

Partners



COOK ISLANDS
Ministry of Education
Maraurau o te Pae Api'i



Funders



LENScience
Liggins Institute | University of Auckland
Private Bag 92019 | Victoria Street West
Auckland 1142 | New Zealand
P (09) 923 4282
E j.bay@auckland.ac.nz
www.lenscience.auckland.ac.nz

PARTICIPANT INFORMATION SHEET

(Principal)

31 March 2014

Project Title: Pacific Science for Health Literacy Partnership Project
Principal Investigator: Jacquie Bay, Director LENScience, Liggins Institute, University of Auckland

Dear «Title» «Last_Name»,

I am writing to you regarding the evaluation of the Pacific Science for Health Literacy Initiative in which your school is a partner. As was outlined in our project development meetings with the project team in «Country_Name», now that we have secured funding to develop and implement the intervention we are seeking to engage partners in the process of evaluating the impact of the intervention programme. On behalf of the «Director_of_Education_Name» and the project leadership team, we invite «School_Name» to participate in the evaluation of the programme over the next three years.

About the Project:

The Project evolved from a pre-feasibility study conducted by the partners at the request of The New Zealand Ministry of Foreign Affairs and Trade NZAid in 2012. It will develop and test school-science-health-community partnership learning programmes designed to support long-term intergenerational non-communicable disease (NCD) risk reduction via improved scientific and health literacies. The design is underpinned by extensive scientific evidence of the impact of early-life environment on later-life NCD risk. Action of this type during adolescence is recommended by the United Nations and has been identified by the Partner Countries as filling a recognised gap in national NCD risk reduction strategies. Evidence of concept effect has been proven in a New Zealand setting.

Six learning modules based on the principles established by the LENScience Science for Health Literacy pedagogical model and designed to support the national curricula of the Cook Islands and Tonga, will be developed and implemented over a period of 3-years. These will be accompanied by a programme of professional learning and development (PLD) targeting separately lead- and practicing-teachers. The project is designed to build local leadership in participating Pacific communities to ensure sustainability and facilitate future Pacific-led regional development.

Why do we need to evaluate the Project?

Evaluation will establish the capacity for the Partners to systematically examine the longitudinal impact of project implementation on:

- the nature and longevity of inter-sectorial collaborations
- education leadership capacity development
- practicing- teacher capability development
- adolescence capability development

The evaluation will inform future development and offers the opportunity for the Partners to demonstrate the social and economic value of education within our communities. The results of the evaluation will be shared regionally and we hope will inform future national and regional development.

What are we asking of you?

We are asking for your assistance in the first stage of the evaluation which, if successful, will support increased funding of this type of education resource, and will provide the depth of evidence required to justify further development of the model.

To achieve this level of evidence we are seeking to examine the experience of participants in the programme in the Cook Islands and Tonga. This will be compared to the experience of students in schools outside the programme. As you will appreciate, the size of the population of the Cook Islands precludes the use of control comparisons with non-participating schools within that nation.

In order to evaluate the impact on school level course enrolment and assessment performance we are asking that, in partnership with yourselves and your Ministry of Education, we are granted access to your subject enrolment and assessment performance, data.

What would participation mean for your school?

With your permission, this would involve for «School_Name» a selection of teachers and students that are using the Pacific Science for Health Literacy programmes, and the students/parents/caregivers, taking part in programme evaluation. As a partner school you are already taking part in professional learning and development (PLD) for teachers, and will be provided with learning resources for use in the programmes.

For the lead-teacher that you have nominated to participate in the programme development and coordination of the programme implementation, participation in evaluation would mean:

- within the regular project working group setting, meeting with a lead-researcher to coordinate the evaluation programme in the school
- providing the Project Administrator for «Country_Name» with names and email contacts of those teachers, whom the principal has given permission for the invitation to participate in the evaluation to be extended
- hosting a meeting (20-30 minutes) with a member of the research-team in attendance, for potential participating teachers to enable the project to be explained to them and for potential participating teachers to have the opportunity to ask questions and have these addressed
- providing the Project Administrator for your country with access, as appropriate, to names and contact details (email, phone, post) of parents and students in order to invite participation in the research and seek parental consent and student consent or assent (as is age appropriate)
- coordinating times that suit the school and the research team during which to seek parental consent and students assent (under 16-years)

- if the school elects to use a family meeting to inform parents of the research programme, to coordinate and host this meeting
- coordinating times that suit the school and the research team during which the student questionnaires can be conducted. These times will be: pre-intervention and 3-months post-intervention
- confirming a suitable time for sending student questionnaires to homes at approximately 12- and 24-months post-intervention (ensuring that school examinations/assessments, and major cultural/sporting events etc. are avoided)
- participating in an annual interview or focus group with teachers (choice being that of the individual) regarding the programme
- if it is the desire of the school, hosting a family meeting at key stages of the research to keep parents informed of findings and offer them an opportunity to discuss these with the research team and the school science community

For teachers, participation would mean:

- full participation in a professional development programme
- if the school elects to use a family meeting to inform parents of the research programme, agreement to attend this meeting
- agreement for the research team to access class time at three time points being pre-intervention (x2) and within 6-12 weeks post-intervention in order to explain the research to students, and facilitate the pre- and immediate post-intervention questionnaires, ensuring that an alternative activity is provided for non-participating students
- agreement for a teacher within the research team to observe lessons within the period during which the intervention is being delivered
- agreement to participate in an annual 30 minute interview or focus group meeting (choice of the individual) (phone or in person) with a teacher from the research team at a mutually agreeable time

For parents, participation would mean:

- participating in a process of learning about the research project (either by receiving a letter or attending a family meeting) and giving parental consent if they desire for themselves and/or their child (if under the age of 16) to participate
- completion of a 20 minute questionnaire at four time-points in the research being pre-intervention, 6-12 weeks post-intervention, 12- and 24-months post-intervention
- if they offer to participate, and are selected, participation in a small family group interview at up to three time points being 3-, 12-, and 24-months post-intervention

For students, participation would mean:

- participating in a process of learning about the research project from a member of the research team visiting their class, discussing this with their family, and potentially attending a family meeting, and if their parents approve, giving assent (aged under 16 years)
- participation during class time in completion of a 30-40 minute questionnaire pre-intervention and 6-12 weeks post-intervention
- participation in their own time in the completion of a 30 minute questionnaire 12- and 24-months post-intervention

- if they offer to participate, and are selected, participation in a focus groups interview with their peers and/or family-group at 3-months post-intervention, and potentially with their family-group at 12- and 24-months post-intervention

Research Procedures

Questionnaires

- All questionnaires will be named so that responses can be matched, but when these results are reported, all identifying information will be removed to ensure the confidentiality of all participants.
- All questionnaires will be made available to be completed on-line or in hard-copy, or via oral facilitation; choice being the preference of the school (for students pre- and 3-month post-questionnaire) or the participants for all other questionnaires

Classroom Observations

- Observations will be conducted by a teacher from within the research group at a time mutually agreeable to the school and the research group.
- Notes may be taken in the observation, a copy of which will be sent to the teacher concerned to confirm shared interpretation of the events occurring in the classroom setting.

Focus Groups and Interviews

- All student-focus group meetings will be held in the school at a place nominated by the coordinating teacher, at a time mutually agreeable to the school and the research team. Group size will be 6-8 students and meetings will take no longer than 60-minutes.
- All family-group interviews will be held in the home at a time mutually agreeable to the family and the research team. They will take no longer than 30-60 minutes for family-group meetings and will be conducted in the language of the families' choice
- All focus groups will be recorded with a digital voice recording system and transcribed by a professional transcription service, or a member of the research team. All people conducting transcription and/or translation will sign a confidentiality agreement to ensure all content remains confidential.
- Participants in focus groups will be offered the opportunity to leave the focus group at any stage, or choose not to respond to a particular question.

The Potential for Incidental Findings

It is unlikely, but possible, that during the course of classroom observations, student focus-groups, or family interviews, the researcher or the participating teacher may become aware of situations that place the wellbeing or safety of an individual or group at risk. Prior to the research starting within the school, we would request a meeting with you to confirm appropriate agreed procedures if this were to occur.

Potential future studies

Dependent on the findings of this study, we may wish to contact participants in the future to request voluntary participation in follow-up studies. Participants (students and their parents/caregivers) will be asked to opt in or out of potential for follow-up contact through to 2031, by which time all students would be well into adulthood.

Data Storage

All data will be stored electronically on a secure network drive within the University of Auckland for a period of at least 6 years from the time of the research. Beyond this period, where permission has been granted by the participant for potential follow-up contact, data will be stored for a longer period (up to 2031), notwithstanding that any participant may withdraw permission or data at any point in the study. After 6 years or at 2031, as appropriate, the data will be erased. The confidentiality of participants and their schools is assured in reporting of research findings.

Participation in this programme is voluntary and participants (schools, teachers, students, parents or caregivers) may withdraw from participation in the research procedures at any stage up until December 1st, 2016. Participants may request that their data be removed and permission for follow-up contact be withdrawn at any point up to December 1st 2031. Where publications have occurred prior to this request being made, data can only be removed from future evaluation processes.

We would ask for your assurance that participation or non-participation will not affect relationships (for teachers, parents or caregivers) and/or assessment grades (for the students).

Copies of the questionnaires and participant information sheets for teachers, students, and parents and/or caregivers are enclosed. If you agree to your school participating in the evaluation of the *Pacific Science for Health Literacy Partnership Pro* as outlined above, please fill out the attached consent form and return it in the stamped addressed envelope provided.

If you have any queries or wish to know more about this research you may contact me directly:

Jacque Bay
Director, LENSscience, Liggins Institute
The University of Auckland
Private Bag 92019, Auckland
New Zealand
Ph. +64 9 9234282
Email j.bay@auckland.ac.nz

Mrs Sharyn Paio
Secretary of Education,
Ministry of Education
PO Box 97, Avarua
Rarotonga, Cook Islands
Ph +682 29-357
Email spaio@education.gov.ck

Alternatively, you may contact:
Professor David Cameron-Smith
Research Director, Liggins Institute
The University of Auckland
Private Bag 92019, Auckland, New Zealand
Ph +64 9 9231336
Email d.cameron-smith@auckland.ac.nz

Mrs 'Emeli Pouvalu
Director of Education,
Ministry of Education & Training
PO Box 61, Nuku' alofa
Tonga
Ph +676 23511
Email director@tongaeducation.gov.to

For queries regarding ethical concerns please contact:

The Chair, University of Auckland Human Participants Ethics Committee, The University of Auckland, Office of the Vice Chancellor, Private Bag 92019, Auckland, Tel. +64 9 3737599 ext. 83711 or the Office of the «Country_Name» Prime Minister on «Prime_Minister_Phone_Number».

Yours sincerely



Jacque Bay, Director, LENSscience

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CONSENT FORM

(Principal)

THIS FORM WILL BE HELD FOR A MINIMUM OF 6 YEARS

Project Title: Pacific Science for Health Literacy Partnership Project

Principal Investigator: Jacquie Bay, Director LENScience, Liggins Institute, University of Auckland

I have read the Participant Information Sheet, have understood the nature of the research and why «School_Name» has been selected. I have had the opportunity to ask questions and have them answered to my satisfaction

I understand that:

- The programme being researched will be used by selected teachers from my school during 2014 - 2017, with selected classes, as appropriate to the school and our programmes, and agreed to by the Liggins Institute, Ministry of Education and the school.
- The Liggins Institute and the Ministry of Education, through the Pacific Science for Health Literacy Project will provide resources to enable this programme for these classes and provide access for teachers to a Professional Learning and Development programme

I understand that my permission is being sought to:

- allow «School_Name» to be part of the evaluation of the Pacific Science for Health Literacy Partnership Project for the period 2014-2017
- provide access to teachers, students, parents and caregivers from my school community, to invite participation in the evaluation of the programme
- access my school's subject enrolment and assessment performance data
- nominate a member of my staff to act as the point of contact between the Project and the school in order to:
 - coordinate the evaluation programme in the school
 - provide names and email contacts of teachers to which the school gives permission for the invitation to participate to be extended

- host a meeting (20-30 minutes) with potential participating teachers and the research team to enable the project to be explained and potential participating teachers the opportunity to ask questions and have these addressed
 - provide access as appropriate to names and contact details (email, phone, post) of parents and students in order to invite participation in the research and seek parental consent and student consent or assent (as is age appropriate)
 - coordinate times that suit the school and the research team during which to seek parental consent and students consent (16-years and over) or assent (under 16-years)
 - if the school elects to use a family meeting, to inform parents of the research programme, to coordinate and host this meeting
 - coordinate times that suit the school and the research team during which the student questionnaires can be conducted at pre-intervention and 3-months post-intervention
 - confirm a suitable time for sending student questionnaires to homes at approximately 12- and 24-months post-intervention (ensuring that assessments, and major cultural/sporting events etc. are avoided)
 - complete annually a short questionnaire (15-20 minutes in duration) relating to health-education programmes and initiatives currently active in the school community
 - if it is the desire of the school, host a family meeting at key stages of the research to keep parents informed of findings and offer them an opportunity to discuss these with the research team and the school science community
- Participation in the evaluation will involve:
- For consenting teachers:
 - if the school elects to use a family meeting to inform parents of the research programme, agreement to attend this meeting
 - agreement for the research team to access class time at three time points being pre-intervention (x2) and within 6-12 weeks post-intervention in order to explain the research to students, and facilitate the pre- and immediate post-intervention questionnaire, ensuring that an alternative activity is provided for non-participating students
 - potentially participating in classroom observation during the intervention
 - participating in a post-intervention interview (30 minutes)
 - For consenting parents/caregivers:
 - participating in 20-minute questionnaires at pre-intervention, and 3-, 12- and 24-months post intervention
 - if selected, participating in
 - or family-group meetings at 3-, 12-, and 24-months post-intervention
 - For consenting students over the age of 16 of assenting students under the age of 16 whose parents/caregivers have given consent:
 - participating in 30-40 minute questionnaires during school-time, facilitated by the research team, at pre-intervention and 6-12-weeks post-intervention
 - participating in 30-minute questionnaires in their own time at 12- and 24-months post intervention
 - if selected, participating in student focus group meetings at 3-months post-intervention

- if selected, and if the parent/caregiver is in agreement, participating in family focus group meetings at 3-, 12- and 24-months post-intervention

- The responses of students, teachers, parents or caregivers from my school will not be able to be identified individually or as a group in the evaluation report or any publications that arise from this work.
- Either a third party or a LENSscience research team member, who has signed a confidentiality agreement, will transcribe interview recordings.
- Participants (the school, teachers, students, parents or caregivers) have the right to withdraw from this research at any stage up to December 1st 2016.
- Participants (students, parents or caregivers) will be asked to opt in or out of potential follow-up contact through to 2031. Participants have the right to withdraw this permission at any stage up to December 1st 2031.
- Data will be stored electronically on a secure network drive within the University of Auckland for a period of at least 6 years before being destroyed.
- Where participants have opted into the potential for contact to be made regarding follow-up studies, data will be stored until December 1st 2031, before being destroyed

I give my assurance that participation or not will not affect relationships (for teachers, parents or caregivers) and/or grades (for the students).

I therefore give my informed consent for my school to be part of the evaluation of the Healthy Start to Life Adolescent Education Project from 2014–2017.

Name			
School			
Position			
Signature		Date:	