



Dear Colleague,

I am writing to invite you to participate in a research study that I am conducting into students' knowledge and understanding of the women's suffrage movement.

This research is planned to support an evaluation into the impact of materials that form part of the Historical Association's women's suffrage project. I am writing to you as you are one of the many schools that have expressed an interest in using the materials in the classroom. The focus of this research is on investigating students' ideas and knowledge about women's suffrage and the impact that learning about this history might have on their democratic engagement.

This research involves a pre- and post-intervention survey. The first stage is the administering of an online electronic survey or quiz to any classes you are thinking of using the HA materials with (see appendix 1, for questions). This will give me an idea of the knowledge pupils' hold about suffrage prior to the use of the materials. I need your help with the administering of this first stage – it could be set as homework survey or class-based quiz activity. The choice of quiz or survey is yours – each takes about 20 minutes to complete.

The quiz can be administered by you in class, using pen and paper – I will supply a supporting PowerPoint explaining the work to students. I will collect results by sending you a SAE; I will record and aggregate the results, then destroy paper copies. Alternatively, the quiz can be administered via a web survey, using Bristol Online Survey, which includes an enhanced SSL encryption package to protect the survey link and survey pages during transmission, with the result that only I will have access to the data. This survey link could be set as a homework.

The second stage of the research will be to administer the same survey/quiz immediately after you have finished using the HA materials.

The answers to both stages would be provided anonymously and data from the quiz/survey will be aggregated. Students are asked to provide a unique identifier that only they will know, in order to facilitate pre-and post-intervention impact. I would also not be making any judgements about what students said; rather, I wish to document the nature of student understanding. Finally the data will not be used to make judgement regarding your teaching, and aggregate results will not be attributed to individual schools or teachers.

If you would be willing to take part, please let us know by completing the attached slip and sending it electronically from your school email address. At this stage I will also seek individual permission from your headteacher.

Oxford University has strict ethical procedures on conducting research. The project has been approved by the university's Central Ethics Committee and will follow the ethical guidelines published by the British Educational Research Association ([www.bera.ac.uk/content/ethical-guidelines](http://www.bera.ac.uk/content/ethical-guidelines)). Liam Gearon is head of the Departmental Research Ethics Committee that has approved this research and if you have any questions about this process he can be contacted on [liam.gearon@education.ox.ac.uk](mailto:liam.gearon@education.ox.ac.uk). Your participation in this research would be entirely voluntary.

I fully realise how busy you are and will completely understand if you decide you do not wish to take part. You would also be free to change your mind and withdraw from the study at any time. As already mentioned, all participants (and their schools) will be made anonymous in all research reports. The data collected will be kept strictly confidential, will be available only to me, and will not be used for additional purposes without the further consent of all involved being obtained. All data will be destroyed at the end of the research period, and kept in locked or password-protected conditions until then.



If you have any further questions about this study, I would be pleased to answer these; please do not hesitate to get in touch, preferably by email. If you do not wish to participate, I would be grateful if you would nonetheless complete the reply slip and return it to me by email.

Thank you for your time and attention. I look forward to hearing from you.

Yours sincerely,

Dr Jason Todd  
PGCE Tutor in History

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Please return this slip to [jason.todd@education.ox.ac.uk](mailto:jason.todd@education.ox.ac.uk) or by post to Jason Todd, OXFORD UNIVERSITY DEPARTMENT OF EDUCATION, 15 Norham Gardens, Oxford OX2 6PY.

**REPLY SLIP**

**A.** Please delete as appropriate, and email the slip back to me at OXFORD UNIVERSITY DEPARTMENT OF EDUCATION, from an official school email address (in which case there is no need for a signature).

Yes, I would be willing for you to invite my students to take part in this study by completing a questionnaire about their knowledge and understanding of the suffrage movement as a pre and post study.

No thank you, I would not like to take part in this study. (Please proceed to section C).

**B.** If you have ticked the box labelled 'yes' above, please also provide the following information:

Please give brief details of student grouping at your school (e.g. top set, 'mixed ability, group size, etc.):

Is the suffrage currently taught as a discrete topic at your school? Yes/No

If yes, to what year group/s?

Approx. how many lessons?

Focus/Question?

State sector

Private sector

Why are you interested in using these suffrage materials?

How many classes might you be able to share the questionnaire with?

**C.** Your name: \_\_\_\_\_ Your signature: \_\_\_\_\_

Date: \_\_\_\_\_

THANK YOU FOR YOUR SUPPORT WITH THIS PROJECT!