



## Communicating with parents/guardians about participating in SAMHE

### Information for schools:

- We are providing a template information sheet, opt-out consent form, and letter to parents/guardians which are designed to support you in communicating with parents/guardians about pupils taking part in SAMHE, if helpful. Your school may have its own templates which you are free to use.
- The key considerations you may need to take into account are:
  - SAMHE is a research project where pupils will be asked to provide us with data underpinning our research. This will never include personal data. Rather, pupils will be asked to provide us with contextual data relevant to our analyses including, for example, details about which room the monitor is in and relevant characteristics, such as how big the room is and how many windows it has.
  - Pupils taking part in SAMHE are able to create their own accounts for an online application (our Web App) and, theoretically, interact with our Web App independently of supervision (depending on the level of supervision you choose to provide at your school and your intended use cases for SAMHE).
- If you have questions about parental consent, please check your school policy in the first instance. Should you need any further information, please [contact us](#).

If you choose to use these templates, before sending:

- Please **adapt our templates** in line with your school's procedures.
- Please **add the relevant dates/details** to the **highlighted sections**

### This pack includes:

- [Template letter to parents](#)
- [Template information sheet](#)
- [Template opt out form](#)



## Template letter to parents

Dear Parent/Guardian,

We are inviting your child to take part in SAMHE (Schools' Air quality Monitoring for Health and Education, pronounced Sammy) which is a research project aiming to build a network of air quality monitors in schools across the UK and support children in engaging with the data which comes from their school's monitor.

**SAMHE** will help us better understand schools' indoor air quality and involves scientists from 6 institutions from across the UK. Initial funding for the SAMHE project was provided by the Department for Education, which continues to be involved. Funding for the main project is provided by the EPSRC (Engineering and Physical Sciences Research Council). SAMHE is important because poor air quality can have impacts on pupils' concentration levels and their health.

Your child has been invited to take part because the Headteacher of your child's school has decided, together with your child's class teacher, to participate in SAMHE. As part of SAMHE your child will be asked to access a Web App designed by the project team and take part in short data entry activities and experiments which will be completed **during lessons/as part of extra-curricular activities [edit as appropriate]**. If you would like more information about what taking part would involve for your child, please see the information sheet (attached).

Your child's participation in our study will be kept confidential and it will not be possible to identify them through their interactions with our Web App.

If you do NOT want your child to take part in this project, please complete the attached opt-out form and return it to your child's class teacher by **[school to insert date]**. If you submit the form after **[school to insert date]** please be aware that your child may have already begun participating in SAMHE. Withdrawing from the study will not affect the care or education your child receives at school. Your child may also decide not to take part, at any time.

If you are happy for your child to take part, no action is required.

Many Thanks,

**The SAMHE Project Team**

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**Website:** [samhe.org.uk](http://samhe.org.uk)



Imperial College  
London

SEI Stockholm  
Environment  
Institute

 UNIVERSITY OF  
CAMBRIDGE

  
UNIVERSITY OF LEEDS

 UNIVERSITY  
*of York*

 GLOBAL CENTRE FOR  
CLEAN AIR RESEARCH  
UNIVERSITY OF SURREY

  
UK Health  
Security  
Agency

  
Department  
for Education

 Centre for Applied  
Education Research

 UKRI  
Engineering and  
Physical Sciences  
Research Council



## **Schools' Air quality Monitoring for Health and Education (SAMHE) - Information sheet for parents and guardians**

### **What is the purpose of this study?**

**SAMHE** (Schools' Air quality Monitoring for Health and Education) will establish a school-based air-quality monitor network which is representative of the UK's schools and through the network record measurements of carbon dioxide and selected air pollutants to evaluate classroom ventilation levels. We are sending participating schools a free air quality monitor and providing free access to our specially designed Web App which allows pupils to interact with the data it collects.

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

No, you are free to opt your child out from participating in SAMHE at any point up until **[school to complete date]** which is when work on SAMHE is due to start at your child's school.

**If you would prefer your child NOT to participate, please complete the form below and return it to [school to insert details of appropriate contact e.g. school bursar/class teacher etc]. If you are happy for your child to take part, you do not need to return the form.**

Please note that you can withdraw consent for your child to participate at any time. If you do, we will keep any contextual information your child has provided via the Web App, so that we can continue project work. We do not collect any personal information from pupils.

### **What will the study involve?**

Pupils taking part in SAMHE will be invited to create an account for our Web App. Creating an account does not involve entering any personal information.

Our Web App will give pupils access to data from the air quality monitor we have provided using different graphs and diagrams which their teachers will explore with them. The Web App will also contain different activities, including example experiments, which pupils will be encouraged to conduct with the support of their teacher to see how different actions change air quality. These activities will last between 5 and 60 minutes. Some activities will encourage the entry of useful contextual data for our research such as the number of windows in the classroom, and how big the classroom is. All activities are optional but will be encouraged through virtual points that can be accrued in our Web App enabling users to 'level-up'.



We have worked with teachers and pupils to inform the design of our Web App to ensure that it is both interesting and fun for pupils to use as well as being well aligned with the curriculum.

### **What if there is a problem?**

If you have any concerns about your child taking part in this study, please contact us via [hello@samhe.org.uk](mailto:hello@samhe.org.uk).

If you'd like to find out more about SAMHE please visit our website ([www.samhe.org.uk](http://www.samhe.org.uk)). You can find answers to lots of questions on our FAQs page [www.samhe.org.uk/faq](http://www.samhe.org.uk/faq).



## SAMHE (Schools' Air quality Monitoring for Health and Education) project – 'Opt out' consent form for parents and guardians

To be completed by a parent or guardian who DOES NOT AGREE to their child taking part in SAMHE and returned to [school to insert details of appropriate contact e.g. school bursar/class teacher etc].

By completing this form, you are making decisions about whether your child:

- Can create an account of their own for the SAMHE Web App, and thereby take part in data entry activities in their own right
- Can take part in data entry activities which form part of the SAMHE project with the support of a teacher by using a teacher's Web App account

Please tick the relevant boxes to indicate the level of participation you are prepared for your child to have in SAMHE. If you do not want your child to take part in SAMHE in any capacity, please tick **both** boxes.

If your concern is that you feel your child would benefit from additional materials to support their participation in SAMHE please contact your child's school in the first instance using [school to insert appropriate contact email address].

1. I DO NOT wish my child to create a user account of their own.	<input type="checkbox"/>
2. I DO NOT wish my child to enter data using their teacher's account.	<input type="checkbox"/>

Please complete the following information:

Your Name:	
Child's full name:	
Signature of Parent/Guardian	
Date of signature (DD/MM/YY)	