr. Jessica Deighton, Evidence Based Practice Unit (EBPU), UCL and the Anna Freud Centre, Jordan House, 47 Brunswick Place, London, N1 6EB.

### Who has reviewed the research?

All research is looked at by an independent group of people, called a Research Ethics Committee, to protect your interests. This research has been approved by the UCL Research Ethics committee (UCL Ethics number: 8097/003).

### What are the possible benefits of taking part?

There is no guaranteed benefit in taking part. Most people find taking part in research rewarding, as they contribute to the development of knowledge that may benefit other people in the future.

## What data is the research using?

The research will combine child self-report data and data from other sources. Child self-report data will be used to understand how children and young people feel about their school, friends, and themselves. Self-report data may be linked with data from other sources such as health data or data held by the local authority. It may also be linked to information about whether student has received any additional support or services for resilience or emotional well-being. This will be used to understand more about different characteristics of young people completing the survey and understand whether support provided to children and young people help them feel better. **NONE OF THIS DATA WILL BE USED TO IDENTIFY INDIVIDUAL CHILDREN.**

## How will my child's data be stored and who will have access to it?

- All information will be treated strictly confidentially. The research team will ensure that the highest standards of confidentiality are maintained throughout.
- A member of the research team and a designated data lead at the participating local authority will have access to the identifiable data.
- Identifiable data will only be used to link different data sources. It won't be used to identify individual children.
- The website that houses the survey will be completely secure and password protected. All survey data will be stored on a secure and password protected server to which only senior members of the research team have access.
- Once the data is linked, it will be anonymized and the analysis will be carried out on the anonymized data.
- All data will be collected and stored in accordance with the Data Protection Act 1998.
- The information may be presented at conferences or used as part of academic publications and a student project. No information presented will identify any individuals involved.

## Contact for further information

### For general queries:

Jessica Deighton  
Evidence Based Practice Unit (EBPU)  
UCL and the Anna Freud Centre  
Jordan House  
47 Brunswick Place  
London, N1 6EB

Email: [HeadStart@annafreud.org](mailto:HeadStart@annafreud.org)

### For technical queries:

Lawrence Wo  
School of Education  
University of Manchester  
Oxford Road  
Manchester, M13 9PL

Email: [lawrence.wo@manchester.ac.uk](mailto:lawrence.wo@manchester.ac.uk)

***Thank you for taking the time to read this information sheet.  
Your help makes our research possible!***