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School Quality and Teacher Education

PARTICIPANT INFORMATION SHEET

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1. *What is the purpose of this research?*

In this project, being conducted at the University of Oxford, Department of Education, we will examine how principals and teachers in effective schools in England understand and develop school quality. The central research question of our project is about what highly effective and improving schools in England do to increase school quality and what head teachers and key-teachers in these schools think "really works" in improving schools. Dr. Roland Bernhard, Visiting Research Fellow (usually based at the University of Salzburg), is working on the project in collaboration with Dr. Katharine Burn, Associate Professor of Education within the Department of Education and she has full oversight of the work.

This study is being conducted with the intention that its findings will be useful in different contexts in Austria that are seeking to promote and sustain school improvement.

2. *Why have I been invited to take part?*

You have been invited to participate because your school is considered to be an excellent schools and/or to have improved considerably in recent years.

3. *Do I have to take part?*

No. You can ask questions about the research before deciding whether or not to participate. If you do agree to participate, you may withdraw yourself from the study at any time, without giving a reason, by advising the researchers of this decision.

4. *What will happen to me if I take part in the research?*

If you are happy to take part in the research, you will be asked to take part in an interview. I (Roland) will talk you through the study procedures and give you the chance to ask any questions. If you are still happy to take part, I will then ask you to sign a consent form. The interview, if you were willing to participate, would take about an hour. I would hold the interview in school at a time negotiated with you. If you are willing for me to do so, I would also like to audio-tape the interview so that I could then transcribe it.

We are seeking permission to identify the schools and to present the study as an exploration of the ways in which quality is understood and promoted in schools considered to be excellent providers. However, we are aware that schools may prefer not be identified in this way and are therefore asking explicit permission of the head teachers and all of those interviewed as to whether any publications arising from the study should name the schools and/or the county within which they are located, or deliberately preserve the full

anonymity both of the schools and thus of all interviewees. The decision needs to be one with which all the schools are happy and thus if any participant requests full anonymity then this would be respected, taking care to ensure that the description of the context does not compromise this anonymity. If the interview participants consent to naming the school, we would ask your permission to include any quotations from the interview conducted with you. However, if there is any opposition to this approach, then the interviews will be anonymised completely and stored in an anonymised format. I would ensure that it was not possible in any publication to identify the school or interview partner.

5. *Are there any potential risks in taking part?*

In order to reduce any potential risks, I will remind you before the interview that you should not mention specific names (of individuals or of other schools). However, we will ensure that all potential information given about individuals or about schools is kept strictly confidential and that in transcripts and any publications the names of persons and other schools are all anonymised.

6. *Are there any benefits in taking part?*

We hope that you will appreciate the opportunity to reflect on what you and your school are doing well and think through the strategies that have proved most valuable in this respect. If you and other participants in the study are willing for the name of the school to be included in any publications (journal articles) that we write on the basis of this study then you may also find it helpful for the school be presented as a named example of expert practice in terms of your capacity to develop school quality.

7. *What happens to the data provided?*¹

The information you provide as part of the study is the research data. Any research data from which you can be identified (e.g. your name, and the audio recording itself), is known as personal data. The research data, including all personal data will be stored confidentially using a password-protected USB drive.

If you wish not to be identifiable, your data will be stored in a completely anonymised format. All personal identifiers will be kept separately from the transcribed data. Pseudonymisation will occur as the interviews are transcribed.

Only the research team and the transcriber will have access to the research data. Responsible members of the University of Oxford may be given access to data for monitoring and/or audit of the research. All research data will be stored for at least 3 years after publication or public release of the work. We may retain and store your personal data for an additional period of time as necessary for the purposes of the study, and for further research.

We would like your permission to use anonymised data in future studies. In such a case, all personal information that could identify you will be removed.

8. *Will the research be published?*

The research will be published in academic journal articles.

9. *Who is organising and funding the research?*

This research is funded by the Austrian Arbeitsmarktservice (<https://www.ams.at/>), with further funding requested from the Austrian Science Fund (<https://www.fwf.ac.at/en/>).

¹ Please refer to [CUREC's Best Practice Guidance on Data Collection and Management](#) (BPG 09)

10. Who has reviewed this study?

This study has been reviewed by, and received ethics clearance through, the University of Oxford Central University Research Ethics Committee.

11. Who do I contact if I have a concern about the study or I wish to complain?

If you have a concern about any aspect of this study, please speak to the relevant researchers, Dr Roland Bernhard or Dr Katharine Burn (contact details below), who will do their best to answer your query. The researcher should acknowledge your concern within 10 working days and give you an indication of how they intend to deal with it. If you remain unhappy or wish to make a formal complaint, please contact the relevant chair of the Research Ethics Committee at the University of Oxford who will seek to resolve the matter in a reasonably expeditious manner:

Chair, **Social Sciences & Humanities Inter-Divisional Research Ethics Committee;**

Email: ethics@socsci.ox.ac.uk

Address: Research Services, University of Oxford, Wellington Square, Oxford OX1 2JD

12. Data Protection

The University of Oxford is the data controller with respect to your personal data, and as such will determine how your personal data is used in the study.

The University will process your personal data for the purpose of the research outlined above. Research is a task that we perform in the public interest.

Further information about your rights with respect to your personal data is available from <http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/individualrights/>.

13. Further Information and Contact Details

If you would like to discuss the research with someone beforehand (or if you have questions afterwards), please contact:

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