The template below contains examples of the main points the information sheet should include. Instructions are *italicised*, procedure-specific and example wording isn’t. Remember to delete the advisory text and change the footer to be specific to your study.

*\*\*\*Please tailor the information sheet to the participant group (e.g. literacy level) and simplify if needed. Note that you should aim for a reading age of 12 for an adult information sheet\*\*\**

**[Study Title – this may need to be a shorter, lay version]**

**INFORMATION SHEET FOR PARENTS / GUARDIANS**

Central University Research Ethics Committee Approval Reference: [Insert]

In partnership with researchers at the University of Oxford, [name of school] has agreed to take part in a research project. We would like to invite your child, along with the rest of their [insert subject] class, to be involved in this research, which is focussed on the class teacher and/or the classroom situation and/or the lesson *[delete as appropriate]*, not individual students. We very much hope you would like your child to be involved, but before you decide, it is important that you understand why the research is being done and what is will involve.

### Why is this research being conducted?

*State the background, purpose and aims of the research. Remember to be brief and don’t use overly complicated language that a* [*lay person*](https://researchsupport.admin.ox.ac.uk/files/writingforparticipantspdf) *wouldn’t understand. Consider what a potential participant’s parent/guardian would want to know.*

More information about the research is available on our website /can be obtained by contacting the research team (contact details overleaf) *[delete as appropriate]*.

### Why has my child been invited to be involved in this research?

We are inviting your child because they are in year [insert], studying [insert subject]. All pupils in their class are invited to be involved in this research.

### Does my child have to be involved?

No. You can ask questions about the research before deciding whether to allow your child to be involved. If you do agree to their involvement, you may withdraw your child at any time, without giving a reason and without any effect on their education, by advising the school or researchers of this decision. [*If applicable -* The deadline by which you can withdraw any information they have contributed to the research is [*insert deadline before publication/ submission of thesis]*]. [*Please explain what will happen to any data that has already been collected if they decide to withdraw*.]

If your child is not involved in the research, they will receive alternative provision of equivalent educational value, or be placed where they cannot be observed or recorded.

### What will my child be asked to do?

*This section should explain (in clear lay language) what will be involved in your research from a participant’s point of view, and in the order they will experience it. This should include:*

* *how long the class will be involved in the research;*
* *how long the research will last (if this is different);*
* *how consent will be taken from parents, and assent from the child;*
* *what exactly will happen (what the activity/ activities will involve);*
* *if any follow-up sessions will be necessary, stating duration and frequencies;*
* *Use the most appropriate format (tables, diagrams, photos etc.). The detail required will depend on the complexity of the research. It may help if the information is displayed in a simple flowchart or grid indicating what will happen rather than lengthy lists in the text.*

Example:

Your child’s teacher will plan and run mathematics lessons following the GCSE curriculum, meaning students will be following their usual GCSE studies. From the end of October 2019 until the end of March 2020, I will join these lessons. Each lesson will be audio recorded, the teacher will be videoed, and I will watch and listen to what students do in class.

The video camera will only record the actions of the teacher. Students’ real names will not be used, and any written material produced by the students will be de-identified before being handed to the researcher. The students will not have to do anything that they would not normally do in their lessons.

If your child is accidentally filmed or named, the images/names will be cut from the recording and will never be used for research or be seen by anyone other than members of the research team.

### What are the possible disadvantages and risks in taking part?

*Any reasonably foreseeable discomforts, disadvantages and risks need to be stated. Explain how these risks will be addressed. It is important that parents/guardians understand how identifiable their child will be from the data and from the research outputs.*

### Are there any benefits in taking part?

*Any benefits to the participants that can reasonably be expected should be stated. However, where there is no intended benefit from taking part in the research this should be explained. It is important not to exaggerate the possible benefits to the particular participant, this could be seen as coercive. Note that reimbursement should not be mentioned here.*

*For example you could say:* While there are no immediate benefits to your child in participating, it is hoped that this research will lead to…

*Or* There will be no direct or personal benefit to your child from taking part in this research.

### What information will be collected and why is the collection of this information relevant for achieving the research objectives?

*To enable participants to make an informed decision about taking part it is important they understand what information will be collected and why, and how this information will be used. The amount of detail will depend on the nature of the project; think through what would be appropriate for your participants.*

*Clearly list all types of data that will be collected from participants (as described on your ethics application form), where it will be stored, and how long for. Explain why this data is needed and how it will be used. Specify any* [*special category data*](https://researchsupport.admin.ox.ac.uk/governance/ethics/faqs-glossary/glossary#S) *that is to be collected.*

The researcher [*and/ or research team, supervisor, collaborator/ translator/ transcriber/ other authorised personnel*…] will have access to the research data.

Identifiable data (including consent forms) will be stored [*insert location,* [*security measures*](https://researchsupport.admin.ox.ac.uk/files/bpg09datacollectionandmanagementpdf) *and explain how long the data collected will be stored*]. Other research data will be stored for [**x**] years after publication or public release of the work of the research. *Mention if personal details need to be shared (and with whom) in order for participants to receive payments/ vouchers, if applicable.*

During the research, video and voice recordings of the teacher will be made. There is a possibility that your child’s image and/or voice may be incidentally recorded as part of this. Recordings will be securely stored in a password protected, encrypted file and will only ever be shown to other members of the research team. *[delete if recordings not made].*

*Include one of the following statements, depending on the recruitment method chosen by the school:*

*Either -* Opt-out forms will be retained by the school for the duration of the research, and for as long as the school determines appropriate after research activities have concluded at the school.

*Or -* The researchers will retain Consent forms for 3 years after publication of the work of the research.

I will ensure all other data I collect in the research is de-identified as soon as possible after collection. Audio and/or video recordings, my notes, and all other data will be stored (e.g. *in a locked cabinet in a locked office in the University of Oxford)*. At the end of the research, recordings will be erased. The [researcher and/or e.g. research team, supervisor, collaborator / translator / transcriber/other authorised personnel…] will have access to the research data.

I will send a brief report on the research to your child’s school at the end of the research, and you are welcome to see this. I will not identify the school, teacher or any students in any reports of the research.

### Will the research be published? Could my child be identified from any publications or other research outputs?

The findings from the research will/may be written up [*please describe - e.g. in a thesis, dissertation, academic publications, conference presentations, a report commissioned by an external organisation, websites, videos etc.*] *Explain whether it will be possible for participants to be identifiable from the outputs and clarify whether they have a choice about this.*

*NB: For doctoral students or other qualifications where a thesis or dissertation needs to be deposited in the* [*Oxford University Research Archive*](https://ora.ox.ac.uk/deposit)*, include the following*: A copy of my thesis/ dissertation will be deposited both in print and online in the [Oxford University Research Archive](https://www.bodleian.ox.ac.uk/finding-resources/theses/theses) where [it will be publicly available to facilitate its use in future research/ its access will be restricted].

### Data Protection

The University of Oxford is the data controller with respect to your child’s personal data, and as such will determine how your child’s personal data is used in the research.

The University will process your child’s personal data for the purpose of the research outlined above. Research is a task that we perform in the public interest.

Further information about your rights with respect to your child’s personal data is available from <https://compliance.web.ox.ac.uk/individual-rights>.

### Who has reviewed this research?

This research has received ethics approval from a subcommittee of the University of Oxford Central University Research Ethics Committee. (Ethics reference: xxxxx).

*Include details of any other reviews, e.g. from another UK University, or a local ethics committee if the research is taking place overseas.*

### Who is organising and funding the research?

*Give details of the organiser (named researcher at Oxford University) and funder.*

### Who do I contact if I have a concern about the research, or I wish to complain?

If you have a concern about any aspect of this research, please contact *[insert primary researcher name and University tel. no./ ox.ac.uk email address*] or [*insert supervisor name and University tel. no./ ox.ac.uk email address*], and we will do our best to answer your query. We will acknowledge your concern within 10 working days and give you an indication of how it will be dealt with. If you remain unhappy or wish to make a formal complaint, please contact

*For applications reviewed by*

* *Medical Sciences Interdivisional Research Ethics Committee*
* *Social Sciences and Humanities Interdivisional Research Ethics Committee, or*
* *Departmental Research Ethics Committee*

*please insert:*

the University of Oxford Research Governance, Ethics & Assurance (RGEA) team at rgea.complaints@admin.ox.ac.uk or on 01865 616480.

*For applications reviewed by the Oxford Tropical Research Ethics Committee (OxTREC), please insert the contact details for the local ethics committee which has reviewed your research.*

### What should I do next?

Please fill in the enclosed form and return it to your child’s class teacher if you would/would not [delete as appropriate for opt-in / opt-out studies] like your child to take part in this research. Please remember that you may withdraw your child at any time, without affecting their education and without giving a reason, by notifying the researcher.

### Further Information and Contact Details

*You should give the participant a contact point for further information. This can be your name, address and telephone number or that of another researcher in the team. If this is a supervised-student project, the student and supervisor should discuss whether to include the student’s contact details as well as those of the student’s supervisor. The use of personal phone numbers should be avoided. Email addresses should be provided by the University (ending in ox.ac.uk).*

If you would like to discuss the research with someone beforehand (or if you have questions afterwards), please contact:

[*Insert the name of the primary researcher*]
[*Insert the name of the Department*]
[*Insert the postal address*]
University tel: [*insert number*]
University email: [*insert address*]