**Example Information letters and consent forms**

**Example 1 Teacher Information letter**

Dear Ms\_\_\_\_\_\_\_\_\_\_\_\_ ,

**A case study of non-fictional writing in a Grade 3 classroom**

We, xx and Carolyn McKinney, are researchers working in the School of Education at the University of Cape Town. We would like to ask your permission to carry out research on non-fiction writing in your Grade three classroom. Our research aims to explore the teaching of non-fictional writing during literacy periods over one school week as well as the kinds of written texts that the learners produce during this time.

While there is a growing body of research on reading in the foundation phase in South Africa, there is a relative lack of research on the area of writing. We are convinced that the development of writing is key to learners’ success in schooling. Our proposed research aims to offer a description and analysis of one example of the teaching and learning of non-fiction writing in Grade 3.

Data collection will be in the form of daily classroom observations from 9-10.30am over the period of a week 12- 16 August. We will observe teaching and learners writing in the class, by making notes and audio-recording. We hope to interview you at the end of the observation period for about 30 minutes. This will offer an opportunity to pursue any areas of interest that may have arisen during observation. We would also like to collect learners’ written texts produced during the week.

Participation is voluntary and the confidentiality of the school, as well as the teachers and learners, is guaranteed. The school will be given a pseudonym (different name) and pseudonyms will be used for all participants in the writing up of the research. You may withdraw permission for conducting the research at any time.

Please fill in the form to indicate your consent for the research. You are welcome to ask any questions regarding this research by telephone or email to either of us: xx on xx and Carolyn McKinney on xx or Carolyn.mckinney@uct.ac.za.

Yours sincerely,

Dr xx and Dr Carolyn McKinney

**Example Teacher Consent form**

**A case study of non-fictional writing in a Grade 3 classroom**

|  |  |  |
| --- | --- | --- |
| **I ­­­­consent to**  | **YES** | **NO** |
| 1.Being observed in the classroom  |  |  |
| 2.Being audio-recorded working in the classroom |  |  |
| 3.Assisting in the collection of class work  |  |  |
| 4. Being interviewed  |  |  |
| 5. Audio- recording of the interview |  |  |

I understand that my participation is voluntary and that confidentiality will be maintained. I can withdraw my participation at any time.

Name: (Print)

 (Signature)

 (Date)

**Example 2**

Dear Mr/Mrs/Ms [Teacher]

**Request to conduct research in your Grade 1 classroom at x Primary School.**

We are writing to request your participation in the ***[xxx] Study***. This is a research study that aims to investigate the implementation of xxxxxx Workbooks in Grade 1 Home Language and Mathematics lessons.

[xxx] is a not-for-profit organisation that aims to ensure that all learners in South Africa can read for meaning and calculate with confidence in their home language by the age of 10. Integrated learner workbooks and teacher guides have been developed for Grade 1 Home Language and Mathematics to enhance learning outcomes at this level. Although your school has not received these materials the long-term plan is to roll them out to all schools should they be successful.

Your school has been part of the University of Cape Town (UCT) evaluation of [xxx] as a comparator (control) school since 2019. This specific piece of the research wants to see what is happening in Grade 1 classrooms with regular learning material, as opposed to the [xxx] material.

The research is being conducted in three provinces: Limpopo, Eastern Cape and Western Cape. The aim is to understand the ways in which the learning material functions in Mathematics and Home Language classrooms. The research will entail classroom observations, teacher interviews and a book inventory conducted at two points in 2021. On behalf of our team, two fieldworkers would like to visit your classroom on the following dates, with the following activities:

|  |  |
| --- | --- |
| **Date** | **Activities** |
| 03 May 2021 | * Classroom observation of you teaching Mathematics and Home Language on one day.
* Short interview with you.
* Observation of learner books and workbooks of two learners in your class.
* Short interview with your principal.
 |
| 18 and 19 October 2021 | * Classroom observation of you teaching Mathematics and Home Language across two days.
* Interview with you.
* Observation of learner books and workbooks of two learners in your class.
* Short interview with your principal and HOD.
 |

Your participation requires:

* No special preparation for the days of observation. Lessons being observed should follow regular timetabling and fieldworkers will ensure their arrival at the start of the school day and wait for the scheduled lessons to begin. Researchers wish to see how things happen in your class normally. It is not you personally that they are interested in, but rather how the programme is working or not working.
* Permission to have two fieldworkers observe and video your lessons.
* Permission to be interviewed, with no special preparation for the interview. We propose that this will be done in your classroom at the end of the school day or at a time that is suitable to you.
* Provision of two exercise books/workbooks of learners in your class during each visit for the purpose of conducting a book inventory. This will be done in your classroom as well. As such no additional work space for our research team is required.

The study has ethics approval from the Faculty of Commerce, University of Cape Town, and permission from the Eastern Cape Department of Education. Your school was selected as it is nearby and similar to one of the randomly selected schools with Funda Wande material (one of 30 schools that are participating in the project in the province).

Participation in this research is voluntary and consent can be withdrawn at any time during the duration of the study. In addition to this, your anonymity as well as that of the school and learners will be maintained in the reporting of the findings.

Thank you for taking the time to consider this request. If there are any questions or queries please contact the Principal Investigator (Prof Ursula Hoadley, 083xxxxxxx, uk.hoadley@uct.ac.za).

Please could you respond regarding your participation in the study to the iKapadata fieldworkers working for UCT by returning the attached consent form.

*Yours sincerely,*

Professor Ursula Hoadley

**[xxxx] STUDY CONSENT FORM**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (full name/s and surname), a Grade 1 teacher at \_\_\_\_\_\_\_\_\_\_\_ Primary School hereby give my consent and agree to participate in the [xxx] Study.

I acknowledge and understand that my participation entails:

* Being video recorded teaching mathematics and literacy lessons.
* Having researchers observe these lessons.
* Participating in an interview.
* Providing learner workbooks at each point for the purposes of conducting a book inventory.

I understand that my participation in this research is voluntary and my consent can be withdrawn at any time during the duration of the study. I understand that my own anonymity as well as those of the school and the learners will be maintained in the reporting of the findings.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and contact number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal name and contact number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you have any questions or queries please contact Professor Ursula Hoadley, Principal Investigator, using the details below.

Telephone: 082 xxxxxx

Email: uk.hoadley@uct.ac.za