**Head Teacher Information Sheet**

**Researcher**: Claudia Stubington

**ERGO number: 47800**

Dear Head Teacher/insert name

I am writing to invite you to take part in a research study into factors that might help and hinder the delivery of a precision teaching intervention. To help you decide whether you would like to take part or not, it is important that you understand why the research is being done and what it will involve. Please read the information below carefully and ask questions if anything is not clear or you would like more information before you decide to take part in this research. You may like to discuss it with others but it is up to you to decide whether or not to take part. If you are happy to participate you will be asked to sign a consent form.

**What is the research about?**

The current study is being run by Claudia Stubington as part of her work towards her Doctorate of Educational Psychology. The Aim of the study is to gain a better understanding of the experiences of school staff delivering precision teaching interventions with a particular focus on the barriers to implementation. It is hoped that by developing our understanding in this area we can better design training and support for implementers to ensure that the intervention is delivered with the greatest chance of success**.**

**Why has my school been asked to participate?**

Your school is one of several from within the local authority which have been asked to participate. We hope to gain insight into the experiences of both teachers and TAs delivering the intervention.

**What will happen if my school takes part?**

Should you choose to allow your school to take part in this study, training on precision teaching delivered by a trainee educational psychologist will be offered to your staff. The training will take 90 minutes to two hours and can be delivered as a twilight or during the school day. This training will be free and will not take up any of your purchased SLA time.

Following training, staff who attended will be asked to deliver a precision teaching intervention. After X weeks of doing this, they will then be asked to complete a questionnaire detailing their delivery of the intervention and asking them to consider how they would respond to hypothetical precision teaching scenarios.

Following completion of this questionnaire, the researcher might ask some of your staff to complete follow up interviews of their experience delivering the intervention. These interviews should take between one and one and a half hours and would be conducted during the school day. Audio recordings of all interviews will be made, transcribed and analysed to extract themes regarding participants’ experience of the intervention and barriers that they experienced in delivering it. All participants will be asked to give written consent to participate and to be recorded. All data collected during this study will be stored securely in compliance with legal requirements.

In return for receiving this training in delivery of precision teaching interventions, we are asking your school to commit toensuring that -

* At least three teachers who are interested in delivering the intervention attend the training (teaching assistants may also attended, but at least three teachers must attend).
* All staff who attend the training have the opportunity to deliver the intervention in the following two months.
* All staff who receive the training will be given the opportunity to complete a short questionnaire on their delivery of the intervention.
* Should members of your staff be selected for the follow up interview, they will be given the opportunity to take part at school and within school hours.

**Are there any benefits in my taking part?**

As part of your school taking part in this study, members of your staff will receive free training in the delivery of a precision teaching intervention. Furthermore, the findings of this study will be shared with the local authority and used to support the development of future training to ensure that it is tailored to maximise successful intervention delivery. Therefore, your school may benefit from future training that is adapted based on the findings of this study. A summary of the findings of this study will be made available to you and may support you to deliver future interventions with the maximum success.

**Are there any risks involved?**

As part of this study, members of your staff will be asked about their implementation of a precision teaching intervention. The researchers will not be providing any feedback about how they delivered the intervention. However, participants will be asked detailed questions that they might possibly find challenging to answer. We will make every effort to ensure that the experience of taking part in this study will be as positive as possible.

**What data will be collected?**

All school staff who take part in training will be asked to give their name, school, role and email address prior to training commencing.

Details regarding participant’s delivery of the precision teaching intervention will be collected using a short written questionnaire. This questionnaire will ask participants to record their name and school. No other personal information will be collected.

During the final stage of this study some of the staff who receive training may be asked to take part in an interview about delivering the intervention. Audio recordings will be made of all interviews.

**Will my school’s data be confidential?**

The information we collect about your school’s staff during the course of the research will be kept strictly confidential.

Only members of the research team will have access to identifiable information and the intervention questionnaires. Identifiable information, ie consent forms will be stored securely in compliance with legal requirements. All other data, intervention questionnaires, interview recordings and interview transcripts, will be stored electronically and will be encrypted and password protected. Interview recordings will be destroyed immediately following transcription. Once transcription is complete all data will be fully anonymised.

A transcription service will be used to produce text transcripts of the interviews. As soon as possible after the interviews, the researcher will listen to the audio recordings and remove any identifiable data, for example surnames and names of schools. Therefore, identifiable information will be removed from the interview recordings before the transcription service is given access to them.

Responsible members of the University of Southampton may be given access to data about you for monitoring purposes and/or to carry out an audit of the study to ensure that the research is complying with applicable regulations. Individuals from regulatory authorities (people who check that we are carrying out the study correctly) may require access to your data. All of these people have a duty to keep your information, as a research participant, strictly confidential.

**Does my school have to take part?**

No, it is entirely up to you to decide whether your school takes part. If you decide you want to take part, you will need to sign a consent form to show you have agreed for your school to participate.

**What happens if I change my mind?**

You have the right to change your mind and cease participating at any time without giving a reason and without your participant rights being affected.

The data collected will be the property of the participant to whom it belongs until the point that it is fully anonymised. Therefore, it can only be withdrawn and destroyed at the request of the individual participant.

Should you wish to withdraw your school please contact Claudia Stubington (Email- [c.m.stubington@soton.ac.uk](mailto:c.m.stubington@soton.ac.uk))

**What will happen to the results of the research?**

Participant’s personal details will remain strictly confidential. Research findings made available in any reports or publications will not include information that can directly identify your school without your specific consent.

Findings of the research will be shared with the local authority educational psychology services. Results will also be published in an academic journal; this will include anonymised quotes from interviews. An overall summary of the results will be made available to schools. Individual findings for specific schools or participants will not be shared.

**Where can I get more information?**

For further details regarding this study please contact Claudia Stubington (Email: [c.m.stubington@soton.ac.uk](mailto:c.m.stubington@soton.ac.uk))

**What happens if there is a problem?**

If you have a concern about any aspect of this study, you should speak to the researchers who will do their best to answer your questions. (Email:[*c.m.stubington@soton.ac.uk*](mailto:c.m.stubington@soton.ac.uk)*)*

If you remain unhappy or have a complaint about any aspect of this study, please contact the University of Southampton Research Integrity and Governance Manager (023 8059 5058, [rgoinfo@soton.ac.uk](mailto:rgoinfo@soton.ac.uk)).

**Data Protection Privacy Notice**

The University of Southampton conducts research to the highest standards of research integrity. As a publicly-funded organisation, the University has to ensure that it is in the public interest when we use personally-identifiable information about people who have agreed to take part in research. This means that when you agree to take part in a research study, we will use information about you in the ways needed, and for the purposes specified, to conduct and complete the research project. Under data protection law, ‘Personal data’ means any information that relates to and is capable of identifying a living individual. The University’s data protection policy governing the use of personal data by the University can be found on its website (<https://www.southampton.ac.uk/legalservices/what-we-do/data-protection-and-foi.page>).

This Participant Information Sheet tells you what data will be collected for this project and whether this includes any personal data. Please ask the research team if you have any questions or are unclear what data is being collected about you.

Our privacy notice for research participants provides more information on how the University of Southampton collects and uses your personal data when you take part in one of our research projects and can be found at <http://www.southampton.ac.uk/assets/sharepoint/intranet/ls/Public/Research%20and%20Integrity%20Privacy%20Notice/Privacy%20Notice%20for%20Research%20Participants.pdf>

Any personal data we collect in this study will be used only for the purposes of carrying out our research and will be handled according to the University’s policies in line with data protection law. If any personal data is used from which you can be identified directly, it will not be disclosed to anyone else without your consent unless the University of Southampton is required by law to disclose it.

Data protection law requires us to have a valid legal reason (‘lawful basis’) to process and use your Personal data. The lawful basis for processing personal information in this research study is for the performance of a task carried out in the public interest. Personal data collected for research will not be used for any other purpose.

For the purposes of data protection law, the University of Southampton is the ‘Data Controller’ for this study, which means that we are responsible for looking after your information and using it properly. The University of Southampton will keep identifiable information about you for 10 years after the study has finished after which time any link between you and your information will be removed.

To safeguard your rights, we will use the minimum personal data necessary to achieve our research study objectives. Your data protection rights – such as to access, change, or transfer such information - may be limited, however, in order for the research output to be reliable and accurate. The University will not do anything with your personal data that you would not reasonably expect.

If you have any questions about how your personal data is used, or wish to exercise any of your rights, please consult the University’s data protection webpage (https://www.southampton.ac.uk/legalservices/what-we-do/data-protection-and-foi.page) where you can make a request using our online form. If you need further assistance, please contact the University’s Data Protection Officer ([data.protection@soton.ac.uk](mailto:data.protection@soton.ac.uk)).

Prior to Transcription of the interviews, all data will be stored pseudo-anonymously. It will be stored under unique participant identification codes. Identifiable information will be stored securely and separately from pseudo-anonymised information. Following, transcription all data will be fully anonymised.

**Thank you for taking the time to read the information sheet and considering taking part in our research.**