

Measuring Wellbeing in Schools: Information sheet for parents/carers of pupils in Year 9

Why are we contacting you?

We are contacting you because we are working with your child's school and a number of other schools across England as part of the project that is measuring wellbeing in young people aged 10- to 16-years-old, over a three-year period. This is so that improvements can be made to the ways that schools and other organisations support them. This year, all pupils in Year 9 are invited to take part in a short online questionnaire.

We are asking for your permission for your child to complete a survey in early 2019. If you give permission, your child will also be asked if they would like to take part. **You are both free to withdraw at any time, without giving a reason.** If, after your child has taken part, you decide that you want us to remove your child's answers, you can contact us and ask us to delete their information.

What will your child be asked to do?

Taking part will involve your child, along with all Year 9 pupils, completing a short online questionnaire at school in early 2019. It asks questions about how your child feels about their school, friends, and themselves. It is not expected to take longer than 40 minutes. We will not ask your child for any information that identifies them (e.g. their name).

What are the possible risks/disadvantages of taking part?

There are no known risks/disadvantages to completing the survey. If any risks or disadvantages become known during the research, you and your child will be informed straight away via the school. 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.

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 it helps to find out about things that may benefit other people in the future. For example, survey results will help your child's school understand and support the wellbeing of all pupils.

What information is the research using?

The research will combine information from two sources:

1. Child-reported surveys: This is to understand how children and young people feel about their school, friends, and themselves.
2. Information that schools already collect: Pupil characteristics, such as ethnicity, deprivation, special educational needs, attendance, and attainment. This information will be requested from the National Pupil Database (NPD).

Your school will also share with us an individual reference number for each pupil (called the Unique Pupil Number, or UPN). We will only use this to link information from these two sources. We will use grouped data collected from schools to create a

picture of how children and young people's wellbeing changes over time, in response to a range of conditions and experiences (for example, in general school populations versus those receiving specific interventions). Your data will be pooled with data from lots of other schools in England to help us answer these questions.

We will not use the information to identify specific pupils for any reason.

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

- All information will be kept completely confidential.
- The website used by schools to access the questionnaire 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 anonymised (so that individuals cannot be identified) and the analysis will be carried out on the anonymised data.
- All data will be collected and stored in accordance with the General Data Protection Regulation (EU 2016/679) and Data Protection Act 2018.
- The information may be presented at conferences or used as part of academic publications and a pupil project. **No information presented will identify any individuals involved.**

Further information:

If you have any questions, or would like more information about the research, you may want to email us at ebpu@annafreud.org or call us on 0207 443 2294.

This research has been approved by the UCL Research Ethics Committee

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).

Thank you for taking the time to read this information sheet.

Agreeing for your child to be part of this research [Response required by **<insert date>**]

- We hope you will allow your child to take part in this research. **If you are happy for your child to take part then you do not need to do anything.**
- This form covers the **ethical governance** of the research project, which is designed to protect the dignity, rights, safety and wellbeing of research participants. Please read the accompanying Privacy Notice which talks you through the processing of your child's data, and the legal basis under which we are handling these data- a separate matter.
- If you do not want your child to participate in this research, you need to let us know before **<Insert Date>**. Please complete the form below, use the freepost code below and return it to:

FREEPOST (RLYU-KAAB-AXRC)
HeadStart Data Manager
School of Education,
B4.10 Ellen Wilkinson Building,
University of Manchester,
Oxford Road,
Manchester,
M13 9PL

Alternatively, the Data Manager can be contacted by telephone on 0161 275 3415 or email at headstart@manchester.ac.uk. If withdrawing your child via email, please include the same information as in the postal reply slip below so that we can easily find and remove them.

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.

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 do not want my child to take part in the survey. My details are as follows:

Child's name: _____

Parent or carer's name: _____

Year Group: _____

Name of my child's school: _____

Signature: _____ Date: _____