



**GRADUATE SCHOOL OF
EDUCATION**

COLLEGE OF SOCIAL SCIENCES
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w www.exeter.ac.uk/education
w www.blogs.exeter.ac.uk/tlitp

<Key Informant Name>
<Address>
<Postcode>

<Date>

Ref: <School Reference Number>

Dear <Key Informant Name>,

Thank you for your interest in taking part in 'The Lost in Translation Project'. I am delighted to confirm your enrolment on to this project. I enclose a pack which gives you all the essential information you need when participating in this study.

Each pack contains the following:

- School Consent form (For your reference)
- Key Informant Consent form (To be signed by you)
- Participant Information Sheet
- Participant Handbook
- Demographic Questionnaire (To be completed by you)
- 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 you to discuss any questions you may have and to arrange a pre-visit to see you and 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 will send you an email to arrange this.

I would be grateful if you could complete the demographic questionnaire and fill and sign the 'Key Informant Consent Form'. You can either scan the demographic questionnaire and consent form and email to w.speed@exeter.ac.uk or you can send them both to Warren Speed, Office NC20, North Cloisters, St Luke's Campus, Heavitree Road, Exeter, Devon, EX1 2LU. If you prefer, you can give them to me when I come to visit you for a pre-visit.

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

Once again I would like to thank you for becoming part of this research project, your time and interest is much appreciated, considering the pressures that schools and teachers are currently under. Your input will be crucial and I hope that you and your school will also benefit in many ways from taking part in this project.

If you have any other questions then please don't hesitate to contact me by email 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

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

Enc. Participant Information Pack