

[date]

Dear parents,

I am writing to ask for your help in a study I am conducting at the school your children attend. This research, which forms part of my doctoral studies at the University of Manchester looks into the way English is taught in language schools in Greece. I believe it is useful because it will enable language schools and policy makers to develop courses that are more appropriate and better address our needs.

The views of students, such as your children, will be very helpful to my research. This is why I have obtained permission from the language school that your children attend to conduct a questionnaire survey among their students. The survey, which will take approximately 30 minutes to complete, will not disrupt the teaching programme, because the questionnaires are to be completed outside normal teaching hours. In my experience, most students find this to be an enjoyable experience, and they generally appreciate the opportunity to be heard.

I would like to reassure you that your children's responses will be processed anonymously. This means that I will know which students participated in the research, but I will not be able to match the data from any questionnaire with any individual student. Some extracts from the research may be used in reports of this investigation, but the anonymity of the students will be respected.

Your child's participation to this survey is entirely voluntary and subject to your approval. If you do not wish for your child to take part in this survey, please indicate this by filling in the attached form, and return it to me care of the language school. Should you require additional information about this research, you can contact me at [redacted] my email address (Achilleas.kostoulas@postgrad.manchester.ac.uk). Alternatively, you can provide your contact information to the document attached so that I will communicate with you.

I hope that this research effort will meet with your support. Your child's participation is of great scientific value, because it will help to formulate more valid research findings. Also, on a practical level, I believe that this questionnaire is an excellent prompt for every student to reflect critically on their learning experiences.

Thank you in advance for your help in this project.

Sincerely yours,

Achilleas Kostoulas
Postgraduate researcher
The University of Manchester

Parent Statement and Consent Form:

- I have read the attached letter and understand the purposes of the study.
Yes No
- I understand that students participate in this study only if they are happy to do so.
Yes No
- I understand that some of the responses given by students may be used anonymously in publications arising from this research and I consent to this use.
Yes No
- I consent to the participation of my child in this survey.
Yes No

.....
(signature)

Additional Information Request:

I am interested in learning more about your research and would like you to contact me in the following way:

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.....

Participant's Statement:

- I have taken part in other research projects like this.
Yes No
- I am happy to take part in this research.
Yes No
- I understand that I don't have to answer all the questions.
Yes No
- It's OK if you use some of my ideas in a publication without saying my name.
Yes No

Please remember to bring this document back with the questionnaire.
Place this document in the **RED** box, and the questionnaire in the **BLUE** box.