

DRAFT - Information and consent letter to parents

Date

Dear Parent/Guardian

As part of our school's ongoing commitment to maintain a safe environment that promotes learning and healthy relationships in our school community we have enlisted the services of the Child Health Promotion Research Centre at Edith Cowan University in Western Australia to determine the types and levels of bullying that exist within our school. This survey forms one part of how your family and our school can reduce bullying among students.

We are sending you this letter to tell you about the survey and to ask your permission for your child to participate by completing a survey about bullying in the school. We will also be asking all parents in the school to complete a survey.

These surveys help us to determine whether the actions taken by the school and activities teachers conduct at school with the students help to reduce bullying in our school.

Information collected from our school will be added to a database of responses collected from schools across the country at the Child Health Promotion Research Centre. This will allow them to develop a broader picture of bullying in schools and will help the Child Health Promotion Research Centre advocate for more widespread development and use of programs addressing bullying issues in schools. **No identifying information will be collected at the time of the survey and therefore no identifying information will be stored in the database.**

What do the surveys ask?

The student survey assesses how students feel about bullying; their involvement in bullying, either being bullied or bullying others; and what they think the school is doing about bullying.

The parent/carer survey asks how parents feel about, and the school's responses to bullying, and what they do if their child/children experience bullying or are bullying another child. It also measures parents' involvement with actions taken by the school to reduce bullying.

What does participation involve?

Student Survey

Students will complete the survey in class in week **XX** of **this/next** Term. The survey will take approximately 30 minutes to complete. Your child's name will not be written on his/her survey. Importantly, all responses made by your child are treated as strictly confidential.

Parent/carer Survey

An envelope containing a parent/carer survey will be sent home with your child after he/she has completed his/her survey. The survey will take only 20 minutes to complete. If you do not receive the survey from your child, please inform **XX**. A reply paid envelope will be enclosed with your survey, to enable you to mail your survey either back to the school or directly to the Child Health Promotion Research Centre. Surveys returned to school will be sent unopened to Edith Cowan University in Western Australia for analyses. Parent responses will also be confidential and no names will be written on the survey.

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Next Steps

If you agree to your child completing to the student survey, you do not need to take any action. If you do not want your child to complete the survey, please complete the slip below, cut it off and return it to your child's teacher before **XXX 2005**. Your child will be provided with an alternative activity to complete while the survey is being administered.

Further Information

If you would like clarification or further information, please contact XXX on xxx

Yours sincerely

Principal Name

Principal

NOTE: ONLY COMPLETE IF YOU DO NOT WANT YOUR CHILD TO COMPLETE THE FRIENDLY SCHOOLS & FAMILIES SURVEY

I **DO NOT** want _____ (your child's name) to complete the Friendly Schools & Families survey.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Please return this form to your child's teacher before xx 2005.