

Dear Headteacher/teacher,

I am currently studying for an MA in education at King's College London (KCL). As part of my course, I am planning to carry out a research project examining students and teachers views of different behaviour management systems. As school X has just transitioned from using a restorative justice approach to a 'no excuses' system, I am interested in research the views of students and teachers in this context.

To carry out the research, I aim to recruit three groups of participants:

- 8-12 members of year 10 who will participate in two focus groups
- Five teachers who I will interview

The focus groups will take place during a lunch break, in an unused classroom and involve 4-6 students. I aim to run two groups, each session will last around 45 minutes. The sessions will be audio recorded and transcribed by an external agency, once a data sharing arrangement has been put in place. I attach a list of indicative questions for these sessions.

The interviews with teachers will take place at a mutually convenient time, probably after school, and last 30-45 minutes. The sessions will be audio-recorded and shared with a transcription agency. I attach a list of indicative questions.

My research will adhere to KCL ethical guidance and I have secured permission to carry out the work from the Research Ethics Office (clearance number). I will seek informed consent from parents, students and teachers before conducting the research, and ensure their identities, and the identity of the school is hidden in the final report and any publications arising from the study. 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.

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

Yours faithfully,