



Parent/Guardian Consent Form

<p>INSPECTION IN SCHOOLS</p> <p>The Inspectorate of the Department of Education carry out school inspections. They are looking at how the school and the home school community liaison (HSCL) teacher builds relationships with parents and the community to support the attendance and learning of children. The inspector will meet with school leaders, the HSCL teacher, parents/ guardians and some of the children.</p>	<p>FOCUS GROUP</p> <p>Inspectors want to hear from children and young people about their experience of being in this school and what helps them come to school. For that reason, we give pupils an opportunity to talk with an inspector in a focus group. A focus group is a group conversation with pupils. It is not a test.</p>
<p>VOLUNTEER</p> <p>Your child is being invited to volunteer to take part in a focus group. We need both your permission and your child's permission before they can take part. Please talk to your child about this, and, if both you and your child are happy, please sign the form below and return it to the school. All forms will be kept by the school in accordance with its records management policy.</p>	<p>WHAT IS INVOLVED FOR YOUR CHILD?</p> <p>We will meet with up to 10 pupils. The focus group meeting will take place in the school during the normal school day. It will take forty to sixty minutes. It is possible that not everyone who volunteers will be included in the focus group and we would be grateful if you could explain this to your child.</p>
<p>CONFIDENTIALITY</p> <p>Participating children will not be named or identified when collecting focus group responses or in any associated reports. Children will not be asked to provide any personal information and no personal data will be recorded.</p>	<p>RIGHT TO WITHDRAW</p> <p>Your child is free to ask to withdraw from the focus group at any time. Arrangements will be made for them to return to their classroom without giving a reason and without consequence.</p>
<p>FURTHER INFORMATION</p> <p>There is a video that tells children about what happens during a focus group. Available at: https://www.gov.ie/en/publication/d3832-guide-to-inspection/</p>	<p>DETAILS OF <u>CHILD</u></p> <p>Name: _____</p> <p>Age: _____</p> <p>Class: _____</p>

PLEASE SIGN BELOW IF YOU AGREE FOR YOUR CHILD TO TAKE PART IN THE FOCUS GROUP

- *I give permission for the child named above to take part in the focus group*

Name of parent/guardian: _____

Signature of parent/guardian: _____

Date: _____



Information Note for pupils and Agreement to take part in a Focus Group



An inspector from the Department of Education will visit your school soon to find out about your experience of being in this school and what helps you come to school. Inspectors think it is very important to hear from pupils themselves. Inspectors will meet with a group of pupils, from different classes, to have a conversation with them. This is called a **focus group**.

What is a focus group?

The inspector will:

- Ask questions about your experience of being in this school
- Listen to your views and ideas
- Write down some notes so that important things are not forgotten.

- It is **not** a test
- We will not talk about the work of individual teachers or pupils
- You do not have to answer any questions that you do not want to
- You are free to change your mind and to leave the focus group at any time
- Pupils who take part will not be named in any notes, or in any discussion by the inspector with the school.



What happens with the information shared with the inspector?

- It will help the inspector make a decision about what is working well in the school.
- It will give the school ideas about what could change to make it an even better place for pupils to come to school.

Where, when & how many pupils?

- In your school
- During the day
- 40 minutes – 1 hour
- Up to 10 pupils



We are asking you to sign this form, once you have read what the focus group is about, to let us know that you are happy to volunteer to take part. Remember that you do not have to take part – the choice is yours!

How can I volunteer to take part?

- Complete this form below
- Short information video available at:

<https://www.gov.ie/en/publication/d3832-guide-to-inspection/>

Yes, I want to volunteer to take part!

Name: _____

Class: _____

Date: _____

