**Participant Information Sheet for Primary and Secondary School Teachers**

**“*Current Practice in Teaching Reading and Literacy*” Survey**

**University of Dundee School Research Ethics Committee Application/Approval Number: [**UoD-SHSL-ED-STAFF-2023-016 **]**

You are invited to take part in a research project. Before you decide whether or not you would like to participate it is important that you read the information provided below. This will help you to understand why and how the research is being carried out and what participation will involve. Please let the researcher know if anything is unclear or you have any questions.

**Who is conducting the research?**

The Principal Researcher for this project is Dr Jennifer Milne (JMilne001@dundee.ac.uk) in collaboration with Dr Lynne Duncan (University of Dundee), Dr Jeremy Law (University of Glasgow) and Dr Karen Boese (University of Glasgow).

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

The aim of the project is to examine current practices in reading and literacy teaching and to understand better the opinions and experiences of the teachers involved.

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

You have been invited to take part because you are a Primary or Secondary School teacher.

**Do I have to take part?**

No. Taking part in this experiment is voluntary and if you choose not to take part, this will not disadvantage you in any way. You may withdraw from the study at any time, without explanation and without penalty. You will be asked to give your informed consent to participate in the study when you begin the survey. Withdrawal after data collection is not possible as the data will be anonymous (so your responses cannot be identified after this point).

**What will happen if I take part?**

This study will require you to complete an online questionnaire, which will take a total of 20 - 30 minutes to complete. The data collected will be in the form of questionnaire responses and any text responses that you provide. The data collection will be online.

**Are there any risks in taking part?**

There are no known risks for the participants in this study.

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

There are no known direct benefits to participants. However, this study aims to provide a better understanding of current literacy practices by including the teacher’s voice in research.

**Will my taking part in this project be kept confidential?**

 The online survey is anonymous so it will not be possible to identify you from any personal data that is collected. The anonymous data that is collected will be stored securely

**What will happen to the information I provide?**

The data will be stored electronically on the university’s secure One Drive system. in anonymous form. No identifiable information is retained. The anonymised data will be shared with the other researchers conducting the research and the results used will be in the form of non-identifiable groups of individuals. Following completion of the research, participants may request a copy of the resulted by contacting the researcher, Dr Jennifer Milne (JMilne001@dundee.ac.uk).

**Data Protection**

The personal data that will be collected and processed in this study are information about your age, gender, training, length of teaching experience, school workplace demographics, current class stage/subject(s) and demographics.

The University asserts that it is lawful for it to process your personal data in this project as the processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

The University of Dundee is the data controller for the personal data processed in this project.

The University respects your rights and preferences in relation to your data and if you wish to update, access, erase, or limit the use of your information, please let us know by emailing Dr Jennifer Milne (JMilne001@dundee.ac.uk)*.* Please note that some of your rights may be limited where personal data is processed for research, but we are happy to discuss that with you. If you wish to complain about the use of your information please contact the University’s Data Protection Officer in the first instance (email: dataprotection@dundee.ac.uk). You may also wish to contact the Information Commissioner’s Office (<https://ico.org.uk/>).

You can find more information about the ways that personal data is used at the University at: <https://www.dundee.ac.uk/information-governance/dataprotection/>.

**Is there someone else I can complain to?**

If you wish to complain about the way the research has been conducted please contact the Convener of the University Research Ethics Committee (<https://www.dundee.ac.uk/research/governance-policy/ethicsprocedures/ethics/contacts/>). You have the option to email the Convener or leave a voicemail.

**Alternative formats**

For alternative formats, please contact the researcher: Dr Jennifer Milne (JMilne001@dundee.ac.uk)