

## INFORMATION SHEET FOR PARTICIPANTS

Ethical Clearance Reference Number: **[INSERT ONCE PROVIDED BY REVIEW BODY]**



### YOU WILL BE GIVEN A COPY OF THIS INFORMATION SHEET

#### **STEM voices from the margins**

I would like to invite you to take part in research being carried out by King's College London. Before you decide to take part, it is important you understand what the research is and what you will have to do if you want to take part

Please take time to read the following information carefully and talk about it with other people. Ask me if you have any questions.

#### **What is the study about?**

The study is trying to find out what students in non-mainstream schools think about science, technology, engineering and mathematics (STEM) education. Both how the subjects are taught in school and your future interest in STEM.

#### **Why have I been asked to take part?**

You are being asked to take part in this study because you:

- a) Go to a non-mainstream school;
- b) are between the ages of 14 and 16-years-old.

#### **What will happen if you take part?**

You will be interviewed to understand your views on STEM teaching and STEM careers.

For example, you will be asked about whether you do any STEM related activities in your spare time, and what aspects of STEM education in school you think might be useful for your future.

The interviews will take place at your school, are expected to last around 30 minutes and will be video recorded. A researcher who has experience of working with young people and has completed a background check will interview you.

#### **Do I have to take part?**

You do not have to take part. You should only take part if you want to. Choosing not to take part will not disadvantage you in anyway.

Once you have read the information sheet, please contact us if you have any questions that will help you make a decision about taking part. If you decide to take part, we will ask you to sign a consent form and you will be given a copy of that form to keep.

### **What are the possible risks of taking part?**

We do not think there are risks to participating.

The interview will resemble a conversation and you will be able to stop the process at any time. The interview will be video recorded and your name will be removed from the written record of the interview.

Any comments you make that could identify you will be removed. When the interview is written up you will be referred to by another name, so no one can know who the interview was with or which school it took place at. If we use any images or video from the recording, your face will be blurred so you cannot be identified.

### **What are the possible benefits of taking part?**

It is hoped that you will enjoy having your voice heard. We hope that the research will lead to new ideas for improving how STEM subjects are taught in non-mainstream schools.

### **Data handling and confidentiality**

The researchers will make sure to follow the law when using your data. They will make sure your name is not on the records of the interviews and that we refer to you by an assumed name.

The researchers will keep the data for two years after the end of the project so they can write reports and articles. The data will be kept on a password protected system and will be encrypted. Only the three members of the project team will be able to look at the data.

The recording of the interview will be sent to a company to be typed up but they will not be able to identify you from the recording. Your data will not be shared with anyone outside of the university.

### **Data Protection Statement**

The data controller for this project will be King's College London (KCL). The University will process your personal data for the purpose of the research outlined above. The legal basis for processing your personal data for research purposes under GDPR is a 'task in the public interest.' You can provide your consent for the use of your personal data in this study by completing the consent form that has been provided to you.

You have the right to access information held about you. Your right of access can be exercised in accordance with the General Data Protection Regulation. You also have other rights including rights of correction, erasure, objection, and data portability. Questions, comments and requests about your personal data can also be sent to the King's College London Data Protection Officer Mr Albert Chan [info-compliance@kcl.ac.uk](mailto:info-compliance@kcl.ac.uk). If you wish to lodge a complaint with the Information Commissioner's Office, please visit [www.ico.org.uk](http://www.ico.org.uk).

**What if I change my mind about taking part?**

You are free to stop being part of the study at any point without having to give a reason. There are no consequences for you if you want to stop taking part.

After the interview, if you change your mind, you can choose to withdraw the record of the conversation until July 30<sup>th</sup> 2019. After that time, you won't be able to withdraw your interview data because it may already have been included in things we have written. If you choose to stop taking part, we will delete all the information you have given us.

**How is the project being funded?**

This study is being funded by a university, King's College London.

**What will happen to the results of the study?**

The researchers will use the data to write articles about young people's views which will be published. You will not be referred to by name in those articles and no one will be able to identify you. If you would like a copy of those articles, please contact the researchers using the email address below.

**Who should I contact for further information?**

If you have any questions or require more information about this study, please contact me using the following contact details:



**What if I have further questions, or if something goes wrong?**

If this study has harmed you in any way or if you wish to make a complaint about the conduct of the study you can contact King's College London using the details below for further advice and information:

The Chair, Social Science & Public Policy, Humanities and Law Research Ethics Subcommittee, Dr Michael Kandiah, [rec@kcl.ac.uk](mailto:rec@kcl.ac.uk)

**Thank you for reading this information sheet and for considering taking part in this research.**

## **INFORMATION SHEET FOR PARTICIPANTS**

Ethical Clearance Reference Number: **[INSERT ONCE PROVIDED BY REVIEW BODY]**



### **YOU WILL BE GIVEN A COPY OF THIS INFORMATION SHEET**

#### **Title of study**

STEM voices from the margins: The value and relevance of STEM skills and knowledge according to young people in non-mainstream education

#### **Invitation Paragraph**

I would like to invite you to participate in this research project carried out by the Centre for Research in Education in Science, Technology, Engineering and Mathematics, part of King's College London. Before you decide whether you want to take part, it is important for you to understand why the research is being done and what your participation will involve. Please take time to read the following information carefully and discuss it with others if you wish. Ask me if there is anything that is not clear or if you would like more information.

#### **What is the purpose of the study?**

The purpose of the study is to investigate how students in non-mainstream schools describe their relationship to science, technology, engineering and mathematics (STEM) subjects in schools and their interest in future STEM careers.

#### **Why have I been invited to take part?**

You are being invited to participate in this study because you:

- a) are educated in a non-mainstream school;
- b) are between the ages of 14 and 16-years-old.

#### **What will happen if you take part?**

If you choose to take part in the study you will be interviewed to understand your views on STEM teaching and STEM careers. For example, you will be asked about whether you do any STEM related activities in your spare time, and what aspects of STEM education in school you perceive to be useful for your future. The interviews will take place at your school and are expected to last around 30 minutes. The interviews will be conducted by a researcher who has experience of working with young people and has completed a Disclosure and Barring Service (DBS) check.

#### **Do I have to take part?**

Participation is completely voluntary. You should only take part if you want to and choosing not to take part will not disadvantage you in anyway. Once you have read the information sheet, please contact me if you have any questions that will help you make a decision about taking part. If you decide to take part you will be asked to sign a consent form and you will be given a copy of that form to keep.

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

There are no foreseeable risks to the process. The interview will resemble a conversation and you will be able to stop the process at any time should you wish. The interview will be video-recorded and the recordings will be written up. Any aspects of the conversation that could lead to your identification will be removed. You and your school will be referred to using pseudonyms (made up names) in any reports or publications.

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

It is hoped that you will enjoy having your voice heard. The research is intended to lead to recommendations that support learners in non-mainstream settings to pursue further study and careers in STEM education and so you will be contributing to research that is intended to cause change.

**Data handling and confidentiality**

Your data will be processed in accordance with the General Data Protection Regulation 2016 (GDPR). The data collected from the interviews will be written up and anonymised so your name will not be linked to any comments. Any comments that could identify you or your school will not be used in publications. In accordance with the GDPR the data will be stored for a period of two years following the end of the project to allow for the production of papers and grant applications. The data will be encrypted and stored on the King's College London (KCL) OneDrive system which is password protected. Only the three members of the project team will be able to access the data. The anonymised audio files will be sent to external organisation for transcription but otherwise the data will not be shared with any third parties. The data will not be shared with parties outside of KCL or the UK.

**Data Protection Statement**

The data controller for this project will be King's College London (KCL). The University will process your personal data for the purpose of the research outlined above. The legal basis for processing your personal data for research purposes under GDPR is a 'task in the public interest.' You can provide your consent for the use of your personal data in this study by completing the consent form that has been provided to you.

You have the right to access information held about you. Your right of access can be exercised in accordance with the General Data Protection Regulation. You also have other rights including rights of correction, erasure, objection, and data portability. Questions, comments and requests about your personal data can also be sent to the King's College London Data Protection Officer Mr Albert Chan [info-compliance@kcl.ac.uk](mailto:info-compliance@kcl.ac.uk). If you wish to lodge a complaint with the Information Commissioner's Office, please visit [www.ico.org.uk](http://www.ico.org.uk).

**What if I change my mind about taking part?**

You are free to withdraw at any point of the study, without having to give a reason. Withdrawing from the study will not affect you in any way. You are able to withdraw your data from the study up until July 30<sup>th</sup> 2019, after which withdrawal of your data will no longer be possible because the data will have been anonymised and included in articles. If

you choose to withdraw from the study we will not retain the information you have given thus far.

**How is the project being funded?**

This study is being funded by a seed funding grant from The School of Education, Communication and Society, King's College London.

**What will happen to the results of the study?**

The data collected in the study will be published, in an anonymised form, in journals related to STEM education and will be used to develop future funding bids. Please contact the researchers using the email address below to obtain a copy of any publications. The original data set will not be made publicly available.

**Who should I contact for further information?**

If you have any questions or require more information about this study, please contact me using the following contact details:



**What if I have further questions, or if something goes wrong?**

If this study has harmed you in any way or if you wish to make a complaint about the conduct of the study you can contact King's College London using the details below for further advice and information:

The Chair, Social Science & Public Policy, Humanities and Law Research Ethics Subcommittee, Dr Michael Kandiah, [rec@kcl.ac.uk](mailto:rec@kcl.ac.uk)

**Thank you for reading this information sheet and for considering taking part in this research.**

**CONSENT FORM FOR PARTICIPANTS IN RESEARCH STUDIES**

Please complete this form after you have read the Information Sheet and/or listened to an explanation about the research.



Title of Study: \_\_\_\_\_

King's College Research Ethics Committee Ref: \_\_\_\_\_

Thank you for considering taking part in this research. The person organising the research must explain the project to you before you agree to take part. If you have any questions arising from the Information Sheet or explanation already given to you, please ask the researcher before you decide whether to join in. You will be given a copy of this Consent Form to keep and refer to at any time.

I understand that ticking each box means I give my consent

Please  
tick or

☐

Please  
tick or

1. The study has been clearly described to me. ☐
2. I consent voluntarily to be a participant in this study . I understand that I can refuse to answer questions and I can withdraw from the study at any time, without having to give a reason, up until 30<sup>th</sup> July 2019. ☐
3. I consent to my information about being stored and used in a legal way. ☐
4. I understand that my information may be looked at by people from King's College London to check it is being fairly used. ☐
5. I understand that it will not be possible to identify me in any reports. ☐
6. I agree that the research team can use my data for future research. ☐
7. I understand that the information I have submitted will be published as a report and I wish to receive a copy of it. ☐
8. I consent to my interview being video recorded. ☐

\_\_\_\_\_  
Name of Participant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
**Name of Researcher**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**



**CONSENT FORM FOR PARTICIPANTS IN RESEARCH STUDIES**

**Please complete this form after you have read the Information Sheet and/or listened to an explanation about the research.**



**Title of Study:** \_\_\_\_\_

**King's College Research Ethics Committee Ref:** \_\_\_\_\_

Thank you for considering taking part in this research. The person organising the research must explain the project to you before you agree to take part. If you have any questions arising from the Information Sheet or explanation already given to you, please ask the researcher before you decide whether to join in. You will be given a copy of this Consent Form to keep and refer to at any time.

**I confirm that I understand that by ticking/initialling each box I am consenting to this element of the study. I understand that it will be assumed that unticked/initialled boxes mean that I DO NOT consent to that part of the study. I understand that by not giving consent for any one element I may be deemed ineligible for the study.**

**Please  
tick or**

☐

**Please  
tick or**

1. I confirm that I have read and understood the information sheet dated 6/03/2019 Version 1 for the above study. I have had the opportunity to consider the information and asked questions which have been answered to my satisfaction. ☐
2. I consent voluntarily to be a participant in this study and understand that I can refuse to answer questions and I can withdraw from the study at any time, without having to give a reason, up until 30<sup>th</sup> July 2019. ☐
3. I consent to the processing of my personal information for the purposes explained to me in the Information Sheet. I understand that such information will be handled in accordance with the terms of the General Data Protection Regulation. ☐
4. I understand that my information may be subject to review by responsible individuals from the College for monitoring and audit purposes. ☐
5. I understand that confidentiality and anonymity will be maintained and it will not be possible to identify me in any research outputs ☐
6. I agree that the research team may use my data for future research and understand that any such use of identifiable data would be reviewed and approved by a research ethics committee. ☐
7. I understand that the information I have submitted will be published as a report and I wish to receive a copy of it. ☐

8. I consent to my interview being video recorded.

☐

\_\_\_\_\_  
**Name of Participant**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Name of Researcher**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**

## **INFORMATION SHEET FOR PARENTS OF PARTICIPANTS**



*Ethical Clearance Reference Number:* **[INSERT ONCE PROVIDED BY REVIEW BODY]**

### **YOU WILL BE GIVEN A COPY OF THIS INFORMATION SHEET**

#### **Title of study**

STEM voices from the margins: The value and relevance of STEM skills and knowledge according to young people in non-mainstream education

#### **Invitation Paragraph**

I would like to invite your son/daughter to participate in this research project conducted by the Centre for Research in Education in Science, Technology, Engineering and Mathematics, part of King's College London. Before you decide whether you want your son/daughter to take part, it is important for you to understand why the research is being done and what their participation will involve. Please take time to read the following information carefully and discuss it with others if you wish. Ask me if there is anything that is not clear or if you would like more information.

#### **What is the purpose of the study?**

The purpose of the study is to investigate how students in non-mainstream schools describe their relationship to science, technology, engineering and mathematics (STEM) subjects in schools and their interest in future STEM careers.

#### **Why has my son/daughter been invited to take part?**

Your son/daughter is being invited to participate in this study because they:

- a) are educated in a non-mainstream school;
- b) are between the ages of 14 and 16-years-old.

#### **What will happen if my son/daughter takes part?**

If your son/daughter chooses to take part in the study they will be interviewed to understand their views on STEM teaching and STEM careers. For example, they will be asked about whether they do any STEM related activities in their spare time, and what aspects of STEM education in school they perceive are useful for their future. The interviews will take place at your son/daughter's school and are expected to last around 30 minutes. The interviews will be conducted by a researcher who has experience of working with young people and has completed a Disclosure and Barring Service (DBS) check.

#### **Does my son/daughter have to take part?**

Participation is completely voluntary. Your son/daughter should only take part if they want to and choosing not to take part will not disadvantage them in anyway. Once you have read the information sheet, please contact us if you have any questions that will help you make a decision about taking part. If your son/daughter decides to take part we will ask

them to sign a consent form and they will be given a copy of this consent form to keep. We would also like a record of your consent for your son/daughter to participate on a separate form. You will also be given a copy of this consent form to keep.

### **What are the possible risks of taking part?**

There are no foreseeable risks to the process. The interview will resemble a conversation and your son/daughter will be able to stop the process at any time should they wish. The interviews will be video-recorded and transcribed, any aspects of the conversation that could lead to the identification of your son/daughter will be removed. Your son/daughter and their school will be referred to using pseudonyms in any reports or publications. If any stills or footage from the video are used in publications or presentations, the face of the participants will be blurred electronically.

### **What are the possible benefits of taking part?**

It is hoped that your son/daughter will enjoy having their voice heard. The research is intended to lead to recommendations that support learners in non-mainstream settings to pursue further study and careers in STEM education and so your son/daughter will be contributing to research that is intended to cause change.

### **Data handling and confidentiality**

Your son/daughter's data will be processed in accordance with the General Data Protection Regulation 2016 (GDPR). The data collected from the interviews will be transcribed and anonymised so your son/daughter's name will not be linked to any comments. Any comments that could identify your son/daughter or their school will not be used in publications. The data will be stored for a period of two years following the end of the project to allow for the production of papers and grant applications. The data will be encrypted and stored on the King's College London (KCL) OneDrive system which is password protected. Only the three members of the project team will be able to access the data. The anonymised audio files will be sent to an external organisation for transcription but otherwise the data will not be shared with any third parties. The data will not be shared with parties outside of KCL or the UK.

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You have the right to access information held about you. Your right of access can be exercised in accordance with the General Data Protection Regulation. You also have other rights including rights of correction, erasure, objection, and data portability. Questions, comments and requests about your personal data can also be sent to the King's College London Data Protection Officer Mr Albert Chan [info-compliance@kcl.ac.uk](mailto:info-compliance@kcl.ac.uk). If you wish to lodge a complaint with the Information Commissioner's Office, please visit [www.ico.org.uk](http://www.ico.org.uk).

**What if my son/daughter changes their mind about taking part?**

Your son/daughter is free to withdraw at any point of the study, without having to give a reason. Withdrawing from the study will not affect them in any way. Your son/daughter is able to withdraw their data from the study up until July 30th 2019 after which withdrawal of your data will no longer be possible because the data will have been anonymised and included in articles, presentations and funding applications. If they choose to withdraw from the study we will not retain the information they have given thus far.

**How is the project being funded?**

This study is being funded by a seed funding grant from The School of Education, Communication and Society, King's College London.

**What will happen to the results of the study?**

The data collected in the study will be published, in an anonymised form, in journals related to STEM education and will be used to develop future funding bids. Please contact the researchers using the email address below to obtain a copy of any publications. The original data set will not be made publicly available.

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The Chair, Social Science & Public Policy, Humanities and Law Research Ethics Subcommittee, Dr Michael Kandiah, [rec@kcl.ac.uk](mailto:rec@kcl.ac.uk)

**Thank you for reading this information sheet and for considering taking part in this research.**

**CONSENT FORM FOR PARENTS OF PARTICIPANTS IN RESEARCH STUDIES**

**Please complete this form after you have read the Information Sheet and/or listened to an explanation about the research.**



**Title of Study:** STEM voices from the margins: The value and relevance of STEM skills and knowledge according to young people in non-mainstream education

**King's College Research Ethics Committee Ref:** \_\_\_\_\_

Thank you for considering giving consent for your son/daughter to take part in this research. The person organising the research must explain the project to you before you agree to take part. If you have any questions arising from the Information Sheet or explanation already given to you, please ask the researcher before you decide whether to give permission for your son/daughter to participate. You will be given a copy of this Consent Form to keep and refer to at any time.

**I confirm that I understand that by ticking/initialling each box I am consenting to this element of the study for my son/daughter. I understand that it will be assumed that unticked/initialled boxes mean that I DO NOT consent to that part of the study. I understand that by not giving consent for any one element my son/daughter may be deemed ineligible for the study.**

**Please  
tick or**

☐

**Please  
tick or**

1. I confirm that I have read and understood the information sheet dated 6/03/2019 Version 1 for the above study. I have had the opportunity to consider the information and asked questions which have been answered to my satisfaction.
2. I consent voluntarily to be my son/daughter being a participant in this study and understand that they can refuse to answer questions and they can withdraw from the study at any time, without having to give a reason, up until July 30<sup>th</sup> 2019.
3. I consent to the processing of my son/daughter's personal information for the purposes explained to me in the Information Sheet. I understand that such information will be handled in accordance with the terms of the General Data Protection Regulation.
4. I understand that my son/daughter's information may be subject to review by responsible individuals from the College for monitoring and audit purposes.
5. I understand that confidentiality and anonymity will be maintained and it will not be possible to identify my son/daughter in any research outputs.
6. I agree that the research team may use my son/daughter's data for future research and understand that any such use of identifiable data would be reviewed and approved by a research ethics committee. (In such cases, as with this project, data would/would not be identifiable in any report).

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☐
☐

7. I understand that the information collected on my son/ daughter will be published as a report and I wish to receive a copy of it.
8. I consent to my son/daughter's interview being video recorded.

☐☐

\_\_\_\_\_  
**Name of Participant**

\_\_\_\_\_  
**Name of Parent**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Name of Researcher**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**

Dear Headteacher/teacher,

We are a team of researchers from the School of Education, Communication and Society at King's College London. We are carrying out a study into the views of students educated in non-mainstream settings (special schools, pupil referral units and special schools) on science, technology, engineering and mathematics (STEM) education.

Recent reports suggest that learners educated in non-mainstream schools are less likely than their peers to pursue careers related to STEM. We would like to understand why this is and develop ways to value the STEM related knowledge and skills these learners possess.

We are seeking to interview 14-16-year-old students in order to determine their views about STEM education and the skills and knowledge they have related to STEM subjects. If you choose to participate, we would like you to identify five students in your school who meet the following criteria:

- a) Students who are educated in non-mainstream schools. Non-mainstream schools are taken to be special schools and alternative provision sites (including hospital schools and pupil referral units).
- b) Students who are aged 14-16-years-old at the time of the study.
- c) Students who are capable of accessing the interview.
- d) Students who are capable of giving informed consent.
- e) Students who you believe will not be distressed by the interview.

The following students should be excluded from the study

- a) Students who are likely to become distressed by a 30-minute video-recorded interview with a researcher.
- b) Students who will struggle to understand questions or to express their views in an interview.
- c) Students who are not capable of giving informed consent.

If a student chooses to participate, we will ask you to send their parents/careers an information sheet and a consent form, and also ask the student to read (or be read) the information sheet and sign the consent form.

We will then arrange a time to interview the student in school, in a quiet room outside of lesson time. We anticipate the interview will take around 30 minutes and will be video recorded. The identity of the school and student will be confidential and pseudonyms will be used to refer to participants. Any comments that might identify a student or a school will be removed from the data. In order to maintain anonymity, we request that you don't share the identities of the students who have chosen to participate.

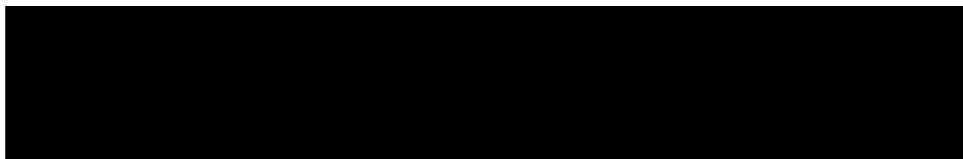
We plan to use the data collected to publish articles, give presentations and write funding applications. In such work, neither the students nor the schools will be identifiable. The data collected will be processed in accordance with GDPR regulations, stored on a password protected data storage system and deleted two years after the completion of the project



We are eager to support more students educated in non-mainstream settings to engage with STEM subjects and for the STEM knowledge and skills of such students to be valued. By agreeing to participate in the study you would be supporting this work.

If you require any further information about the study please contact us by email or phone using the contact information below.

Yours faithfully,



### Voices from the Margins – Research Instrument



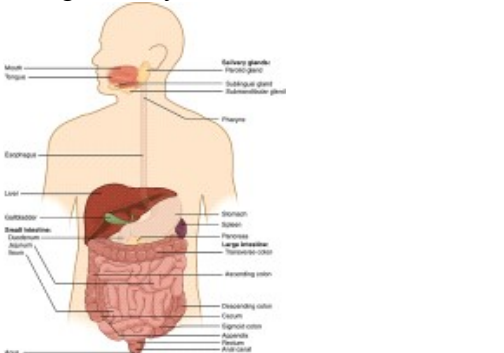
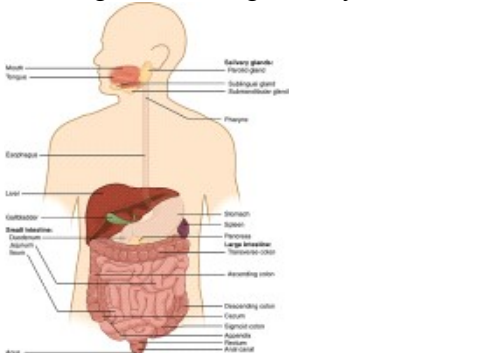


- Introduce interviewer
- Reiterate right to withdraw or stop interview and anonymity of responses









### Warm up questions

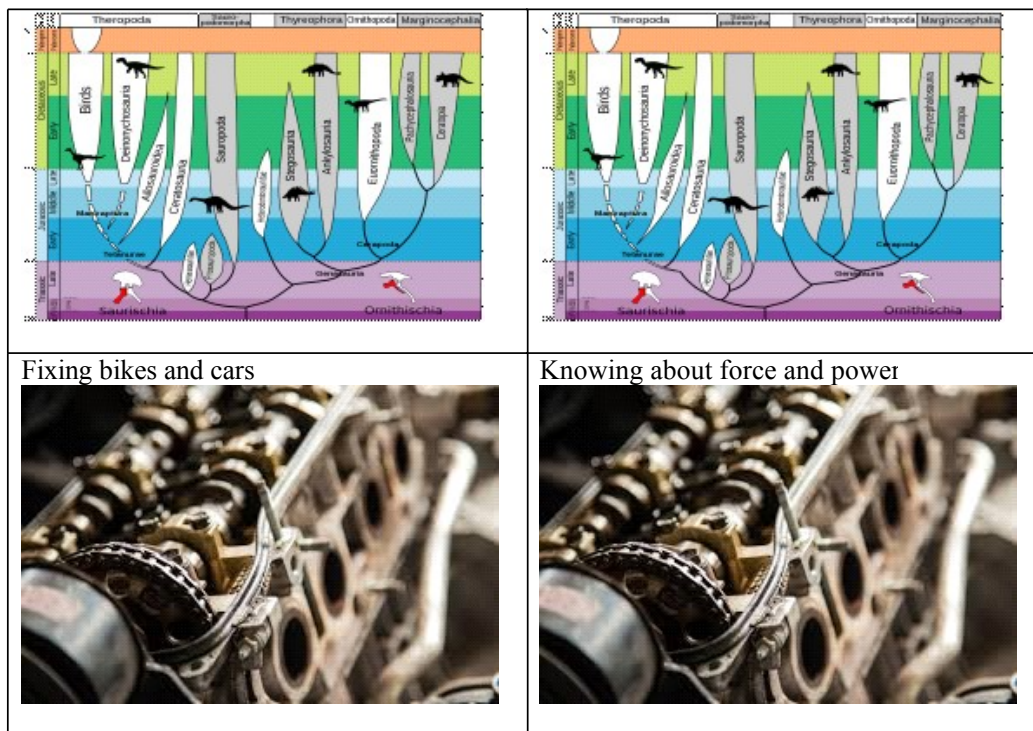
- How long have you been at this school?
- What is your favourite subject?

### Part 1

Look at the cards

<p>Looking after the natural world</p> 	<p>Knowing about the environment</p> 
<p>Eating healthily</p> 	<p>Knowing about the digestive system</p> 
<p>Keeping fit</p> 	<p>Knowing about muscles</p> 

<p>Caring for animals</p> 	<p>Knowing about animal nutrition</p> 
<p>Making models</p> 	<p>Knowing about the design process</p> 
<p>Growing plants</p> 	<p>Understanding photosynthesis</p> 
<p>Fixing computers</p> 	<p>Writing code</p> 
<p>Knowing the names of dinosaurs</p>	<p>Knowing about classification</p>



Fixing bikes and cars



Knowing about force and power



- a) Sort the cards along the scale of how good you are at this:  
Very Good / Good / Neither good nor bad / Bad / Very Bad / I don't know
  - b) Sort the cards by how important doing this is for you:  
Very important / Important / Neither important nor unimportant / Unimportant / Very unimportant / I don't know
  - c) Sort the cards by how important doing this is for your future:  
Very important / Important / Neither important nor unimportant / Unimportant / Very unimportant / I don't know
  - c) Sort the cards along the scale of how often you do this in school:  
A lot / Sometimes / Rarely / Not at all / I don't know
- Interviewer to ask participants about cards selected for categories 'very good', 'very bad', 'a lot' and 'not at all'.
  - You said you are 'very good at this/ very bad at this/ do this a lot at school/ don't do this at school' – could you tell me some more about that?
  - Is there anything else you are good at that is not on the cards? Is it done at school?
  - What would like to see included in school?
  - What do you imagine your future will be like?

## Sample Interview Prompts.docx

- Is there anything you need for your future that you are not taught in school?

Thank you for taking the time to be interviewed

## INFORMATION SHEET FOR PARTICIPANTS

Ethical Clearance Reference Number: **[INSERT ONCE PROVIDED BY REVIEW BODY]**



### YOU WILL BE GIVEN A COPY OF THIS INFORMATION SHEET

#### **STEM voices from the margins**

I would like to invite you to take part in research being carried out by King's College London. Before you decide to take part, it is important you understand what the research is and what you will have to do if you want to take part

Please take time to read the following information carefully and talk about it with other people. Ask me if you have any questions.

#### **What is the study about?**

The study is trying to find out what students in non-mainstream schools think about science, technology, engineering and mathematics (STEM) education. Both how the subjects are taught in school and your future interest in STEM.

#### **Why have I been asked to take part?**

You are being asked to take part in this study because you:

- a) Go to a non-mainstream school;
- b) are between the ages of 14 and 16-years-old.

#### **What will happen if you take part?**

You will be interviewed to understand your views on STEM teaching and STEM careers.

For example, you will be asked about whether you do any STEM related activities in your spare time, and what aspects of STEM education in school you think might be useful for your future.

The interviews will take place at your school, are expected to last around 30 minutes and will be video recorded. A researcher who has experience of working with young people and has completed a background check will interview you.

#### **Do I have to take part?**

You do not have to take part. You should only take part if you want to. Choosing not to take part will not disadvantage you in anyway. The study is separate from your school work and choosing to take part, or not to take part, will not affect your grades in any way.

Once you have read the information sheet, please contact us if you have any questions that will help you make a decision about taking part. If you decide to take part, we will ask you to sign a consent form and you will be given a copy of that form to keep.



### **What are the possible risks of taking part?**

We do not think there are risks to participating.

The interview will resemble a conversation and you will be able to stop the process at any time. The interview will be video recorded and written up. Your name will be removed from the written record of the interview.

Any comments you make that could identify you will be removed. When the interview is written up you will be referred to by another name, so no one can know who the interview was with or which school it took place at. If we use any images or video from the recording, your face will be blurred so you cannot be identified.

### **What are the possible benefits of taking part?**

It is hoped that you will enjoy having your voice heard. We hope that the research will lead to new ideas for improving how STEM subjects are taught in non-mainstream schools.

### **Data handling and confidentiality**

The researchers will make sure to follow the law when using your data. They will make sure your name is not on the records of the interviews and that we refer to you by an assumed name.

The researchers will keep the data for two years after the end of the project so they can write reports and articles. The data will be kept on a password protected system and will be encrypted. Only the three members of the project team will be able to look at the data.

The recording of the interview will be sent to a company to be typed up but they will not be able to identify you from the recording. Your data will not be shared with anyone outside of the university.

### **Data Protection Statement**

The data controller for this project will be Kings College London (KCL). The University will process your personal data for the purpose of the research outlined above. The legal basis for processing your personal data for research purposes under GDPR is a 'task in the public interest.' You can provide your consent for the use of your personal data in this study by completing the consent form that has been provided to you.

You have the right to access information held about you. Your right of access can be exercised in accordance with the General Data Protection Regulation. You also have other rights including rights of correction, erasure, objection, and data portability. Questions, comments and requests about your personal data can also be sent to the Kings College London Data Protection Officer Mr Albert Chan [info-compliance@kcl.ac.uk](mailto:info-compliance@kcl.ac.uk). If you wish to lodge a complaint with the Information Commissioner's Office, please visit [www.ico.org.uk](http://www.ico.org.uk).

**What if I change my mind about taking part?**

You are free to stop being part of the study at any point without having to give a reason. There are no consequences for you if you want to stop taking part.

After the interview, if you change your mind, you can choose to withdraw the record of the conversation until December 31<sup>st</sup> 2019. After that time, you won't be able to withdraw your interview data because it may already have been included in things we have written. If you choose to stop taking part, we will delete all the information you have given us. If you want to stop being part of the research either say that you no longer want to be involved to one of the researchers, or email or phone the research team using the details in the 'Who should I contact for further information?' section, below.

**How is the project being funded?**

This study is being funded by a university, King's College London.

**What will happen to the results of the study?**

The researchers will use the data to write articles about young people's views which will be published. You will not be referred to by name in those articles and no one will be able to identify you. If you would like a copy of those articles, please contact the researchers using the email address below.

**Who should I contact for further information?**

If you have any questions or require more information about this study, please do not contact your teachers but contact the researchers using the following contact details:



**What if I have further questions, or if something goes wrong?**

If this study has harmed you in any way or if you wish to make a complaint about the conduct of the study you can contact King's College London using the details below for further advice and information:

The Chair, Social Science & Public Policy, Humanities and Law Research Ethics Subcommittee, [rec@kcl.ac.uk](mailto:rec@kcl.ac.uk)

**Thank you for reading this information sheet and for considering taking part in this research.**



## **INFORMATION SHEET FOR PARTICIPANTS**

Ethical Clearance Reference Number: **[INSERT ONCE PROVIDED BY REVIEW BODY]**



### **YOU WILL BE GIVEN A COPY OF THIS INFORMATION SHEET**

#### **Title of study**

STEM voices from the margins: The value and relevance of STEM skills and knowledge according to young people in non-mainstream education

#### **Invitation Paragraph**

I would like to invite you to participate in this research project carried out by the Centre for Research in Education in Science, Technology, Engineering and Mathematics, part of King's College London. Before you decide whether you want to take part, it is important for you to understand why the research is being done and what your participation will involve. Please take time to read the following information carefully and discuss it with others if you wish. Ask me if there is anything that is not clear or if you would like more information.

#### **What is the purpose of the study?**

The purpose of the study is to investigate how students in non-mainstream schools describe their relationship to science, technology, engineering and mathematics (STEM) subjects in schools and their interest in future STEM careers.

#### **Why have I been invited to take part?**

You are being invited to participate in this study because you:

- a) are educated in a non-mainstream school;
- b) are between the ages of 14 and 16-years-old.

#### **What will happen if you take part?**

If you choose to take part in the study you will be interviewed to understand your views on STEM teaching and STEM careers. For example, you will be asked about whether you do any STEM related activities in your spare time, and what aspects of STEM education in school you perceive to be useful for your future. The interviews will take place at your school and are expected to last around 30 minutes. The interviews will be conducted by a researcher who has experience of working with young people and has completed a Disclosure and Barring Service (DBS) check.

#### **Do I have to take part?**

Participation is completely voluntary. You should only take part if you want to and choosing not to take part will not disadvantage you in anyway. The research is not part of the curriculum and participation or non-participation will have no impact on your assessment. Once you have read the information sheet, please contact me if you have any questions that will help you make a decision about taking part. If you decide to take part you will be asked to sign a consent form and you will be given a copy of that form to keep.

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

There are no foreseeable risks to the process. The interview will resemble a conversation and you will be able to stop the process at any time should you wish. The interview will be video-recorded and the recordings will be written up. Any aspects of the conversation that could lead to your identification will be removed. You and your school will be referred to using pseudonyms (made up names) in any reports or publications.

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

It is hoped that you will enjoy having your voice heard. The research is intended to lead to recommendations that support learners in non-mainstream settings to pursue further study and careers in STEM education and so you will be contributing to research that is intended to cause change.

**Data handling and confidentiality**

Your data will be processed in accordance with the General Data Protection Regulation 2016 (GDPR). The data collected from the interviews will be written up and anonymised so your name will not be linked to any comments. Any comments that could identify you or your school will not be used in publications. In accordance with the GDPR the data will be stored for a period of two years following the end of the project to allow for the production of papers and grant applications. The data will be encrypted and stored on the King's College London (KCL) OneDrive system which is password protected. Only the three members of the project team will be able to access the data. The anonymised audio files will be sent to external organisation for transcription but otherwise the data will not be shared with any third parties. The data will not be shared with parties outside of KCL or the UK.

**Data Protection Statement**

The data controller for this project will be King's College London (KCL). The University will process your personal data for the purpose of the research outlined above. The legal basis for processing your personal data for research purposes under GDPR is a 'task in the public interest.' You can provide your consent for the use of your personal data in this study by completing the consent form that has been provided to you.

You have the right to access information held about you. Your right of access can be exercised in accordance with the General Data Protection Regulation. You also have other rights including rights of correction, erasure, objection, and data portability. Questions, comments and requests about your personal data can also be sent to the King's College London Data Protection Officer Mr Albert Chan [info-compliance@kcl.ac.uk](mailto:info-compliance@kcl.ac.uk). If you wish to lodge a complaint with the Information Commissioner's Office, please visit [www.ico.org.uk](http://www.ico.org.uk).

**What if I change my mind about taking part?**

You are free to withdraw at any point of the study, without having to give a reason. Withdrawing from the study will not affect you in any way. You are able to withdraw your data from the study up until December 31<sup>st</sup> 2019, after which withdrawal of your data will

no longer be possible because the data will have been anonymised and included in articles. If you choose to withdraw from the study we will not retain the information you have given thus far. You can withdraw by stating your decision to a researcher, or by emailing or telephoning the researchers using the information in the 'Who should I contact for further information?' section, below.

**How is the project being funded?**

This study is being funded by a seed funding grant from The School of Education, Communication and Society, King's College London.

**What will happen to the results of the study?**

The data collected in the study will be published, in an anonymised form, in journals related to STEM education and will be used to develop future funding bids. Please contact the researchers using the email address below to obtain a copy of any publications. The original data set will not be made publicly available.

**Who should I contact for further information?**

If you have any questions or require more information about this study, please do not contact your teachers but contact the researchers using the following contact details:



**What if I have further questions, or if something goes wrong?**

If this study has harmed you in any way or if you wish to make a complaint about the conduct of the study you can contact King's College London using the details below for further advice and information:

The Chair, Social Science & Public Policy, Humanities and Law Research Ethics Subcommittee, [rec@kcl.ac.uk](mailto:rec@kcl.ac.uk)

**Thank you for reading this information sheet and for considering taking part in this research.**

**CONSENT FORM FOR PARTICIPANTS IN RESEARCH STUDIES**

**Please complete this form after you have read the Information Sheet and/or listened to an explanation about the research.**



**Title of Study:** \_\_\_\_\_

**King's College Research Ethics Committee Ref:** \_\_\_\_\_

Thank you for considering taking part in this research. The person organising the research must explain the project to you before you agree to take part. If you have any questions arising from the Information Sheet or explanation already given to you, please ask the researcher before you decide whether to join in. You will be given a copy of this Consent Form to keep and refer to at any time.

**I understand that ticking each box means I give my consent**

**Please  
tick or**

☐

**Please  
tick or**

1. The study has been clearly described to me. ☐
2. I consent voluntarily to be a participant in this study . I understand that I can refuse to answer questions and I can withdraw from the study at any time, without having to give a reason, up until December 31<sup>st</sup> 2019. ☐
3. I consent to my information about being stored and used in a legal way. ☐
4. I understand that my information may be looked at by people from King's College London to check it is being fairly used. ☐
5. I understand that it will not be possible to identify me in any reports. ☐
6. I agree that the research team can use my data for future research. ☐
7. I understand that the information I have submitted will be published as a report and I wish to receive a copy of it. ☐
8. I consent to my interview being video recorded. ☐
9. I consent to my interview being typed up so there is a written record of the conversation ☐

\_\_\_\_\_  
**Name of Participant**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Name of Researcher**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**

**CONSENT FORM FOR PARTICIPANTS IN RESEARCH STUDIES**

**Please complete this form after you have read the Information Sheet and/or listened to an explanation about the research.**



**Title of Study:** \_\_\_\_\_

**King's College Research Ethics Committee Ref:** \_\_\_\_\_

Thank you for considering taking part in this research. The person organising the research must explain the project to you before you agree to take part. If you have any questions arising from the Information Sheet or explanation already given to you, please ask the researcher before you decide whether to join in. You will be given a copy of this Consent Form to keep and refer to at any time.

**I confirm that I understand that by ticking/initialling each box I am consenting to this element of the study. I understand that it will be assumed that unticked/initialled boxes mean that I DO NOT consent to that part of the study. I understand that by not giving consent for any one element I may be deemed ineligible for the study.**

**Please  
tick or**

☐

**Please  
tick or**

1. I confirm that I have read and understood the information sheet dated 6/03/2019 Version 1 for the above study. I have had the opportunity to consider the information and asked questions which have been answered to my satisfaction. ☐
2. I consent voluntarily to be a participant in this study and understand that I can refuse to answer questions and I can withdraw from the study at any time, without having to give a reason, up until 31<sup>st</sup> December 2019. ☐
3. I consent to the processing of my personal information for the purposes explained to me in the Information Sheet. I understand that such information will be handled in accordance with the terms of the General Data Protection Regulation. ☐
4. I understand that my information may be subject to review by responsible individuals from the College for monitoring and audit purposes. ☐
5. I understand that confidentiality and anonymity will be maintained and it will not be possible to identify me in any research outputs ☐
6. I agree that the research team may use my data for future research and understand that any such use of identifiable data would be reviewed and approved by a research ethics committee. ☐
7. I understand that the information I have submitted will be published as a report and I wish to receive a copy of it. ☐

Version 2 –18/06/19

8. I consent to my interview being video recorded.

☐

9. I consent to my interview being transcribed.

☐

\_\_\_\_\_  
**Name of Participant**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Name of Researcher**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**

## **INFORMATION SHEET FOR PARENTS OF PARTICIPANTS**



*Ethical Clearance Reference Number:* **[INSERT ONCE PROVIDED BY REVIEW BODY]**

### **YOU WILL BE GIVEN A COPY OF THIS INFORMATION SHEET**

#### **Title of study**

STEM voices from the margins: The value and relevance of STEM skills and knowledge according to young people in non-mainstream education

#### **Invitation Paragraph**

I would like to invite your son/daughter to participate in this research project conducted by the Centre for Research in Education in Science, Technology, Engineering and Mathematics, part of King's College London. Before you decide whether you want your son/daughter to take part, it is important for you to understand why the research is being done and what their participation will involve. Please take time to read the following information carefully and discuss it with others if you wish. Ask me if there is anything that is not clear or if you would like more information.

#### **What is the purpose of the study?**

The purpose of the study is to investigate how students in non-mainstream schools describe their relationship to science, technology, engineering and mathematics (STEM) subjects in schools and their interest in future STEM careers.

#### **Why has my son/daughter been invited to take part?**

Your son/daughter is being invited to participate in this study because they:

- a) are educated in a non-mainstream school;
- b) are between the ages of 14 and 16-years-old.

#### **What will happen if my son/daughter takes part?**

If your son/daughter chooses to take part in the study they will be interviewed to understand their views on STEM teaching and STEM careers. For example, they will be asked about whether they do any STEM related activities in their spare time, and what aspects of STEM education in school they perceive are useful for their future. The interviews will take place at your son/daughter's school and are expected to last around 30 minutes. The interviews will be conducted by a researcher who has experience of working with young people and has completed a Disclosure and Barring Service (DBS) check.

#### **Does my son/daughter have to take part?**

Participation is completely voluntary. Your son/daughter should only take part if they want to and choosing not to take part will not disadvantage them in anyway. The research is not part of the curriculum and participation or non-participation will have no impact on your son/daughter's assessment. Once you have read the information sheet, please contact us



if you have any questions that will help you make a decision about taking part. If your son/daughter decides to take part we will ask them to sign a consent form and they will be given a copy of this consent form to keep. We would also like a record of your consent for your son/daughter to participate on a separate form. You will also be given a copy of this consent form to keep.

### **What are the possible risks of taking part?**

There are no foreseeable risks to the process. The interview will resemble a conversation and your son/daughter will be able to stop the process at any time should they wish. The interviews will be video-recorded and transcribed, any aspects of the conversation that could lead to the identification of your son/daughter will be removed. Your son/daughter and their school will be referred to using pseudonyms in any reports or publications. If any stills or footage from the video are used in publications or presentations, the face of the participants will be blurred electronically.

### **What are the possible benefits of taking part?**

It is hoped that your son/daughter will enjoy having their voice heard. The research is intended to lead to recommendations that support learners in non-mainstream settings to pursue further study and careers in STEM education and so your son/daughter will be contributing to research that is intended to cause change.

### **Data handling and confidentiality**

Your son/daughter's data will be processed in accordance with the General Data Protection Regulation 2016 (GDPR). The data collected from the interviews will be transcribed and anonymised so your son/daughter's name will not be linked to any comments. Any comments that could identify your son/daughter or their school will not be used in publications. The data will be stored for a period of two years following the end of the project to allow for the production of papers and grant applications. The data will be encrypted and stored on the King's College London (KCL) OneDrive system which is password protected. Only the three members of the project team will be able to access the data. The anonymised audio files will be sent to an external organisation for transcription but otherwise the data will not be shared with any third parties. The data will not be shared with parties outside of KCL or the UK.

### **Data Protection Statement**

The data controller for this project will be King's College London (KCL). The University will process your personal data for the purpose of the research outlined above. The legal basis for processing your personal data for research purposes under GDPR is a 'task in the public interest'. You can provide your consent for the use of your son/daughter's personal data in this study by completing the consent form that has been provided to you.

You have the right to access information held about you. Your right of access can be exercised in accordance with the General Data Protection Regulation. You also have other rights including rights of correction, erasure, objection, and data portability. Questions, comments and requests about your personal data can also be sent to the King's College London Data Protection Officer Mr Albert Chan [info-compliance@kcl.ac.uk](mailto:info-compliance@kcl.ac.uk). If you wish to lodge a complaint with the Information Commissioner's Office, please visit [www.ico.org.uk](http://www.ico.org.uk).

**What if my son/daughter changes their mind about taking part?**

Your son/daughter is free to withdraw at any point of the study, without having to give a reason. Withdrawing from the study will not affect them in any way. Your son/daughter is able to withdraw their data from the study up until December 31<sup>st</sup> 2019 after which withdrawal of your data will no longer be possible because the data will have been anonymised and included in articles, presentations and funding applications. If they choose to withdraw from the study we will not retain the information they have given thus far. Your son/daughter can withdraw by stating their decision to a researcher, or by emailing or telephoning the researchers using the information in the 'Who should I contact for further information?' section, below.

**How is the project being funded?**

This study is being funded by a seed funding grant from The School of Education, Communication and Society, King's College London.

**What will happen to the results of the study?**

The data collected in the study will be published, in an anonymised form, in journals related to STEM education and will be used to develop future funding bids. Please contact the researchers using the email address below to obtain a copy of any publications. The original data set will not be made publicly available.

**Who should I contact for further information?**

If you have any questions or require more information about this study, please do not contact your son/daughter's teachers but contact the researchers using the following contact details:



**What if I have further questions, or if something goes wrong?**

If this study has harmed you in any way or if you wish to make a complaint about the conduct of the study you can contact King's College London using the details below for further advice and information:

The Chair, Social Science & Public Policy, Humanities and Law Research Ethics Subcommittee, [rec@kcl.ac.uk](mailto:rec@kcl.ac.uk)

**Thank you for reading this information sheet and for considering taking part in this research.**

**CONSENT FORM FOR PARENTS OF PARTICIPANTS IN RESEARCH STUDIES**

**Please complete this form after you have read the Information Sheet and/or listened to an explanation about the research.**



**Title of Study:** STEM voices from the margins: The value and relevance of STEM skills and knowledge according to young people in non-mainstream education

**King's College Research Ethics Committee Ref:** \_\_\_\_\_

Thank you for considering giving consent for your son/daughter to take part in this research. The person organising the research must explain the project to you before you agree to take part. If you have any questions arising from the Information Sheet or explanation already given to you, please ask the researcher before you decide whether to give permission for your son/daughter to participate. You will be given a copy of this Consent Form to keep and refer to at any time.

**I confirm that I understand that by ticking/initialling each box I am consenting to this element of the study for my son/daughter. I understand that it will be assumed that unticked/initialled boxes mean that I DO NOT consent to that part of the study. I understand that by not giving consent for any one element my son/daughter may be deemed ineligible for the study.**

**Please  
tick or**

☐

**Please  
tick or**

1. I confirm that I have read and understood the information sheet dated 6/03/2019 Version 1 for the above study. I have had the opportunity to consider the information and asked questions which have been answered to my satisfaction.
2. I consent voluntarily to be my son/daughter being a participant in this study and understand that they can refuse to answer questions and they can withdraw from the study at any time, without having to give a reason, up until December 31<sup>st</sup> 2019.
3. I consent to the processing of my son/daughter's personal information for the purposes explained to me in the Information Sheet. I understand that such information will be handled in accordance with the terms of the General Data Protection Regulation.
4. I understand that my son/daughter's information may be subject to review by responsible individuals from the College for monitoring and audit purposes.
5. I understand that confidentiality and anonymity will be maintained and it will not be possible to identify my son/daughter in any research outputs.
6. I agree that the research team may use my son/daughter's data for future research and understand that any such use of identifiable data would be

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reviewed and approved by a research ethics committee. (In such cases, as with this project, data would/would not be identifiable in any report).

7. I understand that the information collected on my son/ daughter will be published as a report and I wish to receive a copy of it.

☐

8. I consent to my son/daughter's interview being video recorded.

☐

9. I consent to my son/daughter's interview being transcribed.

☐

\_\_\_\_\_  
**Name of Participant**

\_\_\_\_\_  
**Name of Parent**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Name of Researcher**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**

Dear Elsa,

Thank you for forwarding the committee's feedback on our application - it was useful to have such clear feedback. Our responses to their comments are outlined in the table below:

Comment	Response
B9: Please clarify when the interviews will take place and address whether it will affect participants other lessons if they are to take place during the school day.	The following clarification has been added: <i>The interviews will be arranged so that they have minimal impact on students' learning, for example, by arranging them during break or lunch time.</i>
C1: As you have stated that you will be inviting 5 participants from each school to participate please address the minimum number of participants you would require to make the project viable.	The requested information has been added: <i>For the pilot to be viable we aim to recruit at least three students from each school.</i>
C1: Due to the small number of potential participants that will be approached, please consider the pressure to participate this creates and outline how this will be mitigated.	The following strategies for mitigating pressure to participate have been added: <i>In order to mitigate any sense of a pressure to participate, the aims of the project will be clearly described to potential participants. It will be emphasised that participation is entirely voluntary and that potential participants can withdraw at any time during the interview and that their data can be withdrawn at any point up till December the 31st. We will clarify that the research is not an assessment and a decision not to participate will have no consequences for the students. Participants will be approached first by their parents to prevent any felt pressure to be involved with the research (see C4).</i>
C2a: Please clarify what the "instrument" you describe is in inclusion point c.	Point c in this section has been rewritten to clarify: <i>c) Students who are capable of accessing the text in the research tool as attached in the documents section, labelled sample interview prompts.</i>
C4: Should parents or potential participants have any questions about the study prior to consent being obtained please ensure that they are directed on the information sheets to contact the researchers and not the teachers to maintain confidentiality.	To clarify who potential participants should contact the parental and student information sheets have been edited to include the following comments:  [Parent information sheet] <i>If you have any questions or require more information about this study, please do not contact your son/daughter's teachers but contact the researchers using the following contact details :</i>

	<p>[Student information sheets] <i>If you have any questions or require more information about this study, please do not contact your teachers but contact the researchers using the following contact details:</i></p>
<p>C4: In order to minimise pressure to participate, please consider if a neutral party should make the approach to potential participants.</p>	<p>In order to minimise pressure to participate, rather than the teachers approaching students, we will ask teachers to send letters to the parents of students who might participate. Parents will discuss the project with their children so the approach will therefore come from a more neutral party. This section has been edited to read:</p> <p><i>Once teachers have identified potential participants, the researchers will ask their teachers to approach the parents of the students by sending them an information sheet describing the research and a consent form. Parents will be encouraged to discuss participation with their children and, only once parental consent is received, will the researchers ask parents to share information sheets and consent forms with their children. The potential participants will be given at least a week to consider their response. If parents and students indicate an interest in participating, and parents have returned a completed consent form, a researcher will arrange a suitable time to meet a student at their school and describe the study and gain a record of informed consent. Two consent forms, of higher and lower literacy demand, have been produced. Where appropriate, we will read the information sheet and consent form to potential participants.</i></p>
<p>C4: Should participants not wish to participate, please outline your replacement strategy.</p>	<p>The replacement strategy has been outlined as follows:  <i>If a potential participant chooses not to participate, we will ask teachers at the selected schools to suggest an additional student who meets the inclusion criteria and repeat the process above to gain the informed consent of parents and students .</i></p>
<p>C9: Participants should be aware that they are able to withdraw by any means i.e</p>	<p>The following sentence has been added to the information sheets:</p>

telephone, email or in person. Please ensure that this is clear on the recruitment documents.	<p>[Parent sheet] <i>Your son/daughter can withdraw by stating their decision to a researcher, or by emailing or telephoning the researchers using the information in the 'Who should I contact for further information?' section, below.</i></p> <p>[Student higher literacy sheet] <i>You can withdraw by stating your decision to a researcher, or by emailing or telephoning the researchers using the information in the 'Who should I contact for further information?' section, below.</i></p> <p>[Student lower literacy sheet] <i>If you want to stop being part of the research either say that you no longer want to be involved to one of the researchers, or email or phone the research team using the details in the 'Who should I contact for further information?' section, below.</i></p>
D1a: Please address if any video footage used in presentations could include sound and if so, how participants voices would be anonymised. The Committee recommends the use of audio distortion software.	<p>This is a useful pointer. D1a has been accordingly modified:  <i>If any video recordings with sound are used in presentations, audio distortion software will be used to protect participants' identities.</i></p>
D1a: Please clarify why teachers are providing written consent.	<p>We will not seek informed consent from teachers – the suggestion was an error. The sentence:  <i>We will only proceed with the research if we obtain explicit written consent from participants (as well as their parents and teachers).</i></p> <p>Has been modified to give:  <i>We will only proceed with the research if we obtain explicit written consent from participants and their parents</i></p>
D2: Please confirm that STEM subject teachers will be selecting the participants.	<p>This point has been clarified in C4 'How will potential participants be identified and approached':  <i>STEM teachers at the chosen schools will be asked to select students of the appropriate ages who meet the inclusion criteria described above.</i></p>
E4: Please ensure that the data is also encrypted.	<p>The following sentence has been added to E5:</p>

	<i>The video files and transcripts will be encrypted.</i>
E7: Ensure this is in line with King's Data Retention Schedule	The research is funded by a grant from the School of Education, Communication & Society and there is no explicit guidance from the funder on data retention. Therefore, we default to the guidelines for unfunded high-risk projects – the data will be retained for the duration of the project + 7 years.
E10a: Please ensure that participants consent to their data being transcribed and that it is clear on the information sheets.	<p>This bullet point has been added to the consent forms:</p> <p>Parental form: <i>I consent to my son/daughter's interview being transcribed.</i></p> <p>Student form, higher literacy: <i>I consent to my interview being transcribed.</i></p> <p>Student form, lower literacy: <i>I consent to my interview being typed up so there is a written record of the conversation.</i></p> <p>The information sheets clearly describe that the interviews will be transcribed.</p>
E10a: Please ensure that confidentiality agreements are signed by the transcribers. Please contact the Research Ethics Office if you require a KCL template confidentiality agreement at <a href="mailto:rec@kcl.ac.uk">rec@kcl.ac.uk</a> .	It is useful to know that templates for confidentiality agreements exist. We will ensure they are signed by the transcription service. E10a has been modified to include: <i>The transcribers will be asked to sign KCL confidentiality agreements.</i>
Please remove Michael's name from the information sheets, "The Chair" is fine.	Michael's name has been removed from the information sheets.
Please ensure it is clear that the project is not part of the curriculum and there will be no negative repercussions from not taking part.	<p>The information sheets have been updated as follows:</p> <p>Parental information sheet: <i>The research is not part of the curriculum and participation or non-participation will have no impact on your son/daughter's assessment.</i></p> <p>Student information sheet, higher literacy: <i>The research is not part of the curriculum and participation or non-participation will have no impact on your assessment.</i></p> <p>Student information sheet, lower literacy: <i>The study is separate from your school work and choosing to take part, or not to take part, will not affect your grades in any way.</i></p>
Please ensure that a consent point for their data being transcribed is included.	See above – this change has been made.
Note that due to the limited time left to recruit during this school year, we have changed the project dates from: to:	Due to the time remaining to complete recruitment this academic year, we have decided to extend the completion date of the project until June 30 <sup>th</sup> 2020.



	<p>As we now aim to complete data collection in the first half-term on next academic year, we have amended C1, and the information sheets to indicate participants can withdraw consent for the use of their data up till December the 31<sup>st</sup> 2019.</p> <p>Information sheets and consent forms have been changed to reflect the changed date of data withdrawal.</p>
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Yours faithfully,

A solid black rectangular box used to redact the signature of the sender.

Files not printed

