Appendix H: Teacher fieldwork documents

Contact card

**National Study of Health and Wellbeing**

**Children and Young People 2017**

**Teacher Contact Card**

I have taken part in the National Study of Health and Wellbeing Children and Young People 2017. This is an important study that looks at the health, development and wellbeing of children and young people aged 2-10 across England.

To get the most accurate picture of the health, development and wellbeing of children it’s important to get information from a range of people. As part of the study, the research team collect information from parents/guardians, children and young people, and their teachers.

My parent/guardian has given permission for NatCen Social Research to contact you to complete a short questionnaire about me. We chose you as the teacher who knows me best.

Please look out for an email and a letter from NatCen Social Research in the next few weeks.

Many thanks,

Child name: _____________________________________________

Parent name: ____________________________________________

**WHAT IS THE NATIONAL STUDY OF HEALTH AND WELLBEING?**

There have been two national studies of children and young people’s health, development and wellbeing. The last one was carried out in 2004 and involved 8,000 children and young people. The information collected from these studies has been used in lots of ways to look at how common different kinds of health, developmental and emotional disorders are and the kinds of things that are associated with good health, development and wellbeing as well as the things associated with poor health, development and wellbeing. Organisations like the NHS, Local Authorities and charities have used the data collected in the previous studies to plan the services that children, young people and their parents need to promote good health, development and wellbeing across England.

**WHAT DOES TAKING PART INVOLVE?**

For teachers, taking part involves completing a short questionnaire about the child who has chosen you. The questionnaire should take around 10 minutes to complete. It’s up to you whether you do take part. There will be more information in the email and letter which will be sent to you by NatCen Social Research in the next few weeks.

**WHERE CAN I FIND OUT MORE?**

To find out more about the study, please visit [www.natcen.ac.uk/NSHW](http://www.natcen.ac.uk/NSHW) or dial freephone 0800 695 2704.
Dear <TeacherName>,

I am writing to ask for 10-15 minutes of your time to complete a short questionnaire about one of your pupils, <first_name>-<last_name>. This is part of the National Study of Health and Wellbeing: Children and Young People 2017. This is the first study of its kind since 2004 and you can find out more at www.natcen.ac.uk/NSHW.

The teacher questionnaire is randomly selected to take part in the study. We have already conducted an interview with them and/or one of their parents/carers about their health and wellbeing. During the interview, they chose you as the teacher to complete the survey and gave us permission to contact you. Hearing from teachers like you will allow us to build a fuller picture of health and wellbeing.

Mental health problems affect children’s education and life chances. By taking part in this important national survey you will be contributing vital information that will help the Department of Health and the Department for Education improve mental health support for children and young people across England. We thank you for your time; your responses will help us to make a difference.

(Department for Education, Department of Health)

What next?
We would like you to complete a short questionnaire. It should only take 10-15 minutes of your time. The questions relate to <first_name>-<last_name> and how they have been getting on. You can complete the paper version, scanned, and post it back in the pre-paid envelope provided (please detach the front page of the questionnaire before you return it). If you are completing the questionnaire online, you can do so using a desktop or laptop computer. You just need to be connected to the internet. Your login details are provided on the front of this letter.

Take part online: Enter this access code:
https://survey.natcen.ac.uk/health

Thank you in advance for your help,

Katharine Baxter
Research Director
NatCen Social Research

What will happen to any information I give?
We will treat information you give in strict confidence under the Data Protection Act 1998. The results collected are used for statistical purposes only and will help NHS, policy makers and charities make the right decisions about services for children and young people.

Who is carrying out the survey?
NHS Digital has asked NatCen Social Research and the Office for National Statistics (ONS) to carry out the survey, with funding from the Department of Health.

What is NHS Digital?
NHS Digital is a Public Body and is the national provider of information, statistics, data and IT systems for health and social care in England. It works in partnership with the NHS and other national organisations to help make decisions to improve people’s care and well-being.

How can I complete the questionnaire?
You can either complete the paper version of the questionnaire enclosed with this letter and return it in the pre-paid envelope (please detach the front page of the questionnaire before you return it). Or you can complete the questionnaire online. If you are completing the questionnaire online, you can do so using a desktop or laptop computer. You just need to be connected to the internet. Your login details are provided on the front of this letter.

Is the information I provide online safe?
We take our responsibility to keep personal information secure very seriously. To make sure your information is protected we use a secure website (HTTPS). This is the same type of website that you would generally see when shopping online. As part of our commitment to the security of your information, NatCen Social Research has regular internal and external audits of its information security, and is accredited to the ISO/IEC 27001:2013.

Do I have to take part?
We very much hope you will take part but participation is voluntary. If there are any questions you do not wish to answer, you do not have to.

Where can I find out more?
For more information, please visit www.natcen.ac.uk/NSHW or call us on 0800 652 2704.

Ref: PI195571/3/G6010009/CR02

Annex H, MYSYF 2017, Teacher letter 1
The National Study of Health and Wellbeing: Children and Young People 2017

Dear <TeacherName>,

We're contacting you again to ask for 10-15 minutes of your time to complete a short questionnaire about one of your pupils, <First name>-<Last name>-<Name>. This is the final reminder to take part. The questionnaire will close on 11 January 2017. The questions are part of the National Study of Health and Wellbeing: Children and Young People 2017. This is the first study of its kind since 2004 and you can find out more at www.natcen.ac.uk/NHSW.

The teacher questionnaire was randomly selected to take part in the study. We have already conducted an interview with them and one of their parents/carers about their health and wellbeing. During the interview, they chose you as the teacher to complete the survey and give us permission to contact you. Having heard from teachers like you will allow us to build a fuller picture of health and wellbeing.

Mental health problems affect children’s education and life chances. By taking part in this important national survey you will be contributing valuable information that will help the Department of Health and the Department for Education improve mental health support for children and young people across England. We thank you for your time: your responses will help us make a difference.

(Department for Education, Department of Health)

What will happen to any information I give?

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NHS Digital is a Public Body and is the national provider of information, statistics, data and IT systems for health and social care in England. It works in partnership with the NHS and other national organisations to help make decisions to improve people's care and well-being.

How can I complete the questionnaire?

You can either complete the paper version of the questionnaire enclosed with the letter and return it in the pre-paid envelope (please detach the front page of the questionnaire before you return it) or you can complete the questionnaire online. If you are completing the questionnaire online, you can do so using a desktop or laptop or tablet device. You just need to be connected to the Internet. Your login details are provided on the front of this letter.

Is the information I provide safe online?

We take our responsibility to keep personal information secure very seriously. To make sure your information is protected we use a secure website (HTTPS). This is the same type of website that you would generally use when shopping online. As part of our commitment to the security of your information, NatCen Social Research has regular internal and external audits of its information security, and is accredited to the ISO/IEC 27001:2013.

Do I have to take part?

We very much hope you will take part but participation is voluntary. If there are any questions you do not wish to answer, you do not have to.

I have already completed the questionnaire but you have sent me a reminder?

Thank you for taking part: it might be that you completed the questionnaire after we had checked our records. We apologise, but we will have safely received your answers.

Where can I find out more?

For more information, please visit www.natcen.ac.uk/NHSW or call us on 0800 652 2704.

Thank you in advance for your help,

Katharine Haxby
Research Director
NatCen Social Research
Dear <HeadTeacherName>,

I am writing to let you know that one of your teachers, <TeacherName>, has been invited to complete a short questionnaire about one of their pupils, <first_name> <last_name>. This is part of the national study of Health and Wellbeing: Children and Young People 2017. The questionnaire will only take 15-15 minutes to complete.

What is the National Study of Health and Wellbeing: Children and Young People? This is the first study of its kind since 2004. The study is looking at how common different kinds of health, developmental and emotional disorders are among children and young people. You can find out more at www.natcen.ac.uk/NSHW.

Why are we interviewing teachers? Information provided by teachers plays a crucial part in assessing children’s health and wellbeing, as differences in behaviour at home and school are particularly key for the identification of conduct disorders.

“Mental health problems affect children’s education and life chances. By taking part in this important national survey you will be contributing vital information that will help the Department of Health and the Department for Education improve mental health support for children and young people across England. We thank you for your time: your response will help us to make a difference.”

(Department for Education, Department of Health)

Thank you in advance for your help,

Katharine Sadler
Research Director
NatCen Social Research

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Why are you contacting my school? One of your pupils, <first_name> <last_name>, was randomly selected to take part in the study. We have already conducted an interview with them and/or one of their parents/carers about their health and wellbeing. During the interview, they chose your teacher to complete the survey and gave us permission to contact them. Hearing from teachers, as well as parents and young people, will allow us to build a fuller picture of health and wellbeing.

What’s involved in the teacher questionnaire? It should only take 10-15 minutes to complete. Participation is completely voluntary and we will ask teachers independently for their consent to take part. The information we collect will be treated in confidence, in accordance with the Data Protection Act. Pupils and parents will not be able to find out the answers given by the teacher.

What happens next? We have sent a paper version of the questionnaire for the teacher to complete, and we have also sent an email with the link to an online version of the survey. In the instance when the parent provided a general school email address, we have sent an email requesting that it is forwarded on to the teacher named by the parent.

Who is carrying out the survey? NHS Digital has asked NatCen Social Research and the Office for National Statistics (ONS) to carry out the survey, with funding from the Department of Health.

Who are NHS Digital? NHS Digital is a Public Body and is the national provider of information, statistics, data and IT systems for health and social care in England. It works in partnership with the NHS and other national organisations to help make decisions to improve people’s care and well-being.

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