**All advisory text, and places to insert specifics of your study, are highlighted yellow. Please complete, then delete this sentence.**

[Head Teacher name]

[School name and address]

[Date]

**[Study title]**

Ethics Approval Reference: [insert]

Dear [Head teacher name],

I am writing to enquire about conducting some research in your school in the next academic year. I am a [doctoral research student] at the University of Oxford, supervised by [insert name and status], and funded by [insert funder details]. In my research study, [insert study title], I will explore [insert study question].

The research will take place with [insert requirements of class you wish to work with, e.g. year and subject]. I am looking for a teacher who encourages student discussion and uses a variety of tasks. I am not aiming to change what or how the teacher chooses to teach, and will not be making any judgements about teaching. My research focus is on students’ mathematical activity.

By participating in the research, your school would be contributing to research that will [insert aims of the research].

The commitment from the school would be to allow me into [insert subject] lessons over the course of [e.g. three terms, from the beginning of term 2]. I would audio-record students engaged in whole class discussion, video the teacher, observe and take notes, and photocopy some of the students’ written work. The video camera will focus on the teacher and/or the board throughout and any incidental images of students will not be seen by anyone else or used for research without further explicit permission.

Oxford University has strict ethical procedures on conducting ethical research with teachers and students, consistent with current British Educational Research Association guidelines. Before beginning the research, I would inform parents/guardians about the research and offer the students and parents/guardians the opportunity to refuse to participate. Throughout the research, students and parents/guardians will be able to refuse to participate at any time.

All participants, including students, teachers and the school, would be made anonymous in all research reports. The data collected would be kept strictly confidential, available only to my supervisor and myself and not used other than specified without the further consent of all involved being obtained. All recordings would be destroyed at the end of the research period, and kept in locked conditions until then. I have an enhanced DBS check from [date]. I have enclosed copies of the information for parents/guardians and students with this letter.

If your school would like to take part in the study, or you need more information about what is involved, please contact me. Whether or not you feel it would be appropriate for your school to participate, I would be grateful if you would complete the pro-forma below, and return it to me in the stamped addressed envelope enclosed in this letter.

Thank you for your time and attention. I look forward to hearing from you.

Yours Sincerely,

[Name of researcher]

**[STUDY TITLE]**

[Name of researcher]

[Department name]

[School name]

[School address]

[Head Teacher name]

[ ]  We do not wish to participate in this project.

[ ]  We would like to find out more about this project.

[ ]  We would like to take part in this project.

If you would like further information, or are interested in taking part, please give the name of a contact person for your school, and details of the best way to contact him or her.

Contact name:

Contact email:

Contact telephone number:

Please return this form in the stamped addressed envelope enclosed with this letter.

*Thank you for your help.*