

Fettercairn School  
Distillery Road  
Fettercairn  
AB30 1YB

Improving Writing in a Primary School Setting

**Participant Information Sheet (PIS)**

You are being invited to take part in a research study **to gain a greater understanding of writing within school in order to plan future improvement activities**. Before you decide whether to take part, it is important for you to understand why the research is being conducted and what it will involve. Please take the time to read the following information carefully before deciding whether to take part. You may take this information sheet and discuss it with others before you decide, if you wish. Please ask if there is anything that is not clear or if you would like more information. Thank you for taking the time to read this.

**Who will conduct the research?**

Ian Cormack  
Principal Teacher  
Fettercairn School/Luthermuir School  
Email - [ian.cormack@aberdeenshire.gov.uk](mailto:ian.cormack@aberdeenshire.gov.uk)  
Telephone - 01561 400675/01674 902465

**What is the purpose of the research?**

On a yearly basis schools are asked to submit a School Improvement Planning document which identifies areas for improvement. Writing has been identified as an area of improvement for session 2023 / 2024.

As part of my Into Headship course, a national programme for aspiring headteachers, I am carrying out an action research project to gain a greater understanding of writing in the school. The research project will capture views from various perspective, before planning future improvement priorities for the school.

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

As a parent your views are important to us. You have been invited to take part to inform future improvement planning activities within the school. Your views will also allow us to reflect upon current writing within the school.

**Do I have to take part?**

It is up to you to decide whether or not to take part. If you decide not to take part, you do not need to do anything further. If you decide to take part, you are still free to withdraw up to **29<sup>th</sup> of March** without giving a reason and without detriment to yourself.

Once the data has been anonymised it is no longer possible for a participant to withdraw their data as you will not be able to identify their specific data.

### **What will happen to me if I decide to take part?**

Your survey results will be used to inform future school improvement planning and will be included anonymously in the **Improving Writing in a Primary School Setting** action research paper.

Following submission of your survey results there will be no further requests or action. Data will be stored for 5 years and subsequently destroyed.

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

There are no direct benefits to participants however view sought during the survey will be used to inform future school improvement planning. The aim to improve pupil writing within the school.

### **Are there any possible disadvantages or risks from taking part?**

I do not foresee any disadvantage from taking part in this survey / action research project.

### **Will the outcomes of the research be published?**

The paper will be read by the following people; myself, my tutor(s), an external examiner, and will remain anonymous and confidential.

The anonymised data will be used in future head teacher reports presented to parents, staff and pupils.

### **Who has reviewed the research project?**

The project has been reviewed by Ian Clarke, Head Teacher Fetterciarn / Luthermuir School and the University of Aberdeen.

### **What information will you collect about me?**

Name and Pupil year group will be collected, if submitted as part of the survey. These will not be used as part of the Improving Writing in a Primary School Setting action research project.

No personal data will be used as part of the Improving Writing in a Primary School Setting action research project.

### **Will my participation in the study be confidential?**

In accordance with data protection law, Ian Cormack, Principal Teacher, Fettercairn / Luthermuir [ian.cormack@aberdeenshire.gov.uk](mailto:ian.cormack@aberdeenshire.gov.uk) is the data controller of this Action Research Project. This means that we are responsible for making sure your personal information is kept secure, confidential and used only in the way you have been told it will be used.

Your data will be available to Ian Cormack, Principal Teacher and Ian Clarke, Head Teacher. All data will be held securely within Aberdeenshire Council's password protected computer system. All data storage adheres to relevant GDPR legislation.

All information collected will be kept strictly confidential and confidentiality, privacy and anonymity will be ensured in the collection, storage and publication of research material. Research data will be kept securely at all times.

Throughout the Action Research Paper all comments collected as part of this survey will be referred to as "a parent" with no further details provided.

Consent and data collected will be stored securely within Aberdeenshire Council's password protected computer network system. Submitted, anonymised data will be held with the University of Aberdeen's password computer network protected system. Data will be held for a period of 5 years before disposal. Data will not be shared with third parties.

### **Contact details for complaints**

If you have a complaint that you wish to direct to members of the research team, please contact:

Ian Cormack  
Principal Teacher  
Fettercairn School/Luthermuir School  
Telephone - 01561 400675/01674 902465  
Email - [ian.cormack@aberdeenshire.gov.uk](mailto:ian.cormack@aberdeenshire.gov.uk)

Alternatively:

Ian Clarke  
Head Teacher  
Fettercairn School/Luthermuir School  
Telephone - 01561 400675/01674 902465  
Email - [ian.clarke@aberdeenshire.gov.uk](mailto:ian.clarke@aberdeenshire.gov.uk)

If you wish to make a formal complaint to someone independent of the research team, then please contact:

Professor Nicholas Forsyth, Vice-Principal for Research and Convener of the University Research Committee. Responsible for the oversight of research governance across the institution.

Email - [nicholas.forsyth@abdn.ac.uk](mailto:nicholas.forsyth@abdn.ac.uk)

You also have a right to complain to the Information Commissioner's Office about concerns relating to your personal identifiable information:

<https://ico.org.uk/make-a-complaint/>

Tel 0303 123 1113

### **Contact Details**

If you have any queries about the study or if you are interested in taking part, please contact the researcher(s).

Ian Cormack  
Principal Teacher  
Fettercairn School/Luthermuir School  
Email - [ian.cormack@aberdeenshire.gov.uk](mailto:ian.cormack@aberdeenshire.gov.uk)

**Thank you for taking the time to read this information sheet.**

**Date**