



Dear Parent/Guardian,

The school that your child attends has decided to engage with the **Active School Flag** post-primary (ASFPP) initiative this year.

Active School Flag aims to get *more schools, more active, more often*. At post-primary level it promotes physical activity for wellbeing, using a whole-school approach, anchored by student voice and student leadership. As part of the ASFPP process, students will be invited to complete an online questionnaire, during school time. The questionnaire will be administered by a research team from the Department of Physical Education and Sport Sciences in UL.

As part of the questionnaire students will be asked to provide their initials and date of birth, to create a research identifier code, this information will only be used for research purposes in order to manage the dataset. However, the data will be anonymised preventing the child and school from being identified. Only the research team will have access to the raw data, who will anonymise the data set prior to releasing to any third parties, in compliance with GDPR and ethical approval guidelines. The questionnaire will ask them about:

- Physical activity levels
- Participation in physical activity at school/in local community
- Active travel
- Motivations and barriers to physical activity

It will invite their suggestions about ways that their school could encourage more students to become more active. The completed surveys will go directly to our research team in the University of Limerick. Please find further information about ASFPP data collection overleaf. We ask that you read through this with your child.

The collected data will be used for 2 purposes:

1. School-specific reports: We will work with the data to create **school-specific reports** with graphics and tables. The ASFPP Student Voice report will be returned to school leaders, the ASFPP coordinating teachers and the timetabled Active School class in Transition Year (TY). The TY students will work with the ideas, suggestions and feedback given by their peers to devise an action plan for their school. They will receive guidance and support from our research team as well as the ASFPP coordinating teachers in the school.
2. Inform national policy making: ASFPP is funded by the Department of Education and the Department of Health. Both Government departments will receive data summary reports to help inform national policies. The departments will not have access to the raw data with student identifiers from the surveys.

If you would like your child to **participate** in this study, **NO further action is required**. Your child will be invited to complete an ASFPP survey at school. They will be asked to confirm that they are happy to take part before it starts. They do not have to take part if they do not want to.

If you would prefer your child **did not participate**, please sign the attached form and ask your son/daughter to return it to their teacher. *You child will not be penalized in any way should you wish that they opt out.*

Thank you for your time, on behalf of the research team,

Yours sincerely,

Prof Catherine Woods

**Our Research Team:**

- Prof Catherine Woods ([Catherine.Woods@ul.ie](mailto:Catherine.Woods@ul.ie))
- Prof Elaine Murtagh ([Elaine.Murtagh@ul.ie](mailto:Elaine.Murtagh@ul.ie))
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- Ms Kathleen Mc Nally ([Kathleen.McNally@ul.ie](mailto:Kathleen.McNally@ul.ie))

Please feel free to contact the Principal Investigator (Prof Catherine Woods) and any other member of the research team, if you have further questions or queries.

**Data Protection:**

- Individuals are asked to provide their initials and date of birth as identifiers. This is used by the research team to help manage the data. It is not used for reporting purposes.
  - The data will be held on a GDPR compliant server in Frankfurt, Germany.
  - Once surveys are completed by participating schools, the research team will download response data. This data can be accessed by members of the research team only and are stored within password-protected files.
  - Data will be held for a total of 15 years. Data destruction will take place in 2036 via shredding and deleting of electronic copies.
  - Any further queries/complaints can be sent to the Data Protection Officer at [dataprotection@ul.ie](mailto:dataprotection@ul.ie)
  - **Every participant has the right to access their data, rectify any errors they may believe exists within their data, have their data removed and deleted at anytime.**
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**What do I need to do if I would like my child to take part in this study?**

If you have read and understood the information on this form, have read and explained the information to your child, and are happy for your child to take part in the survey there is NOTHING you need to do. You can file this consent form for future reference. Your child will be included in the study and asked if they are happy to take part before it starts. They do not have to take part if they do not want to.

**What do I need to do if I do not want my child to take part in this study?**

Your son/daughter does not have to take part. If you DO NOT want your child to take part in the survey please fill out the **Opt Out form** below and return it to your school, via email.

**OPT OUT Form**

Please type/copy the below into an email reply to your school to ensure your child is **not included** in the Active School Flag study.

Please mark for the attention of: **the Active School Flag Coordinator**

I request that my child (name) ..... is **not included** in the study.

I understand that my child will not be penalised in any way for doing this.

**Parent/Guardian Name:** .....

**Date:** .....