



Hazel Wood
High School

Respect Responsibility Aspiration

Thursday, 01 September 2022

Dear Parent/Carer,

RE: Bee Well Student Survey

I am writing to inform you that Hazel Wood High School is taking part in a Manchester survey called *Bee Well*, which is being conducted by the Manchester Institute of Education.

The aim of the survey is to collate information about the happiness and wellbeing of the young people of Manchester and what influences their wellbeing. Through this research we will be able to listen to the voices of our young people and act together for change.

As part of the research your child will complete a 20-30 minute survey, in school, once a year for the next 3 years. After each survey we will receive a report about the results, which will help us better understand the feelings of our pupils.

To learn more about the survey, please read the information attached to this letter.

If you are happy for your child to take part then you do not need to do anything. However, if you do not wish your child to take part, then please complete the attached slip and return to the address given. You will notice that in the attached information it says the deadline is in August, however this has been extended to 17th September 2021.

If you have any more questions please either visit the website www.gmbeewell.org or contact me on n.hunter@hazelwoodhigh.co.uk.


Yours Sincerely,

Miss N Hunter
Director of Personal Development and Wellbeing

Headteacher: Mr Paul Greenhalgh

Hazel Avenue, Bury, Lancashire, BL9 7QT

 0161 797 6543

 enquiries@hazelwoodhigh.co.uk

 www.hazelwoodhigh.co.uk

#BeeWell

Parent and Carers Information Sheet

Why am I receiving this letter?

Your child is being invited to take part in a research study.

Before you decide whether they can take part, it is important for you to understand why the research is being conducted and what it will involve. Please take time to read the following information carefully. If anything is unclear or if you would like more information, please contact us (see 'further information' section below). Thank you for taking the time to read this.

If your child will be in Year 9 in Autumn 2022, their year group are part of a cohort of pupils that we are asking to complete the survey on an annual basis, starting in Autumn 2021. You will have received this information sheet last year if your child's school signed-up to take part.

If you chose to opt-out of the research study for your child last year, then your decision to opt-out is still recorded on our system and your child will **not** be taking part in the survey this year. You do not have to return the form again. If you have previously chosen for your child to opt-out of the survey but would like them to take part in Autumn 2022, please contact us at beewell@manchester.ac.uk.

If your child will be in Year 10 in Autumn 2022, you will be receiving this information sheet for the first time. This is the only academic year that your child will be eligible to take part in the research study. Please make sure to read this information carefully to understand what the research study is and to decide if you would like your child to take part or opt-out.

About the research

Who will conduct the research?

Professor Neil Humphrey, Manchester Institute of Education, The University of Manchester, is leading the study. The project is a collaboration between The University of Manchester, Anna Freud National Centre for Children and Families, Child Outcomes Research Consortium, Gregson Family Foundation, and Greater Manchester Combined Authority. Only the University of Manchester will have access to the project dataset outlined below; the remaining organisations support the project in other ways (for example, the Child Outcomes Research Consortium provide guidance to schools on their wellbeing provision).

What is the purpose of the research?

The aim of our study, the #BeeWell programme, is to look into the wellbeing (e.g. happiness) of young people across Greater Manchester. We also want to know what influences their wellbeing (e.g. relationships, physical activity).

Who is being asked to take part?

Your child's school has signed up to the #BeeWell programme, in which pupil's complete online surveys once a year, as follows:

| | 2021-22 | 2022-23 | 2023-24 |
|---------|-----------|-----------|-----------|
| Year 8 | Survey | No survey | No survey |
| Year 9 | No survey | Survey | No survey |
| Year 10 | Survey | Survey | Survey |

Will the research be published?

We will publish our findings in journals, blogs, conference presentations, doctoral student theses, and summary reports on websites and social media. Participating schools, Local Authorities, the Greater Manchester Combined Authority will receive summary feedback reports. The project dataset will also

be made publicly available. This will mean that other researchers can use the data to answer their own questions about young people's wellbeing. In all of the above, your child's responses will be completely anonymous.

Disclosure and Barring Service (DBS) Check

Members of the research team have each had DBS checks at the Enhanced Disclosure level.

Who has reviewed the research project?

The project has been reviewed and approved by The University of Manchester Research Ethics Committee 1 (Ref: 2021-11133-18179).

Who is funding the research?

The project is funded by The University of Manchester, the Greater Manchester Combined Authority, Paul Hamlyn Foundation, The Gregson Family Foundation, The Holroyd Foundation, The National Lottery Community Fund, The Oglesby Charitable Trust, The Peter Cundill Foundation, Big Change, and BBC Children in Need.

What would my child's involvement be?

Your child will be asked to complete a survey in Autumn 2022, which will take them 20-30 minutes. This will be done online at school. If your child is in Year 9 in 22/23, they will repeat the survey again in Autumn 2023. Otherwise, they will only complete it once.

There are no significant risks or disadvantages to taking part in the survey. However, we will let your child know about a range of sources of support that they can seek out if any of the questions make them feel sad, worried or upset (e.g. parent/carer, Childline, member of school staff). There is no guaranteed benefit in taking part, but completing wellbeing surveys can help some young people to reflect on their lives.

Will I or my child be compensated (e.g. receive money or vouchers) for taking part?

There is no compensation available for participating.

What happens if I do not want my child to take part or if I change my mind?

It is up to you to decide if you want your child to take part or not. If you give permission, your child will also be asked if they want to take part. You can both back out at any time, without giving a reason. If after your child has taken part, you decide that you want us to remove their survey answers, you can contact us to delete the record. However, it will not be possible to remove your child's data once it has been anonymised as we will not be able to identify their specific data. We anticipate that this will take place by the end of 2026, after which personally identifiable information will be securely destroyed.

This does not affect your data protection rights. If you decide that you do not want your child to take part, please complete the short 'opt out' form at the end of this sheet and return it to us using the FREEPOST address by the specified date. If you prefer, you can telephone or email us using the information provided on the opt-out form.

Data protection and confidentiality

What information will you collect about my child?

For your child to participate in this survey we need to collect information that could identify them, called "personal identifiable information". We will need to collect:

- Forename, surname
- Ethnicity
- Unique pupil number
- Date of birth

- Residential postcode
- Free school meal eligibility
- Year group
- Sex
- Special educational needs
- English as an additional language

This information will be provided by your child's school or local authority.

We will also be collecting information about your child's wellbeing, and the factors that influence their wellbeing. This includes questions about:

- Autonomy, life satisfaction, optimism and life readiness
- Psychological wellbeing, self-esteem, stress, coping, and emotion regulation
- Positive and negative emotions
- Health and routines, hobbies and entertainment, school, environment and society, relationships, and the future
- Gender identity and sexuality

How will the information gathered be used?

We will link the information provided by your child's school or Local Authority to their survey answers. We will link their residential postcode to public information about the local area (for example, whether there is access to parks and other green spaces). In the future, we plan to link our project data to other information held about your child, for example, educational data (e.g. academic attainment) in the National Pupil Database; employment and earnings data (e.g. annual income) in the Longitudinal Educational Outcomes database; data on access to NHS-funded community services (e.g. referrals to children and young people's health services) in the Community Services Dataset; and, data on access to NHS-funded mental health services (e.g. referrals to child and adolescent mental health services) in the Mental Health Services Dataset.

How will data be linked and why is this beneficial?

The basic process for data linkage is outlined below:



Linking our project data in this way significantly improves what we can learn about young people's wellbeing and how it influences (and is influenced by) what is happening in other aspects of their lives.

Under what legal basis are you collecting this information?

We are collecting and storing personal identifiable information in accordance with UK data protection law. This states that we must have a legal basis (specific reason) for collecting your data. For this study, the specific reason is that it is "a public interest task" and "a process necessary for research purposes".

What are my rights in relation to the information you will collect about my child?

You have rights under data protection law with reference to your personal information. For example, you can request a copy of the information we hold about your child. If you would like to know more about your different rights or the way we use your personal information, please consult our Privacy Notice for Research: <https://documents.manchester.ac.uk/display.aspx?DocID=37095>

Will my child's participation in the survey be confidential? Will their personal identifiable information be protected?

In accordance with data protection law, The University of Manchester is the Data Controller for this project. This means that we are responsible for making sure your personal information is kept secure, confidential and used only in the way you have been told it will be used. All researchers are trained, and your data will be looked after in the following ways:

- All information will be treated strictly confidentially. Only named members of the research team (all employed by the University of Manchester) will access the identifiable data*, except in instances where it is being securely provided to the organisations that hold the above-named datasets to enable data linkage.
- After the research team has used identifying information to link data in the ways described above, the dataset will be made anonymous.
- All survey data will be stored on a secure, encrypted and password-protected server which only named members of the research team can access.
- All data will be processed in accordance with the General Data Protection Regulation (GDPR) law.
- If you agree for your child to take part in this study and with your permission, the non-identifiable survey data provided by your child will be shared with other researchers and agencies. This is in order to support additional research in accordance with The University of Manchester's Research Privacy Notice (see above link). As already noted, this information will be completely anonymous.

* Please also note that individuals from The University of Manchester or other authorities may need to look at the data collected for this study to make sure the project is being carried out as planned. This may involve looking at identifiable data. All individuals involved in monitoring the study will have a strict duty of confidentiality to you/your child as a participant.

What if I have a complaint?

If you have a complaint to direct to members of the research team, please contact:

Professor Neil Humphrey
Ellen Wilkinson Building, Manchester Institute of Education, The University of Manchester,
Oxford Road, Manchester M13 9PL

Email: neil.humphrey@manchester.ac.uk

Telephone: 0161 275 3404

If you want to make a formal complaint to someone outside of the research team or if you are not satisfied with the response you have gained from the researchers in the first instance, then please contact:

The Research Ethics Manager, Research Office, Christie Building, The University of Manchester,
Oxford Road, Manchester, M13 9PL

Email: research.complaints@manchester.ac.uk

Telephone: 0161 306 8089

If you wish to contact us about your data protection rights, please email dataprotection@manchester.ac.uk or write to The Information Governance Office, Christie Building, The University of Manchester, Oxford Road, M13 9PL and we will guide you through the process of carrying out your rights.

You also have a right to complain to the Information Commissioner's Office about complaints relating to your child's personal identifiable information:

Online: <https://ico.org.uk/make-a-complaint/>

Telephone: 0303 123 1113

Further information

If you have any questions you can email us at beewell@manchester.ac.uk or call us on 0161 275 3415.

Thank you for taking the time to read this information sheet.

Agreeing for your child to be part of this research

- We hope you will allow your child to take part in this research.
- In providing permission, you are agreeing for your child to participate in the #BeeWell survey, for their survey data to be linked to background information about them, and for future linkage of their data to other information held about them (outlined above in 'data protection and confidentiality').
- If you do not give your permission, you need to **return the form below as soon as possible, and no later than 31st August 2022.**
- Choosing not to take part will not disadvantage you or your child in any way.
- It will be made clear to all children that it is up to them if they take part. They will also be reminded that they can skip questions if they don't want to answer them.

You only need to complete and return this slip if you **do not** wish your child to take part. Please either scan this form in and email to lawrence.wo@manchester.ac.uk (or ring 0161 275 3415), or post back to the following address:

FREEPOST RLYU-KAAB-AXRC
Lawrence Wo
Manchester Institute of Education
B4.10 Ellen Wilkinson Building
University of Manchester
Oxford Road
Manchester
M13 9PL

You do not need to include a stamp.

If you are happy for your child to take part, then you do not need to do anything.

Dear Lawrence,

I wish to withdraw my child from taking part in the #BeeWell study.

| | |
|-------------------------------------|--|
| Child's name: | |
| Child's school: | |
| Child's year group (e.g. 8, 9, 10): | |
| Parent/carer's name: | |
| Parent/carer's signature: | |
| Date: | |

Please return by 31st August 2022.