*March 2017*

*Dear Parent/Guardian,*

In the summer last year we sent you information about an educational research study which your child’s school is participating in. It is assessing the effectiveness of Grammar for Writing, a new approach to teaching grammar to help pupils make informed grammatical choices in their writing.

We sent you information about the data we would be collecting (using the National Pupil Database). We have had to make a minor change to this because last year’s national assessment of writing was new and the results are not reliable. So we will instead be arranging for an in-school assessment of writing.

Your child’s data will be treated in the strictest confidence. It will be stored in accordance with the Data Protection Act and any individually-identifiable data will be destroyed by the end of 2018. We will not use your child’s name or the name of the school in any report arising from the research. If you prefer your child’s in-school test scores **NOT** to be used, please complete and return the opt-out form to your child’s teacher within a week of receiving this letter. You may also withdraw your child’s data at any point prior to the end of July 2017 by returning this form or contacting Louise Tracey (details below). If you are happy that we use your child’s test scores for the purposes of this research, then you do not need to return the form. Signing the opt-out form will mean that your child will still be taught using Grammar for Writing if they are in this group, but we will not use their writing test scores to evaluate the programme.

If you would like more information, please contact Louise Tracey

(e-mail: louise.tracey@york.ac.uk Tel:01904 328160) or the Chair of the Education Ethics Committee at the University of York (education-research-administrator@york.ac.uk)

With thanks and best wishes,

*Louise Tracey (York Evaluation Team)*

*Debra Myhill (Exeter Project Team)*

**GRAMMAR FOR WRITING evaluation**

# Parent/Guardian opt-out form

**If you do not permit your child’s Key Stage SATs scores to be used in the study, please complete this form and return it to your child’s teacher**.

I **do not** wish my child’s test scores to be used in the research project.

**Pupil’s name:** ............................................................................................. (Please print clearly)

**School name:** ……………………………………………………………………

**Class teacher** …………………………………………………………………..

**Parent’s/Guardian’s name:** ........................................................................ (Please print clearly)

**Parent’s/Guardian’s signature:** ................................................................... **Date:**………………

This form will be returned by the school to: **Louise Tracey, Department of Education,** Berrick Saul Building, University of York YO10 5DD. Email: iee@york.ac.uk