

Parent / Carer Information Sheet



Dear Parent/Carer

My name is Pamela Melville and I am the Educational Psychologist allocated to XXXX High School. I am often in school meeting with staff, pupils and parents. I recently met with staff and pupils for Day One of their conference at 'The XXXX Hotel' as part of the 'Our Future Project' led by Mrs XXXX. I am looking forward to hearing about how the other activities and events are going. I am currently working with school to research their engagement and communication with parents and pupils. The research is also part of my doctoral project with the University of Sheffield and I would like to invite you to take part.

Before you decide whether or not to take part it is important for you to understand why the research is being done and what it will involve. Please take the time to read this information sheet carefully. There is also separate information sheet for pupils.

Before you agree whether you would like to take part it is important for you to understand why the research is taking place and what it will involve. Please take time to read the following information carefully and discuss it with your son/daughter and with others if you wish. Please contact me if there is anything that is not clear or if you would like more information.

Ideally I am looking for sets of Parents and Carers and their son /daughter who are willing to meet with me for separate interviews to relate their experiences.

However if you think that you would like to be interviewed but your son / daughter wouldn't then that will be considered and that preference should be indicated.

If however you do not wish to take part as a parent/ carer but your son / daughter has expressed an interest then please indicate that preference. Your son / daughter will have received a separate information sheet explaining the project and will also sign separately to agree their consent alongside your signature of agreement.

Thank you for reading this.

Why have you been chosen? You and or your son/daughter, has been chosen to participate in this project as you and they have been involved in activities and communication with school during 2013 – 2014 designed to support greater engagement with school. I would value yours and their views of this way of engaging with school and any ongoing benefits this may provide in pupil participation and quality of engagement with school by them and yourself.

Do you have to take part? It is up to you and your son/daughter to decide whether or not you or they wish to take part. If you do decide that yourself and / you son / daughter wishes to take part you will be given this information sheet to keep and be asked to sign a consent form. You can still withdraw at any time. You do not have to give a reason.

What will happen during the project? The 'Our Future Project' was initiated by school (Mrs XXXX) and has been ongoing throughout the academic year 2013 – 2014 through school's communication, activities and events with parents and pupils. In order to provide feedback about current experiences and to improve the future ways of working and engaging with parents an opportunity for parents, pupils and school staff to relate their experiences is provided through discussion with the School's Educational Psychologist.

The discussions will be in the form of open interview questions designed to allow parents and pupils to provide their experiences and perspectives. It is anticipated that approximately one hour of each participant's time will be required with the Psychologist.

Pupils will be invited for interviewed in school during the school day and parents have the opportunity for the Psychologist to meet with them at home or in school at a time that is mutually convenient.

It is hoped that this work will benefit the experience of pupils in their engagement with school through greater insight into what works best for this school community in the engagement and relationship of school staff with parents and pupils.

Confidentiality All the information we collect relating to your son/daughter, yourself or staff members during the course of the project will be kept strictly confidential. They will not be able to be identified in any reports or publications.

The audio recordings made of group discussions will be used only for analysis. No other use will be made of them without your permission and no one outside the project will be allowed access to original recordings. All records, both recorded and written, will be held and analysed by the researcher and will be destroyed appropriately on completion of the project. On completion of the research anonymised information will be shared with school staff, with parental and pupil permission, where it relates to potential areas for improving the experience of engagement in the relationship between school, parents and pupils.

This project forms part of the Doctoral Educational Psychology course at the University of Sheffield.

The research will be published as a University Thesis and it is possible that at a later date, it may also be published in a journal article. I will also be feeding back to school about the findings from the interviews. In any information published or shared no 'one will know you took part.

The project has been ethically approved via the University of Sheffield School of Education department's ethics review procedure (every academic department either administers the University's Ethics Review Procedure itself, internally within the department, or accesses the University's Ethics Review Procedure via a cognate, partner department). The University's Research Ethics Committee monitors the application and delivery of the University's Ethics Review Procedure across the University.

Should you wish to raise any complaints during the project please contact the researcher (Pamela Melville), either in person or through the contact details provided below. If any specific complaint is not handled to your satisfaction please contact the University's 'Registrar and Secretary'.

Contact for further information

Pamela Melville (Child and Educational Psychologist)

XXXX Psychology Team

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Thank you for taking the time to read this information.

Yours sincerely

Pamela Melville

