

TWERTON INFANT SCHOOL & NURSERY

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Wednesday 28th November 2018

Dear Parents/Guardians,

Our school has been invited to take part in research for **Energy Sparks** and your child may be asked to participate. This process might involve photographic and audio-visual documentation, which will not be shared with any third parties outside of the project. Everyone involved in the research will be anonymised. We assure, however, that participation in the research activities are completely optional, therefore your child will not have to take part if they do not want to.

About Energy Sparks

Energy Sparks supports schools in becoming more energy-efficient by providing better access to their energy usage data. In addition to that, they offer a range of different activities that aim to teach pupils about energy consumption in an accessible way, stimulating them to think more about how they use gas and electricity in their school and at home.

The research project

As part of their research process, **Energy Sparks** has contracted **Paper**, an experienced research company based in Sheffield, to observe and query how current and new users interact with their service. These users include 6 to 18 year-old pupils, teachers, headteachers, school business managers, caretakers/building managers and parents. **Paper's** research would include interviews with the senior leadership team and staff, as well as group work with the pupils.

Donation

The school will be receiving a donation of £250 from **Energy Sparks** in exchange for group activities with pupils and interviews with staff and other members of the community.

How this could involve your child

The group activities will generally run for up to an hour, with groups of four to six pupils. They will be asked to perform tasks such as navigating Energy Sparks website, engaging in activities that pertain the service (e.g. measuring and recording temperatures across the school) and answering questions about sustainability and energy use.

Safeguarding

We can assure you that:

- Paper will not collect any personal information from or about your child.
- Participation in this research is entirely voluntary and they can withdraw at any time.
- Your child is not being tested or assessed in any way, and there are no right or wrong answers.
- The researchers will take every precaution to prevent any negative impacts of participation.
- All researchers have gone through appropriate safeguarding checks.

In the interest of good research, the interview will be recorded and shared within the project team and will be reported anonymously. This recording is only used for the purpose of reviewing our notes. It will never be used for marketing and the recording will never be shared with anyone outside of the project team.

All video and audio recordings, notes will be saved on secure Google Drive and only project team members from the Energy Sparks and Paper will have access to it. Any data we capture from our research session will be permanently deleted at the end of the project (31st January 2020). No personally identifiable information is ever tied to the discussion you have with us. We work hard to ensure your information is safe. If we need to hold information any longer we will ask you first.

Consent

If you are happy for your child to participate, please follow the link at the bottom of this letter and sign the online form by November 26th. If either you or your child decides to opt-out at a later date, this is perfectly acceptable. Participation in this study will not affect your child's schooling in any way.

By **opting in** this project, you agree to the following statements:

1. I consent to that my child takes part in an interview or workshop conducted by, or on behalf of, Energy Sparks.
2. I consent to audio recordings and photographs of the discussion for research and analysis purposes. I understand that these may be shared within the project team in order to convey key points made and to share people's views directly, with appropriate audiences, but not with third parties.
3. I consent to video recordings of the discussion for research and analysis purposes. I understand that this recording may be shared within the project team in order to convey key points made and to share people's views directly, with appropriate audiences, but not with third parties.

Please sign here <https://goo.gl/forms/9JAsDEmelcBljU9k1>

Thank you,



Mr G. Samios
Headteacher

