Thank you so much for your interest in participating. Overleaf, you will find a general briefing sheet, which sets out the core details of the *Growth in Grammar* project.

We trust that you will find all the information that you feel necessary for participating. However, if anything is unclear or if you have any further questions, please do not hesitate to contact us. We will always make ourselves available to speak to you, and will happily answer any questions you might have.

Yours faithfully,

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***Growth in Grammar – Language Development from Key Stage 1 to Key Stage 4***

**What is this project about?**

This project has two aims. Firstly, it will provide a comprehensive analysis of writing development from Key Stage 1 to Key Stage 4. Secondly, it will produce an extensive database of student writing. This database will be made available for further research into language development. It will also be made available as an interactive resource, enabling teachers and students, together with those involved in education more generally, to access authentic pieces of writing that exemplify developmentally significant patterns of language.

**What would my school be agreeing to?**

Firstly, you would be giving us permission to collect in samples of your students’ written work, together with some general demographic data about the writers themselves. We would then use this material for the two purposes above. Consent for both sets of material will also be sought from the individual student writers and their legal guardians.

Practically, you would be helping us collect the material itself. This will involve (a) setting aside writing produced by your students as part of their normal classwork, (b) distributing the consent forms for the students and their guardians, (c) allowing us to access the requisite demographic data. Beyond this, the specifics of the collection process are up to you. For example, you might prefer to send the writing direct to us. Alternatively, you might prefer that we collect the writing; in which case, we will visit the school at your convenience. Whatever you decide, we will provide you with all necessary material and practical support.

**What would happen to the material we collect?**

All material will be handled to preserve the anonymity and confidentially of any individuals connected with the school and its students. To this end, the writing will be stored in three formats.

Firstly, we will screen each written text to identify potentially sensitive content. If present, this content will either be deleted or the text itself securely destroyed. All texts passing the screening process will be stored at the University of Exeter, for access only by authorised project members. We will also remove any student’s name should it appear anywhere within the text. These hard copies will be securely destroyed on completion of the project.

Secondly, we will convert these hard copies into anonymised electronic transcripts, removing all information that directly identifies anyone connected with the school or its students. To each such file, we will also add the particular demographic data relating to the author of the text. These transcripts will be permanently stored in encrypted files for direct access only by the project team.

Finally, these transcripts will be converted into a third, teacher/student-friendly format, so that they can be included in the interactive database noted above. This database will only be made available to third parties on a case-by-case basis, subject to strict conditions of use.

***General Outline of Project***



**Overall Material to be Collected from Schools across the Country**

**Written Texts**

* produced by students in years 2, 6, 9, and 11
* produced by students in English, History, and Science

**Student Data**

* Attainment level
* Gender
* Ethnicity
* Native Language
* Whether or not student is in receipt of Pupil Premium