

Well Schools Evaluation

Information for parents/carers

Dear Parent/carer,

Your child's school is part of an exciting project evaluating Well Schools. A Well School places just as much emphasis on wellbeing as it does on academic performance. It understands that children and young people are more effective learners when they are happy and well and that they must take care of their staff and their pupils' wellbeing to create a culture that allows everyone to reach their potential. Our team at The University of Manchester are running a piece of research to understand what a Well School looks like and how being part of a Well School affects the students at the school wellbeing. We are writing to you as we would like your child to complete a short survey about their school wellbeing as part of this evaluation.

Before you decide whether your child takes part, it is important for you to understand why the research is being conducted and what it will involve. Please take time to read the following information carefully before deciding whether your child takes part, and discuss it with your child. If you would like any more information or have any questions about the project, please email the lead Research Assistant at Kirsty.Pert@manchester.ac.uk. Thank you for taking the time to read this.

About the research

➤ **Who will conduct the research?**

The research is led by Dr. Alexandra Hennessey and Dr. Sarah MacQuarrie and their research team at the Manchester Institute of Education, The University of Manchester, Oxford Road, Manchester, M13 9PL.

➤ **What is the purpose of the research?**

We wish to explore and understand the factors that affect successful implementation of Well Schools, and the perceived impact on schools, teachers, and students of being part of the Well Schools community.

➤ **Will the outcomes of the research be published?**

We will write a report based on our findings for the Youth Sport Trust. It is also likely that we will write articles for academic journals based on what we find out in the project. We will never use names or include identifiable information in these reports.

The Youth Sport Trust aim to showcase and celebrate aspects of good practice highlighted in the study, in their Well Schools informational materials through school case study profiles. These may include school level identifiers, but names of individuals will remain anonymous. We will share these profiles with schools.

➤ **Who has reviewed the research project?**

The project has been reviewed by The University of Manchester Proportionate Research Ethics Committee.

➤ **Who is funding the research project?**

The project is funded by Youth Sport Trust, UK.

What would my involvement be?

➤ **What would my child be asked to do if I took part?**

We would like your child to complete a short online survey asking questions about the school wellbeing, physical wellbeing, emotional skills, and their engagement and learning at school. These questions will require tick box answers and will not ask for personal experiences. These questions have been chosen as they are commonly used with children within similar research projects.

Surveys will be completed online, in school time, supported by school staff. It should take 30-40 minutes.

The survey questions have been chosen as are widely used and appropriate for this age group. They require tick box answers and do not ask for personal experiences. As such the risk of your upset to your child is minimal. The survey is to be completed in school with school staff support, at the end of the survey students will be reminded if they found answering any questions upsetting please talk to someone you know and trust, for example this could be a parent, teacher or relative.

Will we be compensated for taking part?

We are unable to offer any payment or incentive for participating in this study.

➤ **What happens if I do not want my child to take part or if I change my mind?**

It is up to you to decide whether or not your child is given the opportunity to take part in the online survey. If you **do not give your consent** for your child to be given the opportunity, please complete the attached form.

If you decide your child may take part please keep this information sheet. If you change your decision, you are free to withdraw without giving a reason and without detriment to yourself or your child. However, it will not be possible to remove your child's data from the project once they have completed the survey in full. Once the survey is completed, data is grouped together and at that point it is anonymous and we will not be able to identify specific responses from an individual.

Data Protection and Confidentiality

➤ **What information will you collect about my child?**

In order to participate in this research project we will need to collect information that could identify your child, called "personal identifiable information". Specifically we will need to collect your child's:

- Gender
- Age
- School

➤ **Under what legal basis are you collecting this information?**

We are collecting and storing this personal identifiable information in accordance with UK data protection law which protect your rights. These state that we must have a legal basis (specific reason) for collecting your data. For this study, the specific reason is that it is “a public interest task” and “a process necessary for research purposes”.

➤ **What are my rights in relation to the information you will collect about my child?**

You have a number of rights under data protection law regarding your personal information. For example, you can request a copy of the information we hold about you.

If you would like to know more about your different rights or the way we use your personal information to ensure we follow the law, please consult our [Privacy Notice for Research](#).

➤ **Will my child’s participation in the study be confidential and their personal identifiable information be protected?**

In accordance with data protection law, The University of Manchester is the Data Controller for this project. This means that we are responsible for making sure your personal information is kept secure, confidential and used only in the way you have been told it will be used. All researchers are trained with this in mind, and your data will be looked after in the following way:

All data provided will be treated as confidential. Identifying information (e.g., names) will not be used and will be replaced with an ID number only known to the research team (known as pseudonymised).

Data will be stored on University encrypted drives to ensure secure storage. All other data will be stored for 5 years, after which time it will be destroyed following the University of Manchester guidelines. Only the research team at The University of Manchester will have access to any personal information, and only anonymised information would be shared with the funder (Youth Sports Trust).

Sharing data:

When you agree for your child to take part in a research study and with your informed consent, the information you provide may be shared with other organisations, in this case our funder (Youth Sport Trust). With your consent your anonymised information will be shared in order to support additional research in accordance with [The University of Manchester’s Research Privacy Notice](#).

This information will not identify your child and will not be combined with other information in a way that could identify your child. The information will only be used for the purpose of evaluating the Well Schools programme, and cannot be used to contact you regarding any other matter. It will not be used to make decisions about future services available to you.

Please also note that individuals from The University of Manchester or regulatory authorities may need to look at the data collected for this study to make sure the project is being carried out as planned. This may involve looking at identifiable data. All individuals involved in auditing and monitoring the study will have a strict duty of confidentiality to you as a research participant.

What if I have a complaint?

If you have a complaint that you wish to direct to members of the research team, please contact:

Dr. Alexandra Hennessey
Manchester Institute of Education
Ellen Wilkinson Building
University of Manchester
Oxford Road
Manchester, M13 9PL
Tel: 0161 275 3504
Email: alexandra.hennessey@manchester.ac.uk

If you wish to make a formal complaint to someone independent of the research team or if you are not satisfied with the response you have gained from the researchers in the first instance then please contact

The Research Ethics Manager, Research Office, Christie Building, The University of Manchester, Oxford Road, Manchester, M13 9PL, by emailing: research.complaints@manchester.ac.uk or by telephoning 0161 306 8089.

If you wish to contact us about your data protection rights, please email dataprotection@manchester.ac.uk or write to The Information Governance Office, Christie Building, The University of Manchester, Oxford Road, M13 9PL at the University and we will guide you through the process of exercising your rights.

You also have a right to complain to the [Information Commissioner's Office about complaints relating to your personal identifiable information](#) Tel 0303 123 1113

Contact Details

If you have any queries about the study please contact the researcher(s)

Dr. Kirsty Pert
Manchester Institute of Education
Ellen Wilkinson Building
University of Manchester
Oxford Road
Manchester, M13 9PL
Tel: 0161 275 3504
Email: kirsty.pert@manchester.ac.uk

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Parent student survey - Consent Form

If you are happy for your child to take part, you do not need to do anything. You are agreeing to the content of this table.

	Activities
1	I confirm that I have read the attached information sheet (Version 3, Date 27/06/2022) for the above study and have had the opportunity to consider the information and ask questions and had these answered satisfactorily.
2	I understand that my child's participation in the study is voluntary and that I am free to withdraw at any time without giving a reason and without detriment to myself or my child. I understand that it will not be possible to remove my data from the project once the survey is completed, and is anonymous and forms part of the data set. I agree for my child to take part on this basis.
3	I agree that any data collected may be included in anonymous form in publications/conference presentations.
4	I agree that any anonymised data collected may be made available to Youth Sport Trust.
5	I understand that data collected during the study may be looked at by individuals from The University of Manchester or regulatory authorities, where it is relevant to my taking part in this research. I give permission for these individuals to have access to my data my child's data.
6	I agree for my child take part in this study.

If you **do not give your consent for your child to be offered this opportunity to complete an online survey**, please fill out these details overleaf and return it to your school or to our research team.

To return to the research team, please either scan this form in and email to kirsty.pert@manchester.ac.uk or freepost back to the following address (you do not need to include a stamp).

FREEPOST RLYU-KAAB-AXRC
Dr Alexandra Hennessey
Manchester Institute of Education
A6.12 Ellen Wilkinson Building
University of Manchester
Oxford Road
Manchester
M13 9PL

Data Protection: The personal information we collect and use to conduct this research will be processed in accordance with UK data protection law as explained in the Participant Information Sheet and the [Privacy Notice for Research Participants](#).

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Parent/Carer Opt-out Form

I **would not like** my child to take part in the Well School survey

Name of child: _____

School: _____

Parent/carers name: _____

Parent/carers signature: _____