

ASQUITH PRIMARY SCHOOL & NURSERY
Asquith Street Mansfield Notts NG18 3DG
☎ 01623 454969

Year 4 Only

6 June 2022

Dear Parents/Carers,

We are delighted to have been selected to take part in a year-long Reading research project run by Manchester, Birmingham, and Nottingham Trent Universities.

This project will focus on children who will be in Year 5 next year, so our current year 4 children. We believe that this project will help us, and others, to enable our teaching of reading to be even more effective.

The project will inevitably involve the collection and analysis of data. All findings from the project will be anonymous.

For further details please read the attached information. You only need to return the form if you do not want your child's data to be used.

Thank you for your support.

Yours sincerely

Clare Harding
Head Teacher

Privacy Notice for Parents/Carers

Peer Assisted Learning Strategies (PALS-UK)

About the project

The information is about the Peer Assisted Learning Strategies (PALS-UK) research and evaluation project taking place in the 2021/22 and 2022/23 academic years. PALS-UK is a structured peer tutoring programme that aims to improve pupils' reading comprehension and reading fluency. Existing research suggests that PALS can benefit schools in multiple ways, such as enhancing pupils' reading ability and fluency, improving peer relationships and increasing motivation. Schools participating in the research will be split into two groups, with one group implementing PALS-UK and the other group not. This is so that we can compare what happens in schools that do and do not implement PALS-UK.

Our organisations conducting the PALS-UK evaluation take privacy very seriously and, in light of the new UK General Data Protection Regulations (GDPR) and Data Protection Act 2018, this document sets out how we will use and look after the personal information that we will collect from your child.

Details of parties who have access to the data and their roles

This Education Endowment Foundation (EEF) project is part of a wider Department for Education (DfE) funded programme called the 'Accelerator Fund'. The DfE and EEF are joint data controllers who have overarching responsibility for the programme. Manchester Metropolitan University (Evaluation team) and Nottingham Trent University (Delivery team) are independent data controllers for this project. They make decisions about how and what personal data is used in accordance with the purposes set by the DfE and EEF. The University of Birmingham is a data processor.

The EEF is commissioning an independent evaluator to study the EEF's Accelerator Fund activity to gather and share useful lessons. The evaluator may contact the headteacher and staff participating in this project to ask if they would like to take part in that evaluation. This is not a requirement of taking part and will not be designed to be labour-intensive. If you have any concerns, please let us know (see contact details below).

Delivery team: The PALS-UK programme will be delivered by Dr Emma Vardy at Nottingham Trent University and Dr Helen Breadmore at the University of Birmingham. The Delivery Team will recruit schools to the project, deliver training on PALS-UK and provide additional support to participating schools.

Evaluation team: Manchester Metropolitan University (Manchester Met) is responsible for conducting an independent evaluation of PALS-UK using data and personal data collected by the Data Collection Team, the Delivery Team and the Evaluation Team. The team is led by Professor Cathy Lewin, Professor Stephen Morris and Dr Steph Ainsworth.

Data Collection team: FFT Education (FFT) will collect data and personal data from participating schools on behalf of Manchester Met.

Funders: The implementation and evaluation of the PALS-UK project is funded by the Education Endowment Foundation (EEF) and the Department for Education. The EEF is an independent charity dedicated to raising the attainment of 3-18 year-olds, particularly those facing disadvantage; develop their essential life skills; and prepare young people for the world of work and further study. The funders will receive the results of the evaluation. At the end of the trial, the Evaluation Team will submit the data to the EEF Archive Manager, see below.

Data Archive Manager: The EEF Data Archive Manager is currently FFT Education. At the end of the trial, the Evaluation team will securely submit your child's reading tests results (pupil-level impact data) to the EEF Data Archive Manager for storage through the Secure Research Service offered by the Office for National Statistics. Lawful access to the archived data may be made available for future research. This is to enable the long-term effects of PALS-UK to be tracked, ensuring value for money and maximising the impact of the investment of public funds.

Why are we collecting data from your child?

The aim of this trial is to evaluate the effects of PALS-UK on pupil outcomes in reading attainment, reading comprehension and reading fluency skills. The results of this research will make an important contribution to understanding what works in peer tutoring. By participating in the trial, schools will contribute to furthering our knowledge of strategies for whole-class improvement in reading attainment.

What personal data do we collect, how do we collect it, and what will it be used for?

Personal data means any information about an individual from which that individual can be identified. Personal data will be collected by the Delivery team, the Data Collection team and the Evaluation team. The Data Collection team will share the data they collect with the Evaluation team. For the purpose of research, some personal data (your child's name) will be shared between Manchester Met and Nottingham Trent University. Unless you or your child chooses to withdraw from the project, the Evaluation team will collect, use, and store personal data for each child in the trial. At the end of the project, pupils' reading tests data from all participating schools will be archived by the EEF's Data Archive Manager, FFT Education, on behalf of EEF. FFT will match pupil records with the Pupil Matching Reference (PMR), an identifier that is stored in the National Pupil Database (NPD), and meaningless to anyone outside the Department for Education (DfE). All other personal data that can identify an individual will be deleted prior to archiving. This enables evaluation data to be matched with other variables from the National Pupil Database in subsequent research. On application to the DfE and with approval from EEF, fully anonymised data (potentially matched with other data from the NPD) may be shared with: the Delivery team and/or the Evaluation team for further research; with Durham University, the designated EEF Archive Evaluator; and with other research teams. No individual school, parent or child will be identified in any report arising from the research.

The study has received full ethical approval from Manchester Met. Parents have the right to withdraw their child from the project. If you choose to withdraw your child from the project, and notify us by August 31st 2023, further data about your child will not be collected by the

Data Collection team or the Evaluation team. You can also request that any data already collected will be destroyed. Requests to withdraw and/or delete your child's data after this point may not be possible, but will always be considered.

Your child's data will be treated with the strictest confidence and shared and stored securely, as outlined below, in line with the UK General Data Protection Regulations (GDPR) and Data Protection Act 2018.

The table below details what data will be collected, who will collect it, who will use it, for what purpose, and how it will be collected.

Personal Information Data				
Data (what will be collected?)	Source (who will collect?)	Receiver or Permitted recipient	Purpose (what will be used for?)	How do we collect the data?
Administrative pupil data for all Year 4 pupils (who will be in Year 5 in 2022/23) to be requested from schools: First name, surname, Unique Pupil Number (UPN), Date of birth, Gender, Class or form, ever FSM status, SEND (EHC or support), EAL, Academic year that pupil first starts state school The names of pupils who are withdrawn from the data processing will be collected from parent withdrawal forms.	FFT Education (Data Processor)	Manchester Met (Data Controller) Nottingham Trent University (Data Controller)	Matching pupil records; assessment of impact on outcomes; withdrawal forms; academic publications	Electronic data transfer
Pupil consent forms for group interviews (small sample of Year 5 pupils, in 6 schools)	Manchester Met University (Data Controller)		Evidence consent to take part in the project.	Paper and electronic forms
Pupil outcome data collected pre-trial and after the intervention for the evaluation: - New PIRA reading attainment test data	Manchester Met (Data Controller)	Your child's school	Assessment of pupils for evaluation purposes, academic publications	Electronic transfer, electronic form
Pupil outcome data collected pre-trial for the evaluation: - Self-efficacy scale	Manchester Met (Data Controller)		Assessment of pupils for evaluation purposes, academic publications	Electronic transfer, electronic form
Pupil outcome data collected after the intervention for the evaluation: - WIAT-III reading comprehension sub-test - WIAT- III reading fluency sub-test - Multi-dimensional fluency scale - Self-efficacy scale	Manchester Met (Data controller)		Assessment impact on comprehension and fluency outcomes; and on pupil's self-efficacy, academic publications	Electronic transfer; digital recording

Personal Information Data				
Data (what will be collected?)	Source (who will collect?)	Receiver or Permitted recipient	Purpose (what will be used for?)	How do we collect the data?
Interview notes and recordings with small sample of Year 5 pupils, in 6 schools	Manchester Met University (Data Controller)		Process evaluation	Paper and digital notes; digital recording
Field notes from a small sample of observed PALS-UK lessons	Manchester Met University (Data Controller)		Process evaluation	Paper and digital notes

At the end of the project, all pupil administrative and outcome data identified in the above table will be transferred to the EEF Data Archive Manager, FFT Education (Data processor), and EEF becomes Data Controller. As described above, FFT Education will match the data to the PMR and then delete personal data (apart from a unique identifier). Pupil interview and field notes data will be anonymised and archived by Manchester Met. Data may then be used for long-term follow-up analyses.

How will personal data be stored and shared?

The Evaluation team have put appropriate security measures in place to keep personal data secure and to prevent any unauthorised access to or use of it. The Evaluation team, the Delivery Team and the Data Collection team will collect and store all evaluation data in accordance with The UK Data Protection Legislation.

Data will be transferred from FFT to Manchester Met via a secure transfer site. Data transferred between the Delivery and Evaluation teams will be via a secure transfer site. All research data will be held within a secure research area agreed with Manchester Met's Head of Information Security. Any information identifying pupils collected via interviews or observations from case study schools will be given a unique code for each participant immediately after collection and prior to analysis to reduce risk. Manchester Met will securely transfer data to the EEF's Data Archive Manager at the end of the project under EEF guidance.

No personal data for this project will be stored or transferred outside of the UK or EEA.

For the purpose of research, following the completion of the trial, the data will be shared with the EEF Data Archive Manager who will act as the data controller. You can read more about the EEF archive [here](#). The data will be shared with the Department for Education, the EEF's Data Archive Manager and, in an anonymised form, with the Office for National Statistics and potentially other research teams.

Identities of the Data Controllers and Data Processors

- **The Delivery team lead, Nottingham Trent University**, is an independent Data Controller in respect of any personal data of pupils/and or teachers which they process for the purposes of the project;
- **The Delivery team partner, University of Birmingham**, is a Data Processor for the Delivery team lead;
- **The Evaluation Team, Manchester Metropolitan University (Manchester Met)** is an independent Data Controller in respect of any personal data of pupils/and or teachers which they process for the purposes of the project;
- **FFT Education (FFT)** are a Data Processor as they will collect the data specified by Manchester Met at baseline;
- **The Education Endowment Foundation (EEF) and the Department for Education (DfE)** become Joint Data Controllers for the pupil outcome data at the end of the project once the data is submitted to the EEF Data Archive Manager, currently FFT (Data Processor for the archive).

Legal basis for processing

The data processing is necessary for the parties to undertake a research project into the effectiveness of PALS-UK process with a focus on its impact on pupils in Year 5 (as of September 2022). This project is **in the public's interest** as the results will help assess the impact of PALS-UK on reading achievement, reading comprehension and reading fluency.

Specifically, Manchester Met, Nottingham Trent University and the University of Birmingham rely on the below processing conditions under the GDPR in order to process personal data (data which identifies someone such as name or date of birth) and special category personal data (sensitive data such as ethnicity) under this agreement;

- Personal data: The processing is necessary for the performance of a public task (namely the performance of the University's research functions) (article 6(1)(e));
- Special category personal data: The processing is necessary for research purposes in the public interest (article 9(2)(j)).

EEF relies on the below processing condition to process personal data under this agreement

- Personal data: The processing is necessary for purposes of legitimate interests (article 6(1)(f));
- Special category personal data: The processing is necessary for research purposes in the public interest (article 9(2)(j)).

In this project, we are collecting personal data that is treated as sensitive and/or special category data by the DfE: Free School Meal eligibility, Special Educational Needs (categorised as having an Education, Health and Care plan, or Support plan) and English as an Additional Language status for pupils.

Data collected will not be used for any automated decision making or profiling.

Retention period for the data

Personal data will be used throughout the duration of the project, including the analysis and main reporting phase which will end in January 2024. The researchers will send data and personal data to the EEF's Data Archive Manager, currently FFT, at the end of the project to be archived and will destroy all personal data they hold by July 31st 2024. The evaluation data in the Data Archive will be held indefinitely but as described above all personal data will be deleted by the Data Archive Manager, once the pupil records have been matched to the DfE's Pupil Matching Reference.

Consequences for the subject of failing to provide the data

We very much hope that you will allow your child to participate in the research project and for their data to be collected and processed. If you choose to withdraw your child from the project, and notify us by August 31st 2023, further data about your child will not be collected by the Data Collection team or the Evaluation team. You can also request that any data already collected will be destroyed. Requests to withdraw and/or delete your child's data after this point may not be possible, but will always be considered. Your decision will not adversely affect your child's grades or access to services or programs at your child's school.

Subject's rights under GDPR

If you do not want your child to take part in this project you can sign the withdrawal letter. You can also notify your school at any time during the research project if you no longer want your child to participate in data processing. Please be aware that withdrawing from the study will not affect the lawfulness of any processing we conducted prior to your withdrawal. If your child withdraws from the study after the study has commenced, you can request that any personal data collected prior to this point will be destroyed.

The GDPR provides data subjects with the following data subject rights:

- The right to be informed – this privacy notice assists with fulfilling these obligations;
- The right of access;
- The right to rectification;
- The right to erasure;
- The right to restrict processing;
- The right to object.

Please note, that these rights apply in certain circumstances, for example according to the lawful basis utilised by the Controllers. The right of access to personal information held about you exists in order to be aware of, and verify, the lawfulness of the processing. Please use the contact information below to exercise these rights.

Contacting us

For questions or concerns about this Privacy Notice, or our use of your personal information, please contact Professor Cathy Lewin at Manchester Met in the first instance. Please contact her at c.lewin@mmu.ac.uk, or telephone 0161 247 5191, or in writing to: Faculty of Health and Education, Manchester Metropolitan University, Brooks Building, 53 Bonsall Street, Manchester, M15 6GX.

For any questions or concerns about the use of your personal information and the delivery of PALS-UK, please contact Dr Emma Vardy at Nottingham Trent University, at email emma.vardy@ntu.ac.uk, or telephone 0115 848 4509, or in writing to Nottingham Trent University, Psychology Department, School of Social Sciences, Room Chaucer 434, 50 Shakespeare Street, Nottingham, NG1 4FQ.

You may also contact the Education Endowment Foundation with any questions about the EEF Archive at info@eefoundation.org.uk, or telephone 0204 536 3999, or in writing to: Education Endowment Foundation, 5th Floor, Millbank Tower, 21-14 Millbank, London, SW1P 4QP.

Manchester Met's Data Protection Officer can be contacted at dataprotection@mmu.ac.uk, or telephone 0161 247 3884 or in writing to: Data Protection Officer, Legal Services, All Saints Building, Manchester Metropolitan University, Manchester, M15 6BH.

Right to lodge a complaint with the supervisory authority

You have the right to lodge a complaint with the Information Commissioner's Office (ICO) as the supervisory authority in respect of the processing of your personal data. We would encourage you to expend our internal complaints procedure through our initial contact and the University Data Protection Officer, prior to contacting the ICO. Please contact: casework@ico.org.uk or telephone: 0303 123 1113. For any further contact information please see: <https://ico.org.uk/global/contact-us/>.

Updates to this privacy notice

We may update this privacy notice from time to time in response to changing legal, technical or business developments. When we update our Privacy Notice, we will take appropriate measures to inform you, consistent with the significance of the changes we make.

PARTICIPANT INFORMATION SHEET FOR PARENTS/CARERS

Evaluation of Peer Assisted Learning Strategies (PALS-UK)

1. Invitation to research

The school your child attends has agreed to take part in a project assessing the effectiveness of a programme called Peer Assisted Learning Strategies (PALS-UK). This programme is designed to improve children's reading comprehension and reading fluency. The Headteacher has agreed that all Year 5 pupils will take part. Your child will be in Year 5 next year (Academic Year 2022/2023). We want to inform you about the project, and what it involves for you and your child.

Reading comprehension and reading fluency are foundational skills for learning. PALS-UK is a 20-week whole-class reading programme that aims to help children develop these skills. Existing research suggests that PALS-UK can have many benefits for pupils. For example, raising the profile of reading in school, developing teachers' knowledge and practices, and improving academic and social outcomes (e.g. interpersonal skills). This project aims to study the effectiveness of PALS-UK in Year 5.

The trial is funded by the Education Endowment Foundation (EEF) and the Department for Education as part of a wider programme called the Accelerator Fund, which aims to build a pipeline of evidence-based programmes, scale effective programmes and support schools to make evidence-informed choices. The PALS-UK programme will be delivered by your child's usual classroom teacher, who will be supported by Dr Emma Vardy (Nottingham Trent University) and Dr Helen Breadmore (University of Birmingham) (the Delivery team). The effectiveness of the intervention will be independently evaluated by Manchester Metropolitan University (Manchester Met, the Evaluation team).

2. Why has my child's school been invited to participate?

We are conducting this study across up to 120 schools in England, from 3 particular Regional School Commissioner regions: the North, West Midlands and, East Midlands and Humber. This is a 'randomised controlled trial' which means that half of the participating schools will be randomly allocated to take part in the PALS-UK programme. These are the '**intervention**' schools. The other half will not take part in PALS-UK. These are the '**control**' schools. Random allocation is the most robust way to evaluate how well the programme works. At this stage we do not know whether your child's school will be an intervention or a control school. We will collect data from all schools, whether intervention or control.

Intervention schools: Will deliver PALS-UK in the academic year 2022/2023. Year 5 teachers will receive the PALS-UK manual, training, resources and support needed to deliver the intervention. Year 5 teachers pair pupils and train them to use specific prompts, corrections and feedback when listening to their partner read. Pupils participate in PALS-UK sessions three times a week, for 30-35 minutes per session over 20 weeks. These sessions replace guided reading or similar reading activities.

Control schools: Teachers will not receive any coaching or training on PALS-UK and will teach literacy as "business as usual". That is, they will carry on teaching literacy, including reading comprehension and reading fluency using the same methods that they were using prior to signing up to the trial.

3. Does my child have to take part?

It is up to you and your child to decide whether to participate in this evaluation. Your child's teacher will tell your child about the evaluation so that you can talk about it together. Your child may also be shown this video which you could watch again with your child: <https://tinyurl.com/2p98ztnt>. This information sheet describes the project to you and the Privacy Notice explains in more depth how we will collect, store and analyse the data we collect about your child. If after reading this information sheet, the Privacy Notice and talking to your child, you agree to let us include your child's data, you do NOT need to do anything else.

If you DO NOT want your child's data to contribute to this research, please complete the attached Withdrawal Form and return it to your child's teacher no later than 15th of July, 2022.

We would like to collect data from your child's school records (such as name, gender, date of birth, etc) and ask your child to complete some reading tests. We will keep information confidential and only use it for research and evaluation purposes. Information about your child will be combined with that from other pupils in the project to prepare reports. At no time will your child's identity or individual data be reported. It is the school's decision to deliver the PALS-UK reading programme, but it is your decision whether we can include your child's information in the evaluation. Participation in the evaluation is voluntary. You are free to ask us not to collect any further information about your child and/or ask that any information we have already collected is deleted until August 31st 2023, without giving a reason. Requests to withdraw your child from the evaluation and/or to delete information already collected after this point may not be possible but will always be considered. Your decision will not adversely affect your child's grades or access to services or programs at your child's school.

Before you make a decision, please read this Parent Information Sheet and the attached Privacy Notice carefully (the Privacy Notices for the project can also be accessed here <https://tinyurl.com/2p98ztnt>. Keep both sheets for future reference. If you have any questions, please speak with a member of the study team (contact information is in section 9).

4. What will your child be asked to do?

Summer 2022: Recruitment and set-up (all schools)

- Schools share basic data on all children who will be in Year 5 in September 2022 with the Delivery and Evaluation teams (see attached Privacy Notice for details).
- Year 5 pupils complete an online reading assessment test (New PiRA) and a self-efficacy test in June/July 2022. These are administered by their classroom teacher and take 40-50 minutes. We call these the pre-tests. After this, schools are allocated to the intervention or control group.

Autumn – Summer 2022/2023:

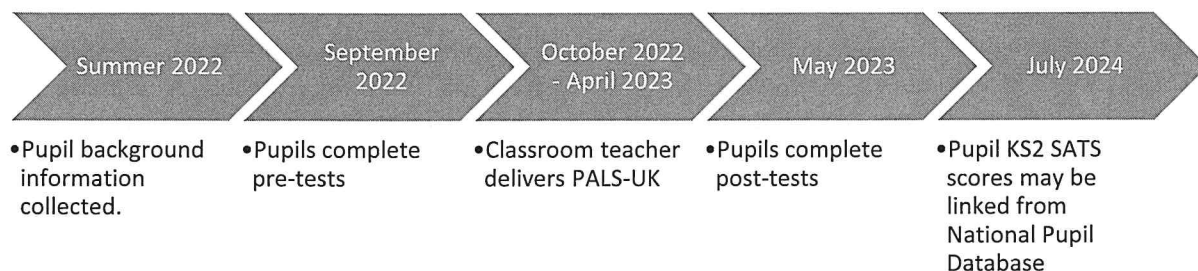
- Year 5 teachers in intervention schools receive PALS-UK training in October 2022. Teachers deliver PALS-UK sessions three times a week for 30-35 minutes over 20 weeks (October 2022 – May 2023).

Summer 2023:

- In June/July 2023, all Year 5 pupils complete an online reading assessment test (New PiRA) and a self-efficacy test. This takes about 50 minutes. Ten pupils from one class will also complete a reading comprehension and oral reading fluency assessment (WIAT-III subtests, the Multi-dimensional Fluency Scale). This takes about 30 minutes each. Assessors will be appropriately trained and have Enhanced Disclosure and Barring Service clearance (DBS). We call this the post-test.

Summer 2024:

- To study longer term impact, the EEF designated archive evaluator, Durham University, may use the National Pupil Database (held by the Department for Education) to collect your child's Key Stage 2 results in English. This will be done in a way that does not enable your child to be identified.



5. What are the risks and benefits if my child participates?

Before contacting you, we gained full support from the headteacher and classroom teacher at your child's school. We encouraged them to consider the risks and benefits before making a decision to participate in the evaluation. If your child is in a control school then we believed that there are no risks whatsoever. The school will carry on teaching literacy as before participating in the project. If your child is in an intervention school, then PALS-UK will replace a similar group reading activity for a period of 20 weeks. We do not anticipate that there is any risk to your child if they participate in this project. In the previous trial in England, the pupils really enjoyed participating in PALS-UK. Evidence from other research suggests that this intervention could have a positive impact on reading attainment.

6. What will happen with the data from my child?

Manchester Metropolitan University (Manchester Met) will work with the Delivery Team (consisting of Nottingham Trent University and the University of Birmingham) to deliver this project. Manchester Met and Nottingham Trent University are what's known as 'Independent Controllers' for the personal data processed. We have also enlisted the help of another organisation (FFT Education) who will collect your child's personal data (information from which they could be identified) from the school on our behalf, acting as a 'Processor'. The University of Birmingham are working with Nottingham Trent University and will also act as a 'Processor'.

The data from the New PiRA reading test, collected at the beginning and the end of the project, will be shared with your child's school. Your child's school may choose to share this data with you and/or your child as part of their normal reporting procedures on your child's progress, particularly if your child's school already uses New PiRA to assess pupils' progress in reading.

At the end of the project, Manchester Met will transfer some of your child's personal data to the funders, for them to store indefinitely in their secure archive. The funders are the Education Endowment Foundation and the Department for Education. The funders become 'Controllers' for your child's data once they receive it from us, so will be responsible for the data from that point on. This data includes the New PiRA reading attainment test data, WIAT-III reading test data and some survey data about your child's experiences of the project. The funders will remove key identifiers from the data (such as name and date of birth) and replace it with a unique reference number. This will allow the record to be matched with the National Pupil Database record about your child, which contains further information about them (such as Key Stage 2 SATs results), for the purpose of research. The archive may be used for future research by a range of institutions, but the

funders will never reveal your child's identity, and will be sure to fully anonymise the data set before access is granted. It is still important for you to consider if you and your child are happy for this data to be shared and stored by the funder, as it is still considered to be personal data under the UK Data Protection legislation, even with key identifiers removed. The EEF's privacy notice for the archive can be found here: <https://tinyurl.com/2p98ztnt>

The data protection legislation requires that we provide you with a range of other information, including our lawful basis for processing your child's personal data, how long we will hold it for, how you can exercise any of your data subject rights (such as the right to object) or contact our data protection officer and how you are able to complain to the Information Commissioner. We have compiled a detailed Privacy Notice, which accompanies this document and provides more detail about how we collect, process, and share your child's data. Please do read this document and decide if you would like your child to take part in this project. **Please note that you will need to complete the Withdrawal Form below if you would not like your child to be involved, because we are not relying on 'consent' as a lawful basis.**

Manchester Met is registered with the Information Commissioner's Office (ICO), and manages personal data in accordance with the General Data Protection Regulation (GDPR) and Manchester Met's Data Protection Policy.

Data will be transferred and stored securely, and only retained for as long as is necessary. You are free to ask us not to collect any further data about your child and/or ask that any data we have already collected is deleted until August 31st 2023, without giving a reason. Requests to withdraw your child from the evaluation and/or to delete data already collected after this point may not be possible but will always be considered.

It is Manchester Met's policy to only publish anonymised data (with no personal data that can identify an individual). **Manchester Met never sells personal data to third parties.**

For further information about use of your child's personal data and your child's data protection rights please see Manchester Met's Data Protection Pages at <https://www2.mmu.ac.uk/data-protection/>.

7. What will happen to the results of the research study?

The results of the main phase of the research, focusing on pupils in Year 5 as of September 2022, will be freely available and published in a report in January 2024. The evaluation team and the delivery team may publish articles in academic journals once the main reports have been published, or report findings at academic or teacher focussed events. All participants and schools will be fully anonymised in any reporting (that is your child will not be identifiable in the project reports or any articles that are published).

8. Who has approved this research?

This project has been commissioned by the EEF and DfE, and received ethical approval from Manchester Metropolitan University. It is conducted in accordance with British Educational Research Association and British Psychological Society guidelines.

9. Who do I contact if I have concerns about this study or I wish to complain?

If you have any concerns about PALS-UK, please contact the Project Directors: Dr Emma Vardy at emma.vardy@ntu.ac.uk, or telephone 0115 848 4509, or in writing to: Nottingham Trent University, Psychology Department, School of Social Sciences, Room Chaucer 434, 50 Shakespeare Street, Nottingham, NG1 4FQ, or Dr Helen Breadmore at h.breadmore@bham.ac.uk at the University of Birmingham.

If you have any concerns about the evaluation, please contact Professor Cathy Lewin at c.lewin@mmu.ac.uk, or telephone 0161 247 5191, or in writing to: Faculty of Health and Education, Manchester Metropolitan University, Brooks Building, 53 Bonsall Street, Manchester, M15 6GX.

If you have any concerns regarding the ethical procedures adopted during this research, please contact the Faculty Head of Research Ethics and Governance, Dr Claire Fox at FOHE-Ethics@mmu.ac.uk, or in writing to: Faculty of Health and Education, Manchester Metropolitan University, Brooks Building, 53 Bonsall Street, Manchester, M15 6GX.

If you have any concerns regarding the personal data collected from you, the Manchester Met Data Protection Officer can be contacted using the legal@mmu.ac.uk e-mail address, by calling 0161 247 3331 or in writing to: Data Protection Officer, Legal Services, All Saints Building, Manchester Metropolitan University, Manchester, M15 6BH. You also have a right to lodge a complaint in respect of the processing of your personal data with the Information Commissioner's Office as the supervisory authority. Please see: <https://ico.org.uk/global/contact-us/>

Thank you very much for your time!

RESEARCH PROJECT WITHDRAWAL SLIP

EVALUATION OF PEER ASSISTED LEARNING STRATEGIES FOR READING (PALS-UK)

Please only complete if you **do NOT** want your child's data to be used in this research project.

If you are happy for your child's data to contribute to this project, then you do not have to do anything.

If you **do NOT** want your child's data to be used for this evaluation, you can withdraw your child via returning this form to the school

I, the undersigned, hereby **do NOT** give permission for my child's data to be used for the purposes of the evaluation of the Peer Assisted Learning Strategies (PALS-UK).

Child's full name: _____

School: _____ Class/form _____

Parent/guardian name: _____

Parent/guardian signature: _____

Date: _____