



**GRADUATE SCHOOL OF  
EDUCATION**

COLLEGE OF SOCIAL SCIENCES  
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w [www.exeter.ac.uk/education](http://www.exeter.ac.uk/education)  
w [www.blogs.exeter.ac.uk/tlitp](http://www.blogs.exeter.ac.uk/tlitp)

<Headteacher Name>  
<Address>  
<Postcode>

<Date>

Ref: <School Reference Number>

Dear <Headteacher Name>,

Thank you for your interest in taking part in 'The Lost in Translation Project'. I am delighted to confirm that your school and nominated member of staff has been enrolled on to this project. I enclose a pack which gives you all the essential information you will need when participating in this study.

Each pack contains the following:

- School Consent form (To be signed by you)
- Key Informant Consent form (For your reference)
- Participant Information Sheet
- Participant Handbook
- Demographic Questionnaire (For your reference)
- Notepad
- Pen

You can access all documents relating to this project by visiting <http://blogs.exeter.ac.uk/tlitp/> and clicking on 'Participant Documents'. The password to access these documents is: LIT2019. You can also access this web space to keep up-to-date with how the project is going and to access further information.

The next stage of this project is to arrange an informal phone call with <Key Informant Name> to discuss any questions he or your school may have and to arrange a pre-visit to see your school. If there is anything you would like me to do for you during the pre-visit I would be more than happy to do this (for example I can talk to students or staff about this research project or I can speak to students about the research journey and what it entails).

I would be grateful if you could fill and sign the School Consent Form. You can either scan the consent form and email to [w.speed@exeter.ac.uk](mailto:w.speed@exeter.ac.uk) or you can send it to Warren Speed, Office NC20, North Cloisters, St Luke's Campus, Heavitree Road, Exeter, Devon, EX1 2LU. If you prefer, you can give this to me when I come to visit you for a pre-visit.

Once again I would like to thank you for allowing your school to be part of this research project. Your time and interest is much appreciated, considering the pressures that schools and teachers are currently under. Your school's input will be crucial and I feel sure that you and your school will benefit in a variety of ways by taking part in this project. During the research process please let me know if there is anything I can help with.

The same information has also been sent to <Key Informant Name>.

If you have any other questions then please don't hesitate to contact me by email [w.speed@exeter.ac.uk](mailto:w.speed@exeter.ac.uk).

Yours sincerely

**Warren Speed BSc MSc**

Doctoral Researcher

07845 949 444 (9am to 5pm, Monday to Friday)

[w.speed@exeter.ac.uk](mailto:w.speed@exeter.ac.uk)

Office NC20, St Luke's Campus, Heavitree Road, Exeter, Devon, EX1 2LU

Enc. Participant Information Pack