



**COX
GREEN
SCHOOL**

 @CoxGreenSchool  CoxGreenSchool

Highfield Lane, Maidenhead, Berkshire, SL6 3AX
Tel: 01628 629415
Email: enquiries@coxgreen.com

Wednesday 6th June 2018

Dear Parent/Carer

Your son/daughter has been involved in a research project with Royal Holloway, University of London, investigating oral vocabulary and reading development.

Your son/daughter has been given a letter today requesting further participation. This would be a very short ten-minute discussion and allowing access to GCSE examination results in order to assess overall progress.

The researchers will be visiting the school over the next few days to discuss the project. I would be grateful if you could read the letter from the research team. No response is required if you are happy for your child to participate.

Copies of the letters are attached.

Yours faithfully

Frances Walsh
Headteacher

Study Title: Vocabulary and Reading in Secondary Schools (VaRiSS)

Parent / Guardian Information Sheet

Dear Parent / Guardian

Since Year 7, your child has been taking part in a study looking at oral vocabulary and reading development in secondary school. Thank you for your and your child's ongoing support, we have recently completed the third year of data collection and are extremely grateful to all the pupils who took part. This is the first study of its kind and we have found out some really important things about progress in vocabulary and reading in the first three years of secondary school. If you would like to know more about what we have found, please contact us and we will send you a summary as soon as it is available.

We are writing to you now as we are extending the study to find out about educational and other outcomes at the end of compulsory education.

• **What is the study?**

In this part of the project, we are looking at how attainment, vocabulary and reading abilities early in late childhood relate to GCSEs and other outcomes at the end of compulsory education.

• **Why has my child been chosen to take part?**

Your child has been invited to take part in the study as an extension of their previous involvement. We have been working with your child since they were in Year 7. Now that your child is in Year 11, he or she will sit their GCSEs (and equivalents) in summer 2018. The best way of answering our important questions about progress and outcomes is through longitudinal research where we follow the same pupils as they progress through education. We have followed your child through Key Stage 3 and we are keen to see how they have progressed since then and how they get on in their GCSE (and equivalent) examinations and beyond.

• **Does my child have to take part?**

It is entirely up to you and your child whether or not he or she participates. You or your child may also withdraw consent at any time during the project, without any repercussions, by contacting us using the contact details given below.

• **What will happen if my child does take part?**

If you agree for your child to take part, we will contact your child, giving them more information about the project and ask them if they are willing to give consent to continue to take part in the project. We will ask for their contact details and ask them to sign a consent form if they are happy for us to contact the school to collect their GCSE results in 2018 and to contact them again in the future to distribute a questionnaire about outcomes and complete a follow up visit.

• **What are the risks and benefits of taking part?**

The information you and your child give will remain confidential and will only be seen by the research team. Neither you, your child or the school will be identifiable in any published report resulting from the study. Information about individuals will not be shared with the school and taking part (or not doing so) will not influence the grades your child receives at school. Participants in similar studies have found it interesting to take part. It is anticipated that the findings from this study will have implications for professionals working in the field of education by informing theories of reading and oral vocabulary development. In addition, it is hoped that insights that are gained will guide teaching and learning practices in school. If you agree to take part in the study, an electronic report summarising the findings can be sent to you at your request.

• What will happen to the data?

Any data collected will be held in strict confidence and no real names will be used in this study or in any subsequent publications. The records of this study will be kept private. No identifiers linking you or the school to the study will be included in any sort of report that might be published. Participants will be assigned a number and will be referred to by that number in all records. Research records will be stored securely in a locked filing cabinet and on a password-protected computer and only the research team will have access to the records. Paper copies of the data will be destroyed securely once the findings of the study are written up, after five years. The results of the study may be presented at national and international conferences, and in written reports and articles. The data and results of this study may also be placed on a reputable scientific archive, so other psychologists and researchers can investigate the validity of our study, or use it to answer their own research questions. The data collected may be merged with other data. However, the data will remain completely anonymised throughout these processes.

• What happens if I change my mind?

Should you wish to withdraw your consent for participation, you are free to do so at any point by contacting us using the details given at the end of this letter. Your child is also free to change his/her mind at any point during the study without repercussions. If you change your mind after data collection has ended, we will discard your child's data.

• Who has reviewed the study?

This project has been favourably reviewed following the procedures of the Royal Holloway Research Ethics Committee. Furthermore, all researchers with access to the pupils' data hold an enhanced Disclosure and Barring Service (DBS) certificate.

• Where can I get more information?

If you would like further information, please do not hesitate to contact Lianne Farrer or Dr Jessie Ricketts using the contact details given below.

• What should I do next?

We hope that you and your child will agree to participate in the study. Please discuss the study with your child. If you and your child are happy to take part, you do not need to do anything. If, however, either you or your child does not want to take part, please complete the consent form on the next page and return it the school office, or to us, as soon as possible. The study will be explained to your child prior to commencing any collection of their GCSE results.

Thank you for your time. Yours sincerely,

Dr Jessie Ricketts

Contact details

<i>Name</i>	<i>email</i>	<i>phone</i>
Dr Jessie Ricketts	jessie.ricketts@rhul.ac.uk	01784 414 623
Lianne Farrer	Lianne.Farrer@rhul.ac.uk	07741251436

Research Study Title: Vocabulary and Reading in Secondary Schools (VaRiSS)

Parent / Guardian Consent Form

RETURN ONLY IF YOU DO NOT WISH YOUR CHILD TO BE INCLUDED

- If you are happy for your child to take part you **DO NOT** need to complete this form.

If you do not wish your child to take part please fill in the details below and return to the school office by the end of October (31st October)

- I **DO NOT** give consent for my child to take part in the research.

Name of child:

Name of school:

Name of parent / guardian:

Signature:

Date: