

SCHOOL OF SOCIAL & COMMUNITY MEDICINE

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Dear Head Teacher

Active for life Year 5 Study – commitment to take part

Thank you for agreeing to take part in the Active for Life Year 5 research study, being conducted by the University of Bristol. We are very pleased that you want to participate.

I am now writing to obtain from your school head, or authorised deputy, a formal commitment to take part in the study (see the attached sheet). This agreement is to ensure that you are clear about the commitment involved and that you definitely want to continue. Please return the signed form to me at the address indicated. You will understand that any late withdrawals of your school, after committing to participate in the study, could jeopardise our ability to detect whether or not the Active for Life Year 5 has been successful.

Once we have received your form, we will include your school in the randomisation process which decides whether your school will receive the lessons and homeworks next academic year or as a delayed intervention after the final measurements in 2013.

I am also enclosing for information a memoir concerning the nature of the study, the timetable of the study and the rights and responsibilities of the participating schools and pupils and our responsibilities to you. Please ensure that this is read before signing. If you have any queries about any aspect of the study please phone the study number (0117 3314011) or e-mail me (d.a.lawlor@bristol.ac.uk). Thank you once again for your participation in the study.

Yours sincerely



Professor Debbie Lawlor

Enc. Response form
Stamped Addressed Envelope
Memoir about Active for Life Year 5



Commitment to take part in Active for Life Year 5 Study

PLEASE COMPLETE AND RETURN

Dear Professor Lawlor

I have read and understood your memoir concerning the Active for Life Year 5 study and I wish to formally commit our school to taking part.

Yours sincerely,

Signature:

Name:

Head/authorised deputy (please indicate which)

Date

School name:

School address:

Please return to:

Judith Brown
Active for Life Year 5 Study
School of Social and Community Medicine
University of Bristol
Oakfield House
Oakfield Grove
Bristol
BS8 2BN

Memoir on the Active for Life Year 5 Study

Nature of the study

‘Active for life year 5’ is a research study which comprises:

- a) One day training for Year 5 classroom teachers
- b) 16 lesson-plans including pictures, CDs and journals
- c) 10 parental-child homework activities
- d) Information for school newsletters
- e) Information for parents on how to encourage their children to eat healthily and be active.

The study aims to increase physical activity, decrease sedentary behaviours and promote healthy eating in Year 5 children. The programme is classroom-based, with additional activities at home. An initial feasibility study was conducted in schools in South Gloucestershire with some promising results. In order to test whether the programme really works, the National Institute for Health Research has funded a full-scale trial of the programme, with 30 schools receiving the programme and another 30 schools acting as controls. We will monitor physical activity, diet and body mass index in Year 5 children including the preceding year (Year 4, or at the start of year 5 in some schools) and the following year (Year 6) in all the participating schools to see whether there are differences between intervention and control schools.

Timetable

May-November 2011: First (‘baseline’) measurements in all participating schools.

July 2011: Random allocation of schools to programme and control schools (schools will not be told of their allocation until baseline measurements have been completed).

September–December 2011: One-day training for Year 5 teachers in programme schools.

September 2011-April 2012: Programme run in intervention schools after the training has been delivered.

April-July 2012: Second measurements in all participating schools with Year 5 children.

April-July 2012: Process evaluation, with interviews with all teachers in programme schools; telephone interviews with parents in selected schools; focus groups with Year 5 children in selected schools.

April -July 2013: Third measurements in all participating schools with Year 6 children.

September 2013: One-day training for Year 5 teachers in control schools.

September 2013-April 2014: Programme run in control schools.

End of June 2014: Completion of data analysis; publication of final results.

Quality Controls and Ethical Practice

1. The study has been examined and advised by an independent Research Ethics Committee. Like all similar research studies, it is also overseen by a Trial Steering Committee (with an independent chair and members). The study is supported by each of the Local Authorities and Primary Care Trusts in Bristol and North Somerset.
2. All parents are given a written opportunity to opt-out their child from the measurements.
3. Even if parents have not opted them out, all pupils are asked to give their agreement to take part in the measurements.
4. All the data collected are confidential. A unique study number is used to allow us to link the questionnaire results to the other measurements. To ensure pupil confidentiality, we use Fieldworkers to collect the measurements.
5. In the analysis and write-up of the data no individual schools will be identified and schools will not be able to access any portion of the dataset.

6. Enhanced Criminal Records Bureau checks have been undertaken on all study staff working in schools. All have been specially trained to undertake the measurements.
7. The teacher training takes place at a suitable training venue off the school premises. A free lunch is provided at the training venue. Schools will be paid to cover supply teacher costs at a day rate of £180.
8. The procedures used in the study were piloted for their acceptability to schools and pupils in South Gloucestershire. No hazards were encountered.

Pupils' Rights and Responsibilities

1. Pupils have the right to refuse to take part in the questionnaire, wearing the accelerometer and the height, weight and waist measurements.
2. Pupils will also be given a short oral presentation immediately before the measurements are taken, with an opportunity to ask questions.
3. Fieldworkers will collect the data and will assist pupils with limited reading skills.

Schools' Rights and Responsibilities

1. Schools wishing to participate in the study do not have the right to specify whether they are programme or control schools. Whether a school is a programme or control school will be determined by a random allocation process.
2. All schools must agree to participate in the study up to the end of data collection in 2013.
3. All schools must agree to label and post envelopes to parents (in pre-prepared stamped envelopes from the research team) as required by the study.
4. All schools must have a designated member of staff and deputy available to liaise with study staff concerning arrangements for data-collection visits. This includes arranging for a room separate from the classroom to be available for the height, weight and waist measurements.
5. All schools must agree to allow study staff access to pupils (Year 4 in 2011; Year 5 in 2012 and Year 6 in 2013), on mutually agreed days for the purposes of data collection, in accord with the above study timetable. In order to manage data collection, the study team will need to have access to all attending pupils on the same day. Data collection may occur in a school hall, if the school prefers. But study staff would prefer to collect the data in pupils' ordinary classrooms. The study will supply staff to allow simultaneous data collection from all Year 5 pupils in one morning period in their ordinary classrooms, except in the largest schools where it may be necessary to schedule two mornings. The scheduling of the data collection is the responsibility of the designated member of staff and deputy.
6. The designated staff member will also liaise with study staff concerning data collection from pupils absent on data collection days. In some schools this may necessitate a callback visit by some project staff to complete the questionnaires and take the additional measurements from previously absent pupils.
7. Teachers are welcome to be present in classrooms during completion of the questionnaires (and may wish to be present for disciplinary reasons), but are asked not to take part in data collection to allay pupils' fears about confidentiality.
8. As part of the evaluation of the effectiveness of the programme, we will be collecting additional data on the teachers' experience of teaching the lessons and homeworks, including the time involved. Again, these data will be confidential and teachers have the right to refuse to complete the questionnaires or interviews.
9. The Year 5 teachers in all the control schools will be invited to attend a training day on the programme in September 2013, with supply teachers' costs reimbursed.
10. All schools are very welcome to report their participation in this important research project in their schools literature and the study team is happy to assist in this. However, all enquiries to schools from the media should be referred to the University of Bristol's press office.