



## **Research into the FPQ, HPQ, and EPQ**

### **Information sheet for parents/carers (Version 1.3)**

Your daughter is invited to take part in some research. Our school, Riverside Academy, is doing this research with University College London (UCL).

She may only take part with your consent. So it is important that you know why the research is being done. You also need to know what taking part means for your daughter.

Please read this information carefully. Discuss it with others if you wish. Contact me if there is anything that is not clear, or if you would like more details. My contact details are below.

#### **What is the point of the research?**

To understand pupils' experience of doing a project qualification: the FPQ, HPQ, and EPQ. This will help improve how our school provides for these qualifications in the future.

#### **Why has your daughter been chosen?**

Because she has completed, or partly completed, a project qualification.

#### **Does your daughter have to take part?**

No. She will only take part if she freely chooses to and if you give your consent.

#### **What will happen to your daughter if she decides to take part?**

She will take part in a focus group discussion with about four other pupils. She will have the chance to share and explore her thoughts about her experience of doing her project.

The focus group will take place in school on a school day. It will accord with our school's child protection and safeguarding policy and last about 50 minutes or 1 hour 30 minutes. The actual time slot will be agreed with the pupils involved.

The research with pupils is scheduled to be done in years 2019 and 2020. But there is a small chance that some focus groups and the questionnaire will be done in later years. The research project as a whole is scheduled to finish on 25 June 2024.

Probably about two months after the focus group, she will be invited to do a questionnaire. She won't need to give her name and can fill it in using our school's electronic system.

She may be also invited to take part in a follow-up focus group discussion.

**Will your daughter be recorded and how will recorded media be used?**

Yes, the focus group discussion will be audio recorded. Recordings will be used for analysis only. No other use will be made of them without your, and your daughter's, written permission. No one outside of the research project, including at our school and at UCL, will be allowed to listen to them. Recordings will be stored securely and destroyed when the research project is finished.

**What if your daughter starts to take part but wants to stop?**

That's fine. She can stop at any time and does not need to give a reason. The decision to stop taking part does not result in any penalty or loss of benefits to which she is otherwise entitled. If your daughter decides to withdraw during the research, then the information she has given up to that point will still be analysed. However, she will not be quoted in any report on the research.

**What are the possible disadvantages and risks of taking part?**

The research project was formally approved by the UCL Research Ethics Committee on 7 June 2019 and deemed minimal risk. Other pupils who are taking part in the focus group will be asked to keep what your daughter says private. But this privacy cannot be guaranteed. So, she will need to make her comments with this in mind. It is possible that those who already know about your daughter or her project may be able to work out her identity in research reports. A false name will be used to make this hard to do. She may choose her false name if she wishes. Our school email system is monitored by our school's ICT support team. This protects her. But it means that what she says in the questionnaire isn't 100% confidential.

**What are the potential benefits of taking part?**

Pupils said that they enjoyed taking part in the pilot focus groups. They also said that they learnt a lot. The research may benefit any pupil who goes on to do another project qualification. Hopefully, the changes our school makes based on the research will improve how pupils are supported in the future.

**What if something goes wrong?**

If you have a concern, please contact me, Jed Stone, in the first instance. I will do my best to address your concern. My contact details are below. However, if your concern is not dealt with to your satisfaction, then you can contact the Chair of the UCL Research Ethics Committee to make a formal complaint:

Research Ethics Co-ordinator  
Office of the Vice-Provost (Research)  
University College London  
2 Taviton Street  
WC1E 6BT  
020 76798717 ext. 28717  
ethics@ucl.ac.uk

### **What if you have a concern about child protection and safeguarding?**

You have two main options<sup>1</sup>. First, you can contact me. Second, you can contact the designated safeguarding lead at our school:

Mx, S. Afeguard, Designated Safeguarding Lead  
Riverside Academy  
River Lane  
Riverworld  
RVI ISD  
020...  
safeguard@...

### **Will your daughter's taking part in this project be kept confidential?**

The information that is collected from your daughter will be kept private. Your daughter may be quoted or paraphrased in written and oral reports on the research. But she will be not be able to be easily identified in these reports, except by other pupils who took part in the same focus group.

Privacy will be respected subject to legal constraints and school policy. For example, if your daughter says something that indicates that she or others may be at risk of harm, then disclosure will be made in accordance with our school's child protection and safeguarding policy.

### **How will what your daughter says be reported?**

The 'Example report' document, included with this information sheet, gives you an indication of how your daughter might be quoted in the full report.

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

Pupils who take part will be sent a report on the research by school email. A report on the research will also be shared with staff at our school. UCL Publications Service will publish the full report on the UCL open access electronic portal.

### **Privacy notice**

The controller for this project will be University College London (UCL) ('we', 'us'). The UCL Data Protection Officer provides oversight of UCL activities involving the processing of personal data and can be contacted at [data-protection@ucl.ac.uk](mailto:data-protection@ucl.ac.uk).

This 'local' privacy notice sets out the information that applies to this particular study. Further information on how UCL uses participant information can be found in UCL's 'general' privacy notice:

<https://www.ucl.ac.uk/legal-services/privacy/ucl-general-research-participant-privacy-notice>

The information that is required to be provided to participants under data protection legislation (General Data Protection Regulation 2018 and Data Protection Act 2018) is provided across both the 'local' and 'general' privacy notices.

The categories of personal data used will be as follows:

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<sup>1</sup> For more information, please see our school's child protection and safeguarding policy, available online at...

- forename and surname
- school email address
- age and year group
- gender
- project title(s)
- school performance data e.g. project mark and grade

The lawful basis that will be used to process your daughter's personal data are: 'Public task' for personal data and 'Research purposes' for special category data. Your daughter's personal data will be processed so long as it is required for the research project. It is likely to be required until 25 June 2024. If we are able to anonymise or pseudonymise the personal data your daughter provides we will undertake this. We will endeavour to minimise the processing of personal data wherever possible. If you are concerned about how your daughter's personal data is being processed, or if you would like to contact us about her rights, please contact UCL in the first instance at [data-protection@ucl.ac.uk](mailto:data-protection@ucl.ac.uk).

### **Who is organising the research?**

The research is being done with UCL, a world leading centre for education research. It was ranked number one for education worldwide in the 2014, 2015, 2016, 2017, 2018, and 2019 QS World University Rankings. The UCL data protection reference of the research project is Z6364106/2019/06/37 social research. Please note, however, that UCL will not own the data.

The project is consonant with the ethical guidelines of the British Educational Research Association: <https://www.bera.ac.uk/researchers-resources/publications/ethical-guidelines-for-educationalresearch-2018>

### **Contact for further information**

Jed Stone, Lead Practitioner  
Riverside Academy  
River Lane  
Riverworld  
RVI ISD  
020...  
jstone@...  
jstone@... [UCL email address]

### **How do you give your consent for your daughter to take part?**

If you are happy for your daughter to take part, please fill in the parent/carer consent form attached. Your daughter can then pass this to me.

Please keep a copy of this information sheet for your own records.

Many thanks!



Jed Stone