OPT IN PERMISSION LETTER
[RESEARCHER NAME]

[STUDENT/RESEARCHER/LECTURER]

School of Psychology

University of Kent, Canterbury

[EMAIL ADDRESS]

[DATE LETTER SENT]

*RE: Important information about a research project being conducted at your child’s school*

*University of Kent Psychology Ethics Approval # [INSERT NUMBER HERE]*

Dear Parents / carers,

My name is Lindsey Cameron and I am a researcher in the School of Psychology at the University of Kent. I am currently working on a research project looking at [INSERT TOPIC HERE] in children. The study is being supervised by [INSERT SUPERVISOR NAME IF A STUDENT] who is a [LECTURER/PROFESSOR/RESEARCHER] in the department.

[HEADTEACHERS NAME] would like [SCHOOL NAME] to participate in the project. I would be most grateful if you would allow your child to take part. [BRIEF SECTION ABOUT IMPORTANCE OF STUDY: Example >>> “We are interested in how teenagers feel about the various groups to which they belong, such as their nationality, ethnicity and religion. We are interested in how connected children feel towards these groups, how important these group memberships are to them and how much they believe certain ethnic and national groups get along well with each other. We will look at how these group memberships are related to self-esteem, well-being, behaviour and achievement at school.”] [BRIEF INFORMATION ABOUT WHAT WILL HAPPEN AND OTHER IMPORTANT DETAILS: Example >>> “Students who participate will be asked to complete a short questionnaire taking around 20 minutes. We will also randomly select a number of children for a further more detailed interview, lasting again around 20 minutes.”] All students’ answers are highly confidential and anonymous. Finally, we will, of course, ask your child whether they assent to participating before beginning. If they do not agree, they will just continue normal school activities.

I am [“an experienced researcher” OR “a final year student”] and [“have several years of experience in conducting this type of research” OR “and have been trained by and will be supervised by a professional researcher at the University”]. The University conducts police criminal records checks on all researchers (including me) working with children. Furthermore, our research has been reviewed by the University’s Psychology Ethical Review committee (<http://www.kent.ac.uk/psychology/ethics/>) to ensure that it meets ethical guidelines and poses minimal risk to participants. Studies involving children are subject to the fullest review by the committee. We have also obtained consent from the school’s headteacher before beginning the study and we will coordinate with teachers to ensure minimal disruption within the classroom. My colleagues and I generally find that the students really do enjoy taking part. After taking part in the study, children will be given a letter to take home outlining in more detail the purpose of the study.

Although [HEADTEACHERS NAME] has most kindly allowed me access to the school, I will not include your child if you object to their participation but you need to let me know this. If you do NOT wish your child to take part please let us know by EITHER:

1. Returning a signed copy of the slip below to [ADDRESS/PERSON]
2. Contacting us by email at [RESEARCER EMAIL ADDRESS]

If you are happy for your child to take part, you do not need to do anything. Unless we receive a signed copy of the slip below by [DEADLINE – MUST BE AT LEAST 2 WEEKS FROM DATE LETTER SENT], we will assume you are happy for your child to take part. Should you decide after the study that you no longer want your child’s data included, simply contact me and I will withdraw it. If you have any further questions please do not hesitate to contact me on [EMAIL ADDRESS AND/OR PHONE NUMBER]. Thank you for your cooperation.

Sincerely,

[RESEARCHER NAME AND SIGNATURE]

…………………………………………………………………………………………

I **DO NOT** give permission for my child to participate in [RESEARCHER’S NAME]’s project.

Name of pupil…………………………………………………………………………...

Signature of parent / guardian…………………………………………………………..

If you have any serious concerns about the ethical conduct of this study, please inform the Chair of the Psychology Research Ethics Panel in writing, providing a detailed account of your concern. Email: psychethics@kent.ac.uk or Post: Ethics Chair, School of Psychology, University of Kent, Canterbury, CT2 7NP.