

School Staff Information Sheet and Participant Consent Form

Mini Musicians

Every child should experience joy, find their voice and flourish as a young musician at school.

Title of research project: Mini Musicians

Overview

Your school is participating in Mini Musicians, an innovative programme of music teaching being delivered in ten Merton primary schools between January 2024 to July 2025. Each child in the programme will be given the opportunity to learn to play a musical instrument, receive a nationally recognised music qualification certificate and take part in a Key Stage 1 music festival in Summer 2025.

This project is being delivered by Merton Music Foundation and the impact of the project is being researched by Roehampton University.

These organisations require your consent to:

1. to take video/audio recordings of you during Mini Musicians sessions at school, in order to support the research study and enable pupils to be entered for their music certificate, and
2. to allow the organisations to use photographs and audios/videos taken as part of the project, which may include you, to communicate the work of the programme and share the findings of the research.

This form contains the full details of the project.

Project Description

Mini Musicians is a pilot programme for The London Borough of Merton in partnership with Merton Music Foundation, Sing Up and The University of Roehampton. The programme will run from January 2024 to July 2025 in ten Merton Primary schools, reaching over 600 children.

Each child will receive over 1 hour every week of specialist music teaching and be given the opportunity to take part in 'Sing Out Your Story'; a Key Stage 1 music festival in Summer 2025. During the programme, children will develop their musical skill, learn to play the melodica (a type of keyboard instrument) and be entered for a nationally recognised music accreditation, awarded by Trinity College London. A bespoke Scheme of Learning has been written for this programme, based around the Sounds of Intent, a nationally recognised assessment framework for music.

The impact of the programme is being studied by The University of Roehampton; researchers hope to demonstrate a correlation between children's musical development and their wider academic attainment.

What Does the Project Involve?

All children will participate in weekly specialist music lessons in either half or whole-class groups for 45 minutes at school, during the school day, and a whole-year-group 'Big Sing' lasting 30 minutes per week. 30-minute catch-up lessons and assessment sessions will take place each week in small groups of approximately 1-3 pupils if needed. The lessons will be led by a specialist music teacher, overseen by Merton Music Foundation. A member of staff at the school will also attend each large group session.

In the first year of the project, the specialist music sessions will focus on developing children's general musicianship and core musical skills, such as feeling a pulse and singing in tune. In the second year, children will learn to play the melodica together and participate in a songwriting and composition project called 'Sing Out Your Story'

All current Year 1 pupils in the programme will be entered for a Trinity College London 'Awards and Certificates in Musical Development (ACMD)' accreditation when they reach the end of Year 2. ACMD is the world's first fully inclusive music exam. Children at all levels of ability will be able to celebrate their musical skills and receive a nationally recognised accreditation and certificate. ACMD exams are fully teacher assessed, meaning children will not be required to sit a formal test. Instead, observations will be made of their responses to the musical activities to inform assessment.

Music sessions may be observed by researchers and audio/video observations will be made throughout the programme of the children on their own, in small and large groups. Audio/video observations may be made by school staff and/or the visiting specialist music teacher. Children may be asked to respond to musical stimuli and demonstrate their ability to sing/perform learnt pieces. This will enable researchers to track children's musical development as well as providing the necessary evidence required for ACMD exam moderation. It is possible that school staff participating in the project may also be visible/audible in videos/audios created for this purpose.

Children and staff may also be interviewed as part of the study. Participants will be randomly selected to take part. Staff interviews will be conducted 1 to 1, take no more than 30 minutes and be semi-structured. All interviews will be undertaken by a fully vetted professional with experience of working in school settings. Interviews may be audio/video recorded to support the study.

Why We Need Your Consent

Merton Music Foundation will enter all children that participate in the programme for the ACMD from Trinity College, London. The University of Roehampton will also be given access to videos/audios created of pupils, in which you may be visible/audible, to support the research study. We require your consent to participate in video/audio recordings made for these purposes.

We are also asking separately for your consent to allow the use of photographs and audio/video recordings that are made, and which may include you, for communication purposes once the programme has ended.

How Data Will Be Stored and Used

Photographs and video/audio recordings will be made on secure designated devices. Data will then be securely transferred to Merton Music Foundation's servers and deleted from the devices. A randomly selected sample of all the audio/video observations will be submitted to Trinity College London for the purposes of moderating the ACMD exam entries.

All children who have consent will be entered for the Roehampton study. Children's data will be pseudonymised, meaning that the child's identifying personal details such as their name will be removed from the dataset. It is possible that you may appear in these pseudonymised videos/audios (faces blurred and names muted), which may also be used by the researchers when communicating their research findings at conferences, in academic journals and in practitioner journals, on social media and via their website. These materials will bear no reference to a participant's name and their faces will be blurred.

Photographs and video/audio recordings will also be used by Merton Music Foundation to communicate and publicise the project findings in local media, on social media channels and on their website. These images will be anonymised (faces will be seen but there will be no mention of any participant's name), however your school may be recognisable. Photographs and video/audio recordings made for publicity purposes may also be shared with third parties for promotional purposes.

Data Retention

Audios/Videos created for the purpose of exam moderation will be kept securely on MMF's servers for a period of no longer than 1 year after the end of the project and then permanently deleted.

Audios/videos gathered for the purpose of the research study will be retained securely by the University of Roehampton for a period of 10 years after the end of the project and then will be permanently deleted or fully anonymised. This completed consent form will be held for a period of 6 years after the end of the project and then destroyed.

Research Findings

The findings of this research may be published in academic journals, shared with Merton schools, publicised online via Merton Music Foundation, The University of Roehampton, Merton Council and Sing Up websites and presented at conferences, such as the Music Mark Conference.

If you have any further questions about the project, please do not hesitate to contact Adam Ockelford on A.ockelford@roehampton.ac.uk.

Investigator contact details:

Professor Adam Ockelford
School of Education
Room 135, Queens Building,
Southlands College
A.Ockelford@roehampton.ac.uk
+44 (0)20 8392 3701

Dean of School/ Faculty contact details:

Professor Peter Flew
Dean of School, School of Education
University of Roehampton, London, SW15 5PU
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020 8392 3865

Should the Dean of School/ Faculty change over the lifecycle of the research project the new Dean of School/ Faculty will become the independent contact. Contact details for the new Dean of School/ Faculty can be obtained from the investigator.

Consent Statement:

Please tick agree / disagree for all three statements before signing and email to: minimusicians@mmf.org.uk

Or complete this form online, visit: <https://forms.office.com/e/YHjvq0JSSp>

Scan this code to complete the form online:



| Research Communication Consent | Agree | Disagree |
|--|-------|----------|
| I agree to Merton Music Foundation taking photos, audio/video recordings of me for research purposes. I understand that pseudonymised images/recordings (faces blurred and names muted) may be used for communication purposes by Roehampton University, including, but not restricted to, Roehampton University presentations at conferences and in academic and practitioner publications. | | |

| Publicity Consent | Agree | Disagree |
|---|-------|----------|
| I agree to Merton Music Foundation taking photos, audio/video recordings of me for publicity purposes. I understand that anonymised images/recordings may be used for communication purposes by Merton Music Foundation on the Merton Music Foundation website and social media pages. Anonymised images and videos may also be shared with associated partners, funders and media outlets, where appropriate. I understand that my name will not be shared with my image, but my school may be recognisable in these communications. | | |

Consent Statement:

I agree to take part in this research, and am aware that the organisation is free to withdraw at any point without giving a reason by contacting Adam Ockelford. I understand that if I do withdraw, my data may not be erased but will only be used in an anonymised form as part of an aggregated dataset. Data collected will be used for the purposes outlined above in the public interest.

Furthermore, I confirm I have permission from my organisation (insert the name of the organisation) to take part in this project.

Important

By signing this form you are confirming that you have been informed about and understand the University's [Data Privacy Notice for Research Participants \(attached\)](#).

The information you have provided will be treated in confidence by the researchers and your identity will be protected in the publication of any findings. The purpose of the research may change over time, and their data may be re-used for research projects by the University in the future. If this is the case, you will normally be provided with additional information about the new project.

This project is being carried out in partnership with the Merton Music Foundation and your pseudonymised personal data will be shared by them and the output of the video/audio analysis will be shared with them.

Your Details

Your Name: _____

School: _____

Signature: _____

Date: _____

Please note: if you have a concern about any aspect of your participation or any other queries please raise this with the investigator. However, if you would like to contact an independent party please contact the Dean of School/ Faculty.



DATA PRIVACY NOTICE FOR RESEARCH PARTICIPANTS

Research Participants - How the University of Roehampton uses your personal data

Why have I been directed here or been given this form?

This statement explains how the University of Roehampton handles and uses personal data collected from research participants. This includes data collected directly from research participants or where the data has been received from a third party.

Who will process my personal data?

This statement applies to all research conducted by the University of Roehampton and its members.

What is the purpose of the personal data processing?

You will have been informed about the specific types of personal data that will be used in connection with the research project you are participating in, and the nature and purpose of the research project. You will have been informed of any data sharing with participating research institutions, transfers outside of the European Union, and any automated decision making that affects you.

In some cases, your data may have been shared with the University by another organisation for the purposes of conducting research. The University may also re-use personal data it already holds for the purposes of conducting new research. The University will only use personal data in this way where it is legally entitled to do so. In all cases, the University will normally contact you to give you details of the research unless this would be impossible or involve disproportionate effort, or would significantly undermine the research objectives.

The University may in exceptional circumstances release personal data to appropriate authorities without seeking the permission of or notifying the data subject, but will only do so in compliance with its legal obligations.

What is the legal basis of the processing?

In the majority of cases, your personal data (including, where appropriate, sensitive personal data) is used to carry out research, including scientific, historical and statistical research, in the public interest. Where the research is commercial in nature or funded by a private company, the legal basis for processing is likely to be legitimate interests. If the personal data being used for research purposes falls into one of the special categories of personal data, including criminal convictions data, the lawful basis will usually be that the processing is necessary for archiving purposes in the public interest, scientific or historical research purposes.

What are my rights as a data subject?

The General Data Protection Regulation and Data Protection Act 2018 provide exemptions for personal data processing in relation to research activities.

You have the right to opt-out of any further processing. If you do opt-out, your personal data may not be erased but will only be used in an anonymised form as part of the dataset. (Please note that this is separate to withdrawing your participation from the research project itself).

In accordance with accepted ethical standards, you will not be named in any published materials unless you have given your explicit permission for this to happen.

The University considers that other statutory rights held by personal data subjects do not apply where the personal data is being processed for the purposes of research. If you would like to request a copy of the personal data then you can contact the lead researcher. Where practicable, they will provide you with a copy of this data. However, they are under no obligation to do so.

How long is my information kept for?

Your data will be kept in accordance with the University of Roehampton's [Record Retention Schedule](#). Research data may be retained indefinitely in an anonymised form by researchers. The University may also reuse your personal data for a different research project. If it does, the University will make reasonable attempts to inform you about this reuse and its impact on your rights as a data subject.

Occasionally a researcher will leave the University and begin working for another organisation. In this case, your personal data may be transferred to the new organisation so that the research project can continue. If this happens, you should be provided with updated privacy information by the new organisation.

The University is committed to protecting all personal data for which it acts as a controller. Your information will be safely held on a secure system.

Who can I contact?

The University has a [Data Protection Policy](#) which sets out how personal data will be used across the whole University. Further information about data protection can also be found on the University's website. <https://www.roehampton.ac.uk/corporate-information/policies/>.

If you would like to receive hard copies of any policies relating to Data Protection please contact the University Data Protection Officer.

If you would like to make a general query about how your data is being used as part of a research project, you should contact the researcher whose details you will already have been provided with.

If you would like to make any further enquiries or raise any concerns with respect to your personal data, or your rights as a data subject, you can contact the University's Data Protection Officer at DataProtectionOfficer@roehampton.ac.uk

How do I complain?

If you have any concerns about the University's handling of your personal data, you have the right to make a complaint about to the Information Commissioner's Office and can do so at <http://ico.org.uk/concerns/>.