

Southern Universities Network

University of Southampton

Highfield Campus

Southampton

SO17 1BJ

**September 2018**

UNIVERSITY OF  
**Southampton**

Dear Parent and or Guardian,

**RE: Southern Universities Network; National Collaborative Outreach Programme**

I am writing to you to let you know about an outreach project your child has the opportunity to take part in. The national collaborative outreach programme (NCOP) aims to support young people in your local area to progress into higher education (HE). By higher education we mean any qualification higher than A-levels or equivalent (e.g. Higher National Diplomas, Higher Degree Apprenticeships, university degree). The programme is funded by the Office for Students (OfS).

SUN stands for Southern Universities Network which is an NCOP consortia comprised of six Higher Education Institutions (universities) – Arts University Bournemouth, Bournemouth University, Southampton Solent University, University of Portsmouth, University of Southampton and University of Winchester.

In addition to the six universities SUN also comprises of Further Education partners, Schools, Local Authorities, Education Business Partnerships and Local Enterprise Partnerships.

The six universities employ staff who lead on organisation and delivery of outreach activities in conjunction with our other partners. If your child takes part in a SUN outreach activity you will receive information from the relevant project leader at the institution, or directly from the school or College.

A key part of this project is to see if our outreach activities have any positive effect on progression to both post-16 and post-18 education choices. Included in this information pack you will find a booklet which outlines the project in further detail and all necessary information on data protection.

The project is expected to be an enjoyable experience and will involve participation in a number of evaluation methods. We will ask your child to complete surveys will focus on attitudes to learning and future education choices, their confidence level with regards to attainment and decision making processes. In addition to this we will also ask a sample of participants to take part in discussion and focus groups. Researchers are all DBS checked and experienced in working with young people. Your child has been asked to give their consent to participate and you can also make this decision.

We have also asked your child to consent to take part in some tracking of their educational journey via a trusted third party database called the Higher Education Access Tracker (HEAT). HEAT will use this data to match against national data from the National Pupil Database and to their outreach activity record on the HEAT database. The parent information booklet included in this information pack provides a full data privacy statement which will detail all data collected, why, what we will be using this for and who we will be sharing this data with. Individuals will not be identified in any project or activity reports.

I would like to assure you that this study has been reviewed and received ethics clearance by the University of Southampton; lead institution for SUN NCOP. The project has the support of the Headteacher / Principal at your child's school/college.

Your child does not have to participate in this evaluation. If your child chooses to participate and later changes their mind they are free to withdraw from the evaluation at any point and to ask to have any information that the project team hold about them to be destroyed. They do not have to give a reason for withdrawing from the project.

If you would prefer for your child not to take part in the research, evaluation and tracking aspects of the project please complete the below return slip and post to the address on the front of this letter.

We are keen to work in partnership with parents and carers to ensure the young people who are taking part in the programme receive as much support as possible during their educational journey. We would greatly appreciate and welcome your involvement in our evaluation exercises, as we'd like to find out as much as we can about parents' attitudes towards education and the potential barriers their children face in achieving their academic goals.

We would be very grateful if you could take part in the parent and carer survey which can be [accessed here](#). We plan to run the parent/carer survey each academic year as well as discussion groups and evaluation exercises related to specific NCOP activities throughout the programme.

**Should you have any concerns or comments resulting from your child's participation in this study, please reference ERGO ID (University of Southampton): 30036 and contact the University of Southampton Research Integrity and Governance Manager (023 8059 5058, [rgoinfo@soton.ac.uk](mailto:rgoinfo@soton.ac.uk)).**

We would appreciate you supporting your child to participate in this project, as we believe it will contribute to furthering our knowledge of young peoples' attitudes, experience and decision making with regards to future education choices.

Should you have any questions please do not hesitate to contact me at [SUN@soton.ac.uk](mailto:SUN@soton.ac.uk)

Yours Faithfully,



Claire O'Neill

**Head of Southern Universities Network**

**Opt-out form**

<b>Your full name</b>	
<b>Your signature</b>	
<b>Your relationship to the young person</b> <b>(please circle)</b>	Parent                      Carer                      Guardian
<b>Date</b>	

**Child 1:**

<b>Your child's name</b>	
<b>Your child's school or college name</b>	
<b>Year group your child is currently in</b>	

**Child 2:**

<b>Your child's name</b>	
<b>Your child's school or college name</b>	
<b>Year group your child is currently in</b>	

**Child 3:**

<b>Your child's name</b>	
<b>Your child's school or college name</b>	
<b>Year group your child is currently in</b>	

**Child 4:**

<b>Your child's name</b>	
<b>Your child's school or college name</b>	
<b>Year group your child is currently in</b>	