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Dear Parent,

We are researchers at the Department of Psychology at Royal Holloway and we would like to invite your child to participate in a study about vocabulary and reading development.

• **What is the study?**

We are trying to understand how to encourage secondary pupils to read more and whether reading more helps them to grow their knowledge of words. For this part of the project we are working with pupils who are average or below average readers because they tend to do less reading and we really want to understand how to make reading something that they enjoy and do more often.

• **Why has my child been chosen to take part?**

Your child has been invited to take part in the study because they are currently in Year 7, 8, or 9.

• **Does my child have to take part?**

No, you and your child can choose and no one will mind if you don't want to take part. If you give consent, we will invite your child for the study and ask if they're happy to take part. They can stop participating at any time. Please indicate in the consent form below whether you agree for your child to take part or not.

• **What will happen if my child does take part?**

We will visit your child at school to lend them books to read at home during the spring term. He or she will also be given a very short and simple reading diary to complete using a phone. This reading diary will help us to find out how much they read outside of school. If your child doesn't have a phone then we will lend them one. While your child is reading our books, we will send a text message with a link to the reading diary every morning before school asking them to complete this on a secure website. We will also ask your child to complete some vocabulary and reading activities during school time. This will take around 120 minutes and happen across two or more individual or group sessions. These activities will be spread out over the spring and summer terms, at times agreed with the teachers.

• **What are the risks and benefits of taking part?**

We don't anticipate any risks. Information about individuals will not be shared with the school and taking part (or not doing so) will not influence the grades your child receives at school. Participants in similar studies have found it interesting to take part and the findings will help researchers and teachers to understand how to support secondary pupils. If you agree to take part in the study, an electronic report summarising the findings can be sent to you at your request.

- **What will happen to the data?**

Any data collected will be held in strict confidence and no real names will be used in this study or in any subsequent publications. No identifiers linking you, your child, or the school to the study will be included in any sort of report that might be published. To achieve this, participants will be assigned a number and will be referred to by that number in all records.

The results of the study may be presented at national and international conferences, and in written reports and articles. The data and results of this study may also be placed on a reputable scientific archive, so other psychologists and researchers can investigate the validity of our study or use it to answer their own research questions. The data collected may be merged with other data. However, the data will remain completely anonymised throughout these processes and your personal details will never be shared outside of the university. Your child's phone number will only be used for this project and we will permanently delete their number from our records 7 days after the end of the study. All information will be processed in accordance with the provisions of the General Data Protection Regulation.

- **Important GDPR information**

Royal Holloway, University of London is the sponsor for this study. We will be using information from you in order to undertake this study and will act as the data controller for this study. This means that we are responsible for looking after your information and using it properly. Any data you provide during the completion of the study will be stored securely on local servers.

Royal Holloway is designated as a public authority and in accordance with the Royal Holloway and Bedford New College Act 1985 and the Statutes which govern the College, we conduct research for the public benefit and in the public interest. Royal Holloway has put in place appropriate technical and organisational security measures to prevent your personal data from being accidentally lost, used or accessed in any unauthorised way or altered or disclosed. Royal Holloway has also put in place procedures to deal with any suspected personal data security breach and will notify you and any applicable regulator of a suspected breach where legally required to do so.

To safeguard your child's rights, we will use the minimum personally-identifiable information possible (i.e., assigned participant numbers rather than names). The lead researcher will keep all personal details confidential (e.g. age) and will use this information only as required. The lead researcher will keep information about your child and data gathered from the study for 5 years after the study has finished. Certain individuals from RHUL may look at your research records to check the accuracy of the research study. If the study is published in a relevant peer-reviewed journal, the anonymised data may be made available to third parties. The people who analyse the information will not be able to identify your child.

You can find out more about your rights under the GDPR and Data Protection Act 2018 by visiting <https://www.royalholloway.ac.uk/about-us/more-governance-and-strategy/data-protection/> and if you wish to exercise your rights, please contact dataprotection@royalholloway.ac.uk.

- **What happens if I change my mind?**

You can change your mind at any time. If you decide you want us to stop working with your child, please contact us using the details at the bottom of this letter. Your child is also free to change his/her mind at any point during the project. If you change your mind before we have made your child's data anonymous, we will discard your child's data.

- **Who has reviewed the study?**

This project has been favourably reviewed following the procedures of the Royal Holloway Research Ethics Committee. Furthermore, all researchers involved in collecting data individually with pupils hold an enhanced Disclosure and Barring Service (DBS) certificate.

- **Where can I get more information?**

If you would like further information, please do not hesitate to contact Dr Sanne van der Kleij or Dr Jessie Ricketts using the contact details below.

- **What should I do next?**

We hope that you and your child will agree to participate in the study. Please discuss the project with your child and complete the consent form on the LARA lab website. You can also email the information to the research team if this is easier.

Yours sincerely, Sanne van der Kleij and Jessie Ricketts

Contact details

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