

## PARENTAL INFORMATION STATEMENT – FOCUS GROUP

### (1) What is this study about?

Your child is invited to take part in a research study about investigating the effects that different learning environments have on children's behaviour and motivation to learn within a school. Everyone learns in different ways, and the environments in which we learn are a big part. Your child has been invited to participate in this study because **I would like them to take part in a focus group to talk about their thoughts and feelings on the different environments that they learn in at school.** This Participant Information Statement tells you about the research study. Knowing what is involved will help you decide if you want to let your child take part in the research. Please read this sheet carefully and ask questions about anything that you don't understand or want to know more about.

Participation in this research study is voluntary. By giving your consent you are telling us that you:

- ✓ Understand what you have read.
- ✓ Agree for your child to take part in the research study as outlined below.
- ✓ Agree to the use of your child's personal information as described.
- ✓ You have received a copy of this Parental Information Statement to keep.

### (2) Who is running the study?

This study is being carried out by Emily Smith as the basis for the degree of BA Education at The University of East Anglia. This will take place under the supervision of Martin Smith, Education Lecturer, [Martin.D.Smith@uea.ac.uk](mailto:Martin.D.Smith@uea.ac.uk).

**(3) What will the study involve?**

The focus group activity will involve your child discussing their thoughts and feelings about the different learning environments within their school. This will be a semi-structured discussion between myself, your child and other children in their class. I hope that this group will act as a safe place for your child to talk openly about what they do and do not enjoy about their lessons at school. This will take place toward the end of the Spring Term (end of February/beginning of March 2020). Your child has the right to not answer any questions during the interview if they do not want to, all they have to do is tell me they do not wish to answer. This focus group will take place during their school day at an appropriate time and place decided between myself and their teacher.

**(4) How much of my child's time will the study take?**

I will only be doing one focus group which will take no longer than 30 minutes of their time. This will be at a convenient time such as during their lunch break so that it does not take up their learning time.

**(5) Does my child have to be in the study? Can they withdraw from the study once they've started?**

Being in this study is completely voluntary and your child does not have to take part. Your decision whether to let them participate will not affect your/their relationship with the researchers or anyone else at the University of East Anglia now or in the future. If you do decide to let your child take part in the study and then change your mind later (or they no longer wish to take part), they are free to withdraw up **until 6<sup>th</sup> March 2020**. You can do this by contacting me or your child's teacher either in person or via email. Withdrawing from this study means that any information collected about your child will be immediately erased and not used in the report of my research.

If your child takes part in a focus group, they are free to stop participating at any stage or to refuse to answer any of the questions. However, it will not be possible to withdraw their individual comments from our records once the group has started, as it is a group discussion.

**(6) Are there any risks or costs associated with being in the study?**

Aside from giving up your time, we do not expect that there will be any risks or costs associated with taking part in this study for your child.

**(7) Are there any benefits associated with being in the study?**

We hope that this study will reflect a broader discussion of the effects our learning environment has on us and encourage greater self-reflection. Being able to talk openly about what they enjoy (or perhaps don't enjoy so much) about different classroom settings should hopefully be a benefit to all. In addition to this, the results of this study should ideally help to identify the importance of learning environments.

**(8) What will happen to information that is collected during the study?**

As stated above, the information about your child that may be collected during this focus group and used in this study includes the answers that they give. The focus group activity will be voice recorded and will be used for analysis within this study only. The voice recording will be transcribed onto a document within a password-protected device (of which only I have access to). This information may be publicised within the research report, but your child will remain anonymous. This information will only be made available to myself, my UEA assessor and any external examiners.

The data collected for this study will be used only to form part of my BA Education Year 2 small scale educational research project.

By providing your consent, you are agreeing to us collecting personal information about your child for the purposes of this research study. Your information will only be used for the purposes outlined in this Participant Information Statement, unless you consent otherwise. Data management will follow the 2018 General Data Protection Regulation Act and the University of East Anglia Research Data Management Policy (2015).

Your child's information will be stored securely, and your child's identity/information will be kept strictly confidential, except as required by law. Study findings may be published, but your child will **not** be identified in these publications if you and your child decide to participate in this study. In this instance, data will be stored for a period of no longer than 2 years and then destroyed.

**(9) What if we would like further information about the study?**

When you have read this information, Emily Smith will be available to discuss it with you further and answer any questions you may have. If you would like to know more at any stage during the study, please feel free to contact Martin Smith (Education Lecturer) via email: [Martin.D.Smith@uea.ac.uk](mailto:Martin.D.Smith@uea.ac.uk).

**(10) Will I be told the results of the study?**

You and your child have a right to receive feedback about the overall results of this study. You can tell us that you wish to receive feedback by ticking the relevant box on the consent form. This feedback will be in the form of a summary (of no more than two sides of A4) which will be made available once the report has been submitted. You will receive this feedback after the end of this study.

**(11) What if we have a complaint or any concerns about the study?**

The ethical aspects of this study have been approved under the regulations of the University of East Anglia's School of Education and Lifelong Learning Research Ethics Committee.

If there is a problem, please let me know. You can contact me via the University at the following address:

Emily Smith

School of Education and Lifelong Learning

University of East Anglia

NORWICH NR4 7TJ

[E.Smith17@uea.ac.uk](mailto:E.Smith17@uea.ac.uk)

If you would like to speak to someone else, you can contact my supervisor:

Martin Smith,

[Martin.D.Smith@uea.ac.uk](mailto:Martin.D.Smith@uea.ac.uk).

If you (or your child) are concerned about the way this study is being conducted or you wish to make a complaint to someone independent from the study, please contact the interim Head of the School of Education and Lifelong Learning, Professor Nalini Boodhoo at [N.Boodhoo@uea.ac.uk](mailto:N.Boodhoo@uea.ac.uk).

**(12) OK, I'm happy for my child to take part – what do I do next?**

You need to fill in one copy of the consent form and have it returned to your child's class teacher by the end of January 2020. Please keep the letter, information sheet and the 2<sup>nd</sup> copy of the consent form for your information.

**This information sheet is for you to keep**

## PARENT/CARER CONSENT FORM (1<sup>st</sup> Copy to Researcher)

I, ..... [PRINT PARENT'S/CARER'S NAME],  
consent to my child  
.....[PRINT CHILD'S  
NAME] participating in this research study.

In giving my consent I state that:

- ✓ I understand the purpose of the study, what my child will be asked to do, and any risks/benefits involved.
- ✓ I have read the Information Statement and have been able to discuss my child's involvement in the study with the researchers if I wished to do so.
- ✓ The researchers have answered any questions that I had about the study and I am happy with the answers.
- ✓ I understand that being in this study is completely voluntary and my child does not have to take part. My decision whether to let them take part in the study will not affect our relationship with the researchers or anyone else at the University of East Anglia now or in the future.
- ✓ I understand that my child can withdraw from the study by 6<sup>th</sup> March 2020.
- ✓ I understand that my child may leave the focus group at any time if they do not wish to continue. I also understand that it will not be possible to withdraw their comments once the group has started as it is a group discussion.

I understand that the results of this study may be published, and that publications will not contain my child's name or any identifiable information about my child.

I consent to:

- **Audio-recording of my child** YES  NO

**Would you like to receive feedback about the overall results of this study?**

YES  NO

If you answered **YES**, please indicate your preferred form of feedback and address:

Postal: \_\_\_\_\_

Email: \_\_\_\_\_

.....  
**Signature**

.....  
**PRINT name**

.....

**Date**

**PARENT/CARER CONSENT FORM (2<sup>nd</sup> Copy to Parent/Carer)**

I, ..... [PRINT PARENT'S/CARER'S NAME],  
consent to my child  
.....[PRINT CHILD'S  
NAME] participating in this research study.

In giving my consent I state that:

- ✓ I understand the purpose of the study, what my child will be asked to do, and any risks/benefits involved.
- ✓ I have read the Information Statement and have been able to discuss my child's involvement in the study with the researchers if I wished to do so.
- ✓ The researchers have answered any questions that I had about the study and I am happy with the answers.
- ✓ I understand that being in this study is completely voluntary and my child does not have to take part. My decision whether to let them take part in the study will not affect our relationship with the researchers or anyone else at the University of East Anglia now or in the future.
- ✓ I understand that my child can withdraw from the study by 6<sup>th</sup> March 2020.
- ✓ I understand that my child may leave the focus group at any time if they do not wish to continue. I also understand that it will not be possible to withdraw their comments once the group has started as it is a group discussion.
- ✓ I understand that personal information about my child that is collected over the course of this project will be stored securely and will only be used for purposes that I have agreed to. I understand that information about my child will only be told to others with my permission, except as required by law.

I understand that the results of this study may be published, and that publications will not contain my child's name or any identifiable information about my child.

I consent to:

- **Audio-recording of my child** YES  NO

**Would you like to receive feedback about the overall results of this study?**

YES  NO

If you answered **YES**, please indicate your preferred form of feedback and address:

Postal: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

.....  
**Signature**

.....  
**PRINT name**

.....  
**Date**