

[Children's emotional wellbeing in primary-secondary school transitions](#)

[Participant Information Sheet \(PIS\) for parents/guardians](#)

Dear Parents/Guardians,

Your child has been invited to take part in a research project lead by Dr Charlotte Bagnall at the University of Manchester and the University of Dundee. Details about the project are included below along with information for your child. **If, after reading this information, you do not wish for your child to participate in our research, please complete the reply slip and return it to the school by Friday 8th May 2026.** Please note that your child can still decide on the day of the research whether they wish to participate or not.

About the research

➤ **Who will conduct the research?**

Dr Charlotte Bagnall and her research team at the Manchester Institute of Education, University of Manchester, Oxford Road, Manchester M13 9PL, are leading the research.

➤ **What is the purpose of the research?**

The project aims to design a questionnaire to measure children's emotional wellbeing in the context of moving from primary school to secondary school. The design of our questionnaire is nearly complete, and we wish to test how it can be used at several stages as a child moves from primary to secondary school.

➤ **Why has my child been chosen?**

We are writing to you because your child's school has expressed an interest in taking part in this research.

➤ **Will the outcomes of the research be published?**

Anonymised results of the research will be publicly and freely available via research publications/presentations, summary reports on websites and social media; and participating schools will receive summary feedback reports. The project dataset will also be made publicly available. This will mean that other researchers can use the data to answer their own questions about children's wellbeing over primary-secondary school transitions. The project dataset will include thousands of responses and individual children will not be identified. In all the above, your child's responses will be completely anonymous.

➤ **Disclosure and Barring Service (DBS) Check**

Our research team has undergone a Disclosure and Barring Service check at the Enhanced Disclosure level. This means that they have permission to work with and do research with children.

➤ **Who has reviewed the research project?**

The project has been reviewed by the University of Manchester Research Ethics Committee (Ref: 2025-19372-44086) and is funded by the University of Manchester's Faculty Research Investment Fund.

What would my child be asked to do?

➤ **What would my child be asked to do if they took part?**

Your child will be asked to complete the questionnaire 6 times - in March/April, June and July 2026 (while they are in Year 6; P7 in Scotland) and September 2026, December 2026, and March 2027 (when they reach Year 7; S1 in Scotland). The questionnaire will be completed on a computer, in school and will take no longer than 30 minutes. There are no significant risks or disadvantages to completing the survey. However, we will let your child know about sources of support that they can seek out if any of the questions make them feel sad, worried, or upset (e.g., parent/carer, Childline,

member of school staff). There is no guaranteed benefit in taking part, but our other work has shown that completing wellbeing and school transition surveys can help some children to reflect on their lives.

➤ **What happens if I do not want my child to take part or if I change my mind?**

It is up to you to decide whether or not to allow your child take to part. If you do not wish to take part this will not negatively impact them in anyway. Please complete the form at the end of the sheet and return it to your child's school by Friday 8th May 2026. Your child will be given an alternative activity to do at this time.

If you are happy for your child to participate – you do not need to do anything.

Data Protection and Confidentiality

➤ **What information will you collect about my child?**

For your child to participate in this survey we need to collect information that could identify them, called “personal identifiable information.” We will need to collect:

- Forename, surname
- Ethnicity
- Date of birth
- Year group
- Sex
- Whether they are identified as having special educational needs
- Whether they are eligible for free school meals
- Whether they are identified as having adverse childhood experience status
- Their attendance in percentage
- Anonymised Unique Pupil Number (England) or Scottish Candidate Number (Scotland) – this is a code that identifies each pupil within the local-authority-maintained school system. We will use these to look at children's outcomes until they leave school in Year 11, to examine how their school transitions experiences might shape these.

This information will be provided by your child's **school**

The **survey** your child will complete asks questions about their:

- Thoughts and feelings towards moving to secondary school
- Overall wellbeing
- Coping beliefs
- Loneliness
- Attitudes towards school
- Quality of life
- Emotional Intelligence

We will link the information provided by your child's school to their survey answers. Linking our project data in this way significantly improves what we can learn about children's wellbeing over the transition from primary school to secondary school and how it influences (and is influenced by) what is happening in other aspects of their lives. The measure is not designed to be used as a diagnostic tool, and given that their responses are anonymised, we will not be able to offer support as a result of their answers.

➤ **Under what legal basis are you collecting this information?**

We are collecting and storing this personal identifiable information in accordance with UK data protection law which protect your rights. These state that we must have a legal basis (specific reason) for collecting your data. For this study, the specific reason is that it is “a public interest task” and “a process necessary for research purposes”.

➤ **What are my child's rights in relation to the information collected about them?**

Your child has rights under data protection law with reference to their personal information. For example, they can request a copy of the information we hold about them. If you would like to know more about these different rights or the way we use your child's personal information, please consult our Privacy Notice for Research:

<https://documents.manchester.ac.uk/display.aspx?DocID=37095>

➤ **Will my child's participation in the study be confidential and their personal identifiable information be protected?**

In accordance with data protection law, The University of Manchester is the Data Controller for this project. This means that we are responsible for making sure your personal information is kept secure, confidential and used only in the way you have been told it will be used. All researchers are trained in how to use data responsibly, and your data will be looked after in the following ways:

- All information will be treated strictly confidentially. Only named members of the research team (all based in Manchester) will access the identifiable data*, except in instances where it is being securely provided to the organisations that hold the above-named datasets to enable data linkage.
- After the research team has used identifying information to link data in the ways described above, the dataset will be made anonymous. As noted above, we anticipate this will happen by the end of 2031.
- All survey data will be stored on a secure, encrypted, and password-protected server which only named members of the research team can access.
- All data will be processed in accordance with the General Data Protection Regulation (GDPR) law.
- If you agree for your child to take part in this study and do not object, the non-identifiable information about them will be shared with other researchers and agencies. This is to support additional research in accordance with The University of Manchester's Research Privacy Notice (see above link). As already noted, this information will be completely anonymous.

* Please also note that individuals from The University of Manchester or other authorities may need to look at the data collected for this study to make sure the project is being carried out as planned. This may involve looking at identifiable data. All individuals involved in monitoring the study will have a strict duty of confidentiality to you/your child as a participant.

What if I have a complaint?

If you have a complaint that you wish to direct to members of the research team, please contact:

DR CHARLOTTE BAGNALL

Manchester Institute of Education, University of Manchester, Oxford Road, Manchester, M13 9PL
Tel: 0161 61302 Email: charlotte.bagnall@manchester.ac.uk

If you wish to make a formal complaint to someone independent of the research team or if you are not satisfied with the response you have gained from the researchers in the first instance, then please contact:

The Research Ethics Manager, Research Office, Christie Building, The University of Manchester, Oxford Road, Manchester, M13 9PL, by emailing: research.complaints@manchester.ac.uk or by telephoning 0161 306 8089.

If you wish to contact us about your data protection rights, please email dataprotection@manchester.ac.uk or write to The Information Governance Office, Christie Building, The University of Manchester, Oxford Road, M13 9PL at the University and we will guide you through the process of exercising your rights. You also have a right to complain to the [Information Commissioner's Office about complaints relating to your personal identifiable information](#) Tel 0303 123 1113

Contact Details

Thank you for taking the time to read this letter. If you have any queries about the study, please contact:

Dr Charlotte Bagnall

Tel: 0161 306 1302

Email: charlotte.bagnall@manchester.ac.uk

I wish to withdraw my child from taking part in the study.

Child's name:	
Child's school:	
Parent/carer's name:	
Parent/carer's signature:	
Date:	