**INFORMATION LETTER**

**TEMPLATE FOR PRINCIPALS/TEACHERS**

*[Insert Your Organisation Letterhead]*

*[Insert Title and Name]*

*[Insert Position]*

*[Insert School Address]*

*[Insert Postal Address]*

Dear *[Insert Title and Surname of Principals]*

***[Insert Project Title]***

My name is *[insert your name]* and I am writing to you on behalf of *[insert organisation/institution responsible for the research].* I am conducting a research project that aims to *[provide a brief statement outlining the broad focus of the research and potential benefits]*. The project is being conducted with *[insert the names of the research team members, or your supervisors, and the organisations/institutions they represent]* **or** as part of a *[insert degree]* at *[insert institution].*

I would like to invite *[insert school site]* to take part in the project. This is because *[provide reason why the school site is being approached for its participation]*. *[Insert school site]* is one of *[insert total number of sites approached and type of school site, e.g. 20 schools]* in Western Australia **or** across Australia approached for their participation.

**What does participation in the research project involve?**

I seek access to *[insert participant groups and the numbers of each sought, e.g. all students aged 11 and 12 years and their teachers]*.

The *[insert participant group 1]* will be invited to participate in *[insert the nature, number, timing, and time commitment of* ***all*** *procedures for that participant group].*

The *[insert participant group 2]* will be invited to participate in *[insert the nature, number, timing, and time commitment of* ***all*** *procedures for that participant group].*

I will keepthe *[insert type of school site, e.g. school, college]*’sinvolvement in the administration of the research procedures to a minimum. However, it will be necessary for the *[insert type of school site, e.g. school, college]* to *[insert the nature, number, timing, and time commitment of* ***all*** *activities that the school site is being asked to become involved in, e.g. send home with students the information letters and consent forms for students and their parents].*

**To what extent is participation voluntary, and what are the implications of withdrawing that participation?**

Participation in this research project is entirely voluntary.

If any member of a participant group decides to participate and then later changes their mind, they are able to withdraw their participation at any time.

*[Please insert a statement regarding whether and up to what point data can be withdrawn from the study]*

There will be no consequences relating to any decision by an individual or the *[insert type of school site, e.g. school, college]* regarding participation, other than those already described in this letter. Decisions made will not affect the relationship with the research team or *[insert organisation/institution responsible]*.

**What will happen to the information collected, and is privacy and confidentiality assured?**

Information that identifies anyone will be removed from the data collected. The data is then stored securely *[insert how and where the data is stored]* and can only be accessed by *[insert who potentially can access the data].* The datawill be stored for a minimum period of 5 years, after which it will be destroyed. This will be achieved by *[insert how the data will be destroyed]*. Please see attached *Collection Notice* (required as a formal disclosure to participants involved in research where images and/or sound recordings will be involved as a part of the research methodology) regarding collection of data through audio/video or photographic methods.

The identity of participants and the school will not be disclosed at any time, except in circumstances that require reporting under the Catholic Education Western Australia (CEWA) *Child Protection* policy, or where the research team is legally required to disclose that information.

Participant privacy, and the confidentiality of information disclosed by participants, is assured at all other times.

The data will be used only for this project, and will not be used in any extended or future research without first obtaining explicit written consent from participants.

Consistent with Catholic Education Western Australia policy, a summary of the research findings will be made available to CEWA. You can expect this to be available *[insert date]*.

**Is this research approved?**

The research has been approved by *[insert relevant ethics body or institution responsible for supervising the research, and approval number, if appropriate],* and has met the policy requirements of Catholic Education Western Australia as indicated in the attached letter.

**[Insert when applicable “Do all members of the research team who will be having contact with children have their Working with Children Check?”]**

Yes*.* Under the Working with Children (Criminal Record Checking) Act 2004, people undertaking work in Western Australia that involves contact with children must undergo a Working with Children Check. The documents attached to this letter include a list of the research team who will be having contact with children through your *[insert type of school site, e.g. school, college]*, along with current evidence of their checks.

**Who do I contact if I wish to discuss the project further?**

If you would like to discuss any aspect of this study with a member of the research team, please contact me on the number provided below. If you wish to speak with an independent person about the conduct of the project, please contact *[insert name and contact number of representative of ethics committee or equivalent area within organisation]*.

**How do I indicate my willingness for the *[insert type of school site, e.g. school, college]* to be involved?**

If you have had all questions about the project answered to your satisfaction, and are willing for the *[insert type of school site, e.g. school, college]* to participate, please complete the **Consent Form**on the following page.

This information letter is for you to keep.

*[Insert Your Title and Name]*

*[Insert Your Position]*

*[Insert Your Organisation]*

*[Insert Your Contact Details]*