**Study Information Sheet – Parents/Guardians**

Dear Parent/Guardian,

As part of the Junior Academy/Junior Academy Sports Programme we are completing a study to find out about participants thoughts on school, what they might like to do for future study and their thoughts about attending Higher Education/University in the future.

We would like to ask your permission for your child to take part in the survey and, by extension, the Junior Academy programme. The survey is an essential part of the Junior Academy programme, and potential participants will not be able to participate in the programme without completing it. We will also request your child's permission to take part.

The study will be completed over the duration of Year 8-10 Junior Academy Sports Programme/Year 9-12 Junior Academy to find out their thoughts and what is important to them. Their response to the questionnaires will enable us to understand decisions pupils make about their future and the research findings will enable us to better understand the thoughts and intentions of the young people who complete the survey.

Each questionnaire should take about 20 minutes to complete. The questionnaire will be distributed once annually for completion; for Junior Academy at the start of Year 9, at the end of the year 10, at the start of Year 11 and at the end of Year 12. During Junior Academy Sports, the questionnaire will be distributed at the following points; at the beginning of Year 8, at the end of Year 9 and at the start and end of Year 10. When the study information is completed each year all pupil responses will be gathered together and reported as a group with no individual names detailed.

As part of this study we will be recruiting Year 8 (JASP)/9 pupils (JA) who meet specified eligibility criteria. After the recruitment process has completed, eligible participants will be randomly allocated to be part of Group A or Group B.

Group A and Group B will complete the survey at the same stage of the year.

Group A

Will participate by completing the questionnaire.

Group A will receive a £20 voucher for their participation having completed the questionnaires. They will not attend on campus events but contribute to the programme through their responses to the survey and providing valuable insights into young people’s thoughts about their future.

Group B

Will also be asked to complete the questionnaire. Group B will be invited to attend on campus events. They will not, however, receive a voucher for completing the questionnaire. The information they provide will also be of great value to help us find out young people’s thoughts about their future.

We would like to ask your permission for your young person to take part in the survey, and if allocated to Group B, on campus events.

The survey is an essential part of the Junior Academy programme, and all participants will be required to complete the survey.

We would also like to ask some additional background information in **section 8** from you which will remain confidential and only collated as overall statistics. This information will not be attributed/linked to individual named parents/guardians or young people.

If you are happy for your child to participate in the project, please indicate your consent in the relevant area of this application form. We would also ask that if your child is happy to participate that they also sign the relevant pupil consent form.

If you would like to request a full copy of the questionnaire or have any questions about the study please do not hesitate to contact me:

Phil Stewart – Outreach Officer Junior Academy

Widening Participation Unit

Queen’s University

Belfast, BT7 1NN

Telephone: 028 9097 5020

E-mail: phil.stewart@qub.ac.uk

Should you choose to take part in the study Queen’s University Belfast are committed to protecting your personal data and operate within GDPR University Guidance. To access the Widening Participation Privacy Notice you can visit www.qub.ac.uk/directorates/sgc/wpu/Files/Filetoupload,825372,en.pdf

This Privacy Notice tells you why we to collect personal information, what we will do with it, and how we will look after it. It also tells you about your legal rights in relation to your Personal Data.

Please also note that you can decide to not continue with the study at any time and no further questionnaires will be given to your child. Should you wish to withdraw your consent please contact the Widening Participation Unit using the details above. Once the end of year reports / final reports had been compiled data will have been included at this point and individual responses will not be able to be extracted from the overall findings, however all responses will be anonymous and not identifiable to any individual. Reports will be compiled at the end of June annually. Should you wish to withdraw your child’s responses prior to this, we would encourage you to get in touch prior to June of each year of the study.

The main contact for the study will be Phil Stewart - Outreach Officer. The Widening Participation Outreach Assistant and Project Co-Investigator will also have access to study responses. Study findings may be shared with other interested parties within the Widening Participation Unit, internally within Queen’s University and externally with other interested parties.

The data shared will only be in terms of interim and final report findings with no individuals’ personal data or responses being shared. Any other party involved in the processing of data from the study will have signed a confidentiality statement in advance.

Thank you for your assistance with this research.

Kind Regards,

Phil Stewart – Outreach Officer.