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# APPENDICES

## ***Appendix A: Information sheet for the parents and staff at preschool***

Young children's experiences of art, as they transition between home, early childhood and school settings

### **INFORMATION SHEET**

1. My name is Rosemary Richards and I currently live in [city]. I am undertaking my Doctor of Philosophy at the University of New England, researching young children's art experience. I am on leave from Massey University, New Zealand, where I am a senior lecturer in early childhood and art. Further information is available on my Massey home page at: <http://education.massey.ac.nz/contacts/ADHE/richards.htm>

2. My chief supervisor (Dr. Margaret Brooks) and I may be contacted by the following addresses and phone numbers:

Rosemary Richards	Dr Margaret Brooks
School of Professional Development and Leadership	School of Professional Development and Leadership
University of New England	University of New England
Armidale	Armidale
NSW 2351	NSW 2351
Australia	Australia
Phone: [provided]	Phone: [provided]
Mobile/Text [provided]	e-mail: [provided]
e-mail: [provided]	

#### **3. The nature and purpose of the study**

This study will meet requirements for a Doctor of Philosophy. It is hoped that this study will make a positive contribution to teachers' and parents' understandings of children's experiences of art during the transitions between home, preschool and school. This study will build stories of four young children's experience of art, from preschool to beginning school, from their points of view. It is anticipated that the participants already show an interest in art activities.

#### **4. What will be asked of the children involved?**

The children will be engaged in everyday activities, including art activities, at home, preschool or school. The children can take photographs of their art experience with the digital camera provided, and discuss these images with me. I will observe and talk with the children in their preschool, home and school. The children will lead the discussion about their photographs, video clips, artworks and activities, and parents, families, peers and teachers will be invited to contribute as they feel appropriate. As I write up each child's story of their art experiences, these will be shared with the children concerned so they can react and change these as they see fit.

In summary, the children will be involved in observations, conversations, taking and discussing photographs or video clips, with a focus on their everyday experience of art. The research will be conducted over the last term of preschool 2006, into the first term of school in 2007. The children and their parents will be consulted as the information is collated and analysed (2007-2008).

### **5. Privacy and inconvenience**

It is not anticipated that there will be any significant inconvenience experienced by the participants or their families. Home visits will be negotiated with the participants and their families to minimize any inconvenience. I am an experienced and registered teacher and will engage in all activities in an ethical, caring and considerate manner. All information gathered during the research process will be held in confidence, and participants will have access to the data collected about them at any time. The children can choose to keep their identities confidential. Any descriptions, information and images about the children's experiences will be used only with consent of the children and their parents. Findings from the research will only be used in educational and art research forums.

### **6. Emotional risks and benefits**

I am an experienced teacher with New Zealand teacher registration, which includes a police clearance. The children involved are likely to benefit from the one to one contact with a caring and interested adult, and to find the experience both positive and enjoyable. While it is most unlikely that this research will raise any upsetting issues, in keeping with research ethical procedures I need to inform you that if issues do arise you may wish to contact your local Community Health Centre.

### **7. Nature of involvement**

The first phase of the study will focus on the preschool setting with some meetings with the children at their home to discuss their photographs, artworks, home experiences of art, and the observations from preschool. I will be at the preschool two to three times a week over approximately 12 weeks of the third and fourth terms, between 4th September and 21st December, 2006. The second phase will be over the summer holiday break. I will meet with the children three or four times, as convenient with the children and families, to discuss their art experiences over holiday periods and to discuss the story of their art experiences so far. The third phase will focus on the school setting during the first terms, between 29 January and May, 2007. The school teachers and principal will have been informed of the nature of the research and have given prior written consent. Observations and visits will be arranged to coincide with scheduled or likely times of art activity. I will meet with the children at their home, or at an arranged venue, to discuss the observations, photographs, artworks, and experiences.

### **8. Sharing and storage of information**

Children involved in recorded conversations, observations and visual images will have the findings shared with them and they will have the opportunity to clarify any part of the interpretation. Any information given will be confidential to the research and any publications resulting from it. Conversations will be recorded and transcribed. These recordings will be coded to protect the child's identity and stored securely with the researcher in digital files. Photographs and video clips will be stored in electronic form and will not be used for any purpose other than that associated with the sharing and publication of findings from this research. Children will be provided with an electronic set of their own photographs. No photograph, image or audio file will be used or stored

without prior consent and a written release form. Information, audio and visual recordings arising from this research will be retained by the researcher and securely stored in electronic and paper form in their home or office.

9. If a child takes part in this study, they have the right:

- To refuse at any time to answer any questions or discuss an aspect of their experience;
- To withdraw from the study at any time;
- To withdraw their consent at any time;
- To ask questions about the study at any time;
- To a summary of the findings of the study as it is documented and when it is concluded.

10. Further information required?

If you require further information on any of the above please contact me. I am happy to meet with you or answer any questions that children, their parents or teachers may have concerning the research procedures.

11. Follow-up contact

I will contact parents who indicate willingness for their child to be involved in this project, at the contact details provided on the consent form for parents. I can arrange to meet with you and your child to discuss research procedures and selection of participants. Participants may also be contacted in the future with regards to research findings or future research processes.

Rosemary Richards

UNE ethics approval # HE06/93

Valid 27/06/06 – 27/01/09

## **Appendix B: Consent form for participating preschool staff**

Young children's experiences of art, as they transition between home, early childhood and school settings

### **Consent form for participating preschool staff**

I have read the Information Sheet and understand the nature of this research. My questions have been answered to my satisfaction, and I understand that I may ask further questions at any time.

I understand that the children involved have the right to withdraw from the study at any time and to decline to participate in any particular aspect. The researcher, Rosemary Richards, will endeavour to create a minimum of disruption to the preschool programme, and no child will be disadvantaged by non-participation.

I support the use of digital cameras by the children involved in this research to record some of their art experiences. I understand that the children involved in the research may agree to provide information on the understanding that their name, and that of their preschool staff and peers, will not be used and that no person will be identified in text or visual images without prior consent. This information will be used only for this research and publications arising from it.

I agree to allow this study to be undertaken in my early childhood centre under the conditions set out in the Information Sheet.

Staff member's Name:

Signed:

Date:

## **Appendix C: Consent form for parent/s of key participants**

### Young children's experiences of art, as they transition between home, early childhood and school settings

#### Consent Form for Parent/s of Key Participants

I have read the Information Sheet and understand the nature of this study. My questions have been answered to my satisfaction, and I may ask further questions at any time. I understand that my child has the right to withdraw from the study at any time and to decline to participate in any or all research activities. I understand that my child will be observed when engaged in art activities at preschool, school and at our home and will discuss these experiences with Rosemary Richards. I will discuss with Rosemary suitable times and situations for home visits.

I also understand that if my child were to become a key participant in this research they will be given a digital camera to use for the duration of the research project. The photographs that my child takes of his or her art experiences will form the basis for research conversations. I understand that my child will be involved in selecting pictures that best represent their experience and understand that these pictures will only be shown in the research publications with our written consent. Rosemary will keep the photographs in a safe place during the research and after the research project has finished.

I understand that my child will discuss their art experiences, artworks and photographs/video clips with Rosemary Richards, and that these conversations and artworks will be recorded and stored on digital files. I agree to the conversations being recorded though my child has the right to ask for the recording to be stopped at any time during the process. I also understand that my child's name will not be used and that they will not be identified in any way without our consent. This information will be used only for this research and publications arising from this research project.

I agree to allow my child to participate in this study under the conditions set out in the Information Sheet.

Child's Name:

Preschool/s:

School (2007):

Parent's/ Guardian's Name/s:

Signature/s:

Date:

Contact details: Address

Phone:

Best time to phone:

## **Appendix D: Consent form for children: Observations and conversations**

Young children's experiences of art, as they transition between home, early childhood and school settings

### **Consent Form for Children: Observations and Conversations**

I have had the details of the study explained to me and I understand I may be watched and photographed while drawing and doing art activities and be asked to talk with Rosemary about my experiences and the photographs that I take. I can ask any questions I want at any time want and I do not have to talk to Rosemary, or join in all the activities, if I don't want to.

I understand that Rosemary will record our conversations so that she can listen to them carefully later. I can however ask her not to record some of our conversations. Rosemary may also write down what we talk about but my name will not be used and I will not be identified in any way, unless I choose to be. Rosemary will keep the recording of our conversations, photographs and video in a safe place during the research and after the research project has finished.

I understand that this information will be used only for this research project and associated activities. I agree to allow some of my art activities and artworks to be photographed and videoed, and that I can ask for the recording to be stopped at any time. I understand I will get to see all the photographs and videos involving me and they will not be shared with anyone else unless I say they can.

I agree to participate in this study under the conditions set out in the Information Sheet.

Child's Name (please print)

Child's Signature or selection:



I want to participate in this study ☺  
OR

I do not want to participate in this study ☹



Parent/ Caregiver's Name:

Date

## **Appendix E: Consent form for children: Photographs and videos**

Young children's experiences of art, as they transition between home, early childhood and school settings

### Consent Form for Children: Photographs and Videos

I have had the details of the study explained to me and I understand I will be able to take photographs and short videos of my art experiences and ask others to do so. The teachers will be happy for me to do this and I will share the photographs and videos with Rosemary Richards. We will discuss what is in the pictures and I will talk about what I have been doing.

Rosemary will give me copies of some of the photographs and I will help her choose ones that we think are about my art experiences. I can ask any questions I want and I do not have to talk to Rosemary or take photographs if I don't want to.

I understand that Rosemary will keep the photographs of me and my art experiences in a safe place during the research and after the research project has finished. I also understand that she will only share my pictures with other people if it is to do with the research project and I am happy for her to use the picture or video. I understand that when the research is finished my parent/s and I will sign a release form if we are happy for the selected pictures or clips to be used.

I agree to participate in this study under the conditions set out in the Information Sheet.

Child's Name (please print)

Child's Signature or selection:



- I want to participate in this study ☺  
OR  
 I do not want to participate in this study ☹

Parent/ Caregiver's Name:

Date:

## **Appendix F: Initial letter/email to schools**

Rosemary Richards  
Address

The Principal  
[School]  
[Address]

[Date]

Dear [Principal's name]

As discussed on the phone on [date] I am undertaking PhD research on young children's art experience as they transition between home, preschool, and school.

I am in the second stage of participant selection and several children and families have indicated an interest in being involved in the research. I have already visited these preschool children and their families and at least one potential participant has indicated an intention to attend [Name] School in 2007. It is with parent approval that I now approach the various schools to seek their commitment to this project in 2007, before final selection of participants can take place.

The attached information sheet outlines the nature of the research and I would like to meet with you to discuss the project, answer questions, and seek consent for research processes to be undertaken in your school. With your approval, at some stage I would like to meet with junior school staff who may be involved.

Please do not hesitate to contact me if you have any questions. I am currently working from my home office and can be contacted on [contact numbers].

Regards

Rosemary Richards

## **Appendix G: Information sheet for principals and teachers**

### Young children's experiences of art, as they transition between home, early childhood and school settings

#### **INFORMATION SHEET FOR PRINCIPALS AND TEACHERS**

1. My name is Rosemary Richards. I currently live in [city] where I am undertaking my Doctor of Philosophy at the University of New England, researching young children's art experience. I am on leave from Massey University, New Zealand, where I am a senior lecturer in early childhood and art. Further information is available on my Massey home page at:

<http://education.massey.ac.nz/massey/depart/education/staff/adhe/richards-rosemary.cfm>

2. My chief supervisor (Dr. Margaret Brooks) and I may be contacted by the following addresses and phone numbers:

Rosemary Richards	Dr Margaret Brooks
School of Professional Development and Leadership	School of Professional Development and Leadership
University of New England	University of New England
Armidale	Armidale
NSW 2351	NSW 2351
Australia	Australia
Phone: [provided]	Phone: [provided]
Mobile/Text [provided]	e-mail: [provided]
e-mail: [provided]	

#### 3. The nature and purpose of the study

This study has been approved through the UNE Human Ethics Committee and the State Education Research Approval Process. This study will make a positive contribution to teachers' and parents' understandings of children's experiences of art during the transitions between home, preschool and school. This study will build stories of four young children's experience of art, from preschool to beginning school, from their points of view. One or two of the research participants started at your school in 2007.

#### 4. What will be asked of the children and teachers involved?

In the prior to school phase of this research the children have been provided with a digital camera to record their art experiences and I have observed and talked with the children in their homes and preschool. Their photos have provided the focus for conversations about their experience and these conversations have mainly taken place in their homes.

With consent from school principals and staff these research activities will continue into the first terms of school in 2007. I will observe a child, for approximately one to two hours once a week, when s/he is engaged in art or art related activities in the school context. The child will be encouraged to take photographs of all art-like activity over the course of the research project. This is likely to cause minimal disruption and take just a couple of

minutes most days. A classroom teacher supportive of this approach would greatly enhance the child's comfort with continuing to record their experiences of art.

The children and their parents will be consulted as the information is collated and analysed (2007 -2008) and schools will have access to relevant findings. I will be available to talk with teachers if they wish to discuss the research. I have an extensive background in art education in New Zealand and I will make myself available for professional discussion if requested.

#### **5. Privacy and inconvenience**

It is not anticipated that there will be any significant inconvenience experienced by the participants, their families, teachers or peers. School visits will be negotiated with the school to minimize inconvenience. I am an experienced and registered teacher and will engage in all activities in an ethical, caring and considerate manner. All information gathered during the research process will be held in confidence, and participants will have access to the data collected about them at any time. The school will not be identified and the children can choose to keep their identities confidential. Any descriptions, information and images about the children's experiences will be used only with consent of the children, their parents and any other party involved. Findings from the research will only be used in educational and art research forums.

#### **6. Emotional risks and benefits**

I am an experienced teacher with New Zealand teacher registration, which includes a police clearance. The children involved are likely to benefit from the one to one contact with a caring and interested adult, and to find the experience both positive and enjoyable. Teachers involved are likely to benefit from an increased understanding of children's experiences, contact with the researcher, and an understanding of children's home experiences. While it is most unlikely that this research will raise any upsetting issues, in keeping with research ethical procedures I need to inform you that if issues do arise you may wish to contact your local Community Health Centre.

#### **7. Nature of involvement**

The first two phases of the study focused on the children in their preschool setting in term four, 2006 and in their homes. The children took photographs of their art experience, and I observed them and talked with them about their photographs and experiences. This third phase of research will focus on the school setting during the first term of 2007.

Although the key research focus is only on one or two children in the classroom the social nature of learning requires that all children in that classroom, and their parents, are provided with information and consent forms. Observations and visits will be arranged to coincide with scheduled or likely times of art activity and there should be minimal disruption to the classroom programme. I will meet with the children at their home, or at an arranged venue, to discuss the observations, photographs, artworks, and experiences.

#### **8. Sharing and storage of information**

Children involved in recorded conversations, observations and visual images will have the findings shared with them and they will have the opportunity to clarify any part of the interpretation. Any information given will be confidential to the research and any

publications resulting from it. Conversations will be recorded and transcribed. These recordings will be coded to protect the child's and the school's identity and stored securely with the researcher in digital files. Photographs and video clips will be stored in electronic form and will not be used for any purpose other than that associated with the data analysis and publication of findings from this research. No photograph, image or audio file will be used or stored without prior consent and a written release form. Information, audio and visual recordings arising from this research will be retained by the researcher and securely stored in electronic and paper form in their home or office.

9. If a child takes part in this study, they have the right:

To refuse at any time to answer any questions or discuss an aspect of their experience;  
To withdraw from the study at any time;  
To withdraw their consent at any time;  
To ask questions about the study at any time;  
To a summary of the findings of the study as it is documented and when it is concluded.

10. If your school and staff support this study, they have the right:

To confidentiality;  
To refuse at any time to answer any questions or be involved in aspects of the research;  
To withdraw from the study at any time;  
To withdraw their consent at any time;  
To ask questions about the study at any time;  
To a summary of the findings of the study as it is documented and when it is concluded.

11. Further information required?

If you require further information on any of the above please contact me. I am happy to meet with you or answer any questions that you or your teachers may have concerning the research procedures.

Rosemary Richards

This study been approved through the UNE Human Ethics Committee (# HE06/93 Valid 27/06/06 – 27/01/09) and the State Education Research Approval Process (# 2006071: Valid until 31 January 2008).

## ***Appendix H: DET (SERAP) research approval letter***

## PLANNING AND INNOVATION



- Early Childhood and Primary Education
- Secondary Education
- Technical and Further Education
- Vocational Education and Training
- Higher Education
- Adult and Community Education

Mrs Rosemary Richards  
12 Campion Parade  
ARMIDALE NSW 2350  
AUSTRALIA

Dear Mrs Richards SERAP Number 2006071

I refer to your application to conduct a research project in NSW government schools entitled *The lived experience of art-making for young children, as they transition between home, early childhood and school settings*. I am pleased to inform you that your application has been approved. You may now contact the Principals of the nominated schools to seek their participation.

This approval will remain valid until 31 January 2008.

This approval covers the following researchers and research assistants to enter schools for the purposes of this research for the period indicated: Rosemary Richards only.

You should include a copy of this letter with the documents you send to schools.

I draw your attention to the following requirements for all researchers in NSW government schools:

- School Principals have the right to withdraw the school from the study at any time. The approval of the Principal for the specific method of gathering information for the school must also be sought.
  - The privacy of the school and the students is to be protected.
  - The participation of teachers and students must be voluntary and must be at the school's convenience.
  - Any proposal to publish the outcomes of the study should be discussed with the Research Approvals Officer before publication proceeds.

When your study is completed please forward your report marked to General Manager, Planning and Innovation, Department of Education and Training, GPO Box 33, Sydney, NSW 2001.

Yours sincerely

Ewan

Dr Christine Ewan  
General Manager, Planning and Innovation  
© Citi January 07

35 January 07

• Level 6, 35 Bridge Street • GPO Box 33 • Sydney NSW 2001 Australia •  
• telephone 02 61 2 9561 8744 • facsimile 02 61 2 9551 8941 • [www.det.nsw.edu.au](http://www.det.nsw.edu.au) •

## **Appendix I: Research names for participants and places**

Child	Age: in Aug, 2006. years, months	Parents	Siblings (age: y,m) age difference	Preschool Staff (referred to in research)	School name (Type of school) Class teacher
♂ <b>Lee</b> Wong	4,11	♀Jingjing ♂Xiaoming	♀Penny (7,2) +27 months	Markham Community Preschool (MCP)  Director: Mrs Judith Bell,	Bluebrick School (Public co-ed primary) Mrs Sonia King
♂ <b>Jackson</b> Smith	5,2	♀Sally ♂Doug	♀Josie (7,5) +27 months	Teacher: Nellie	Sandy Bay School (Public co-ed primary) Miss Vanessa Taylor
♀ <b>Lilly</b> Rose	4,7	♀Cathy ♂Phillip	♀Raewyn (2,10) -21 months		Campion Girls' College (Private girls, pre-K; K-Y12) Mrs Rebecca Milton
♀ <b>Sophie</b> Greene	5,4	♀Anna ♂Luke	♂Greg (7,9) +29 months ♀Charlotte (3,6) -22 months		

## ***Appendix J: Letter to parents confirming key participants***

Rosemary Richards  
[address]  
[email]

[Parents' names]  
[Address]

Date

Dear [name] and [name],

Thank you for your continued interest in the research project on young children's art experiences. As discussed by phone last week I would very much like to work with [child's name] as one of the four participants. I have visited [child's school] and the principal and Junior School principal were very supportive of the research project.

I will contact you in the next couple of weeks to arrange a meeting with [child's name] and you so that I might give [child's name] a camera to use. I would like to spend some time with [child's name] so that s/he can become familiar with using the camera. I would also like to discuss with you suitable days and times for me to visit [child's name] at preschool, and at home.

If you wish to contact me at any time this year my best contact numbers are [phone number], or [mobile number]. I can also be contacted via email.

Again thank you for your support and I look forward to working with you and [child's name] at home, and over term four at [name] Preschool and into [school] next year.

Regards

Rosemary Richards

## **Appendix K: Letter to parents confirming non-key participants**

Rosemary Richards  
[address]  
[email]

[Parents' names]  
[Address]

Date

Dear [name] and [name],

Thank you for allowing me to visit your home and meet with [child's name]. Your hospitality was much appreciated. As discussed, the selection process has been quite complex, but I have now visited all the interested children and families in their homes, and the schools these children will be attending in 2007.

I have considered various factors and have selected two boys and two girls as key participants in my research on young children's art experiences. Unfortunately, due to the small size of the research group, I have been unable to include [child's name] in this group. However, I hope that the focus on art in term four at [name] Preschool will be beneficial to [child's name].

As you and [child's name] have indicated an interest in the area of art experience I will contact you if any interesting art opportunities arise in the local area that [child's name] may be interested in being involved in.

Again thank you for your support and I look forward to meeting with you again as I work in [preschool name] in term four and into schools next year.

Regards

Rosemary Richards

## **Appendix L: Letter to schools confirming participation**

Rosemary Richards  
PhD Candidate  
School of Professional Development and Leadership  
University of New England  
Armidale, NSW 2351

[name of principal]  
[school address]

[date]

Dear

Thank you for meeting with me informally in September 2006, to discuss the PhD research project on young children's experiences of art as they transition between home, preschool and school.

The participants have now been selected and I have been working with these children in their homes and preschool setting. The research will shortly be entering its third stage as the children start school for the first time. A participant, [child's name] will be attending your school, starting in term one, 2007. I appreciate your support in kind at our previous meeting and I am writing to formally request your school's participation in this research.

Along with the Information Sheet, I have enclosed copies of the Consent Forms I intend to use. Participation in this research by children or your classroom teachers is entirely voluntary and they can withdraw from the research at any time without penalty.

I will contact you soon to ascertain your continued interest in being involved in this study and, if appropriate, to arrange a time for meet and discuss the project with you and your staff. If you require any further information before this time please do not hesitate to contact me.

Yours sincerely

Rosemary Richards

## **Appendix M: Letter to schools confirming non-participation**

Rosemary Richards  
Address  
Email address

Principal's Name  
School  
Address

Date

Dear [Principal's names]

Thank you for allowing me to visit your school and meet with you to discuss my research on young children's art experiences as they transition from preschool to school. Your hospitality and time was much appreciated.

As discussed, the selection process has been quite complex, but I have now selected two boys and two girls as key participants in this research project. Unfortunately I have been unable to include any child who will be attending [School's name] in this group.

Again thank you for your support.

Regards

Rosemary Richards

## **Appendix N: Information Sheet for parents in participating preschool**

### Young children's experiences of art, as they transition between home, early childhood and school settings

#### **INFORMATION SHEET**

For Parent/s of children at \* Preschool

1. My name is Rosemary Richards and I am currently undertaking research on young children's art experiences. Four children from \* Preschool have been selected to be involved in this study. This research is part of my PhD, through the University of New England, and my chief supervisor is Dr. Margaret Brooks.

2. Dr. Margaret Brooks and I may be contacted by the following addresses and phone numbers:

Rosemary Richards	Dr Margaret Brooks
School of Professional Development and Leadership	School of Professional Development and Leadership
University of New England	University of New England
Armidale	Armidale
NSW 2351	NSW 2351
Australia	Australia
Phone: [provided]	Phone: [provided]
Mobile/Text [provided]	e-mail: [provided]
e-mail: [provided]	

3. The nature and purpose of the study

This study builds the stories of two boys' and two girls' experiences of art, from preschool to beginning school, and at home. It builds a story of their art experiences from their point of view, using digital photographs that the children have taken. These photos provide the basis for discussion between the child and me. The study will make a positive contribution to children's awareness of their own art processes and experiences. It will help teachers' and parents' construct a fuller understanding of children's art experiences during the transitions between home, preschool and preschool. As such it will help educators and parents respond to and foster children's broader artistic interests and strengths.

4. What will be asked of your child?

The research processes have already begun and the key participants have been selected. While your child is not a key participant they may from time to time interact with me and the child-participants and therefore feature in observations, conversations or photographs. However no information of your child will be stored or shared without your permission and your child's consent. Furthermore your child will not be identified by name and if necessary identifying features can be digitally edited from photographs.

I will be at \* Preschool for approximately two hours, four times a week, over term four. Over this time the child-participants are encouraged to photograph their art experiences on a daily basis in a variety of contexts. As your child is at \* Preschool they may from

time to time be asked to take a photograph for their friend. This is likely to cause minimal disruption and the preschool teachers, staff and Board of Management support this project.

#### 5. Privacy and inconvenience

It is not anticipated that there will be any significant inconvenience experienced by your child as a result of this research project. Preschool visits will cause minimal disruption and as an experienced and registered teacher I will engage in all activities in an ethical, caring and considerate manner. All information gathered during the research process will be held in confidence, and people and places will not be identified. Any descriptions, information and images of the children's experiences will only be used with consent of the children, their parents and any other party involved. Findings from the research will only be used in educational and art research forums.

#### 6. Emotional risks and benefits

There are no foreseeable risks involved in this research and the children are likely to find the experience both positive and enjoyable. Teachers and parents involved are likely to benefit from an increased understanding of children's experiences. While it is most unlikely that this research will cause any upsetting issues, in keeping with research ethical procedures I need to inform you that if issues do arise you may wish to contact your local Community Health Centre.

#### 7. Sharing and storage of information

Recorded conversations, observations and visual images will be confidential to the research and publications resulting from it. Conversations will be recorded and may be transcribed. These recordings will be coded to protect the children's, adults' and the preschool's identity. I will securely store the data on digital files. No visual image or audio file will be used without prior consent and a written release form from those parties concerned. Information, audio and visual recordings arising from this research will be retained by me and securely stored in electronic and paper form in my home or office.

#### 8. If your child takes part in this study, you and your child have the right:

To refuse at any time to answer any questions or discuss an aspect of art experience;  
To withdraw from the study at any time;  
To withdraw your consent at any time;  
To ask questions about the study at any time;  
To have a copy of any published photograph that includes your child;  
To a summary of the findings which will be provided to the preschool when the study is concluded.

#### 9. Further information required?

Please keep this information sheet for your records. If you require further information on any of the above please contact me. I am happy to meet with you or answer any questions that you may have concerning the research procedures.

I look forward to undertaking this research project, meeting with parents and interacting with the children at \* Preschool.

Rosemary Richards

This study been approved through the UNE Human Ethics Committee (# HE06/93 Valid 27/06/06 – 27/01/09) and the \* Preschool Board of Management.

## **Appendix O: Consent form for children in participants' preschool**

Young children's experiences of art, as they transition between home, early childhood and school settings

### **Consent Form for Parent/s of #**

I have read the Information Sheet and understand the nature of this study. My questions have been answered to my satisfaction, and I may ask further questions at any time. I understand that \* has the right to withdraw from the study at any time and to decline to participate in any or all research activities. I understand that my child is not a key participant in this research project but may be observed when engaged in art activities at school, and may choose to talk about these experiences with Rosemary Richards.

I also understand that up to four children at the Preschool have the use of a digital camera to record their art experiences. I am happy for \* to assist in taking photos and to feature in photographs under the conditions outlined in the information sheet. Rosemary will keep the photographs and information in a safe place during the research and after the research project has finished.

I understand that if \* were to feature in discussions on art experiences, or in photographs this information would be confidential to the research project and securely stored by Rosemary Richards. I am happy for my child to be involved in conversations about art that may be recorded and I understand that \*'s name will not be used and that s/he will not be identified in any way without our consent.

I have discussed this research project with \* and s/he is happy to be involved. I agree to allow \* to participate in this study under the conditions set out in the Information Sheet.

[insert child' name]

Parent's/ Caregiver's Name/s:

Signature/s:

Date:

Contact details: Address

Phone:

Email:

## **Appendix P: Information Sheet for parents of children in schools**

### Young children's experiences of art, as they transition between home, early childhood and school settings

Information sheet for parent/caregiver of a child in the participant's class

1. My name is Rosemary Richards and I am currently undertaking research on young children's art experiences. One child, who has been involved in this research at preschool, is now in your child's class at school. This research is part of my PhD and my chief supervisor is Dr. Margaret Brooks, at the University of New England. (UNE)

2. My chief supervisor (Dr. Margaret Brooks) and I may be contacted by the following addresses and phone numbers:

Rosemary Richards	Dr Margaret Brooks
School of Professional Development and Leadership	School of Professional Development and Leadership
University of New England	University of New England
Armidale	Armidale
NSW 2351	NSW 2351
Australia	Australia
Phone: [provided]	Phone: [provided]
Mobile/Text [provided]	e-mail: [provided]
e-mail: [provided]	

#### 3. The nature and purpose of the study

This study builds the stories of two boys' and two girls' experiences of art, from preschool to beginning school, and at home. It documents their experiences from their point of view, using digital photographs. These photos provide the basis for discussion between the child and the researcher. The study will make a positive contribution to teachers' and parents' understandings of children's experiences of art during the transitions between home, preschool and school. It will help schools to build a better understanding of children's previous experiences and their needs as they begin school.

#### 4. What will be asked of your child?

The research processes have already begun and the key participants have been selected. While your child is not a key participant, as a child in this classroom they may from time to time interact with the researcher and the child-participants and therefore feature in observations, conversations or photographs. However no information of your children will be stored or shared without your permission and your child's consent. Furthermore your child will not be identified by name and if necessary identifying features can be digitally edited from photographs.

I will be in your child's classroom for approximately one to two hours, once or twice a week, when the class is engaged in art or art related activities. On a daily basis, spanning terms one and two, the child-participant is encouraged to take photographs of art experiences. As your child is in the participants' class they may from time to time be

asked to take a photograph for their friends. This is likely to cause minimal disruption and the school and teachers support this project.

#### **5. Privacy and inconvenience**

It is not anticipated that there will be any significant inconvenience experienced by the participants. School visits will be negotiated to minimize disruption and as an experienced and registered teacher I will engage in all activities in an ethical, caring and considerate manner. All information gathered during the research process will be held in confidence, and people and places will not be identified. Any descriptions, information and images of the children's experiences will be used only with consent of the children, their parents and any other party involved. Findings from the research will only be used in educational and art research forums.

#### **6. Emotional risks and benefits**

There are no foreseeable risks involved in this research and the children are likely to find the experience both positive and enjoyable. Teachers involved are likely to benefit from an increased understanding of children's experiences, contact with the researcher, and an understanding of children's home experiences. While it is most unlikely that this research will cause any upsetting issues, in keeping with research ethical procedures I need to inform you that if issues do arise you may wish to contact your local Community Health Centre.

#### **7. Sharing and storage of information**

Recorded conversations, observations and visual images will be confidential to the research and publications resulting from it. Conversations will be recorded and transcribed and these recordings will be coded to protect the child's and the school's identity and stored securely with the researcher in digital files. No photograph, image or audio file will be used without prior consent and a written release form from those parties concerned. Information, audio and visual recordings arising from this research will be retained by the researcher and securely stored in electronic and paper form in their home or office.

#### **8. If your child takes part in this study, they have the right:**

To refuse at any time to answer any questions or discuss an aspect of their experience;  
To withdraw from the study at any time;  
To withdraw their consent at any time;  
To ask questions about the study at any time;  
To a copy of any published photograph that includes them;  
To a summary of the findings which will be provided to the school when the study is concluded.

#### **9. Further information required?**

Please keep this information sheet for your records. If you require further information on any of the above please contact me. I am happy to meet with you or answer any questions that you or your child may have concerning the research procedures.

Rosemary Richards

This study been approved through the UNE Human Ethics Committee (# HE06/93 Valid 27/06/06 – 27/01/09) and the State Education Research Approval Process (# 200607: Valid until 31 January 2008).

## **Appendix Q: Consent form for parents and children in participants' class**

Young children's experiences of art, as they transition between home, early childhood and school settings

### **Consent Form for Parent/s of School Children**

I have read the Information Sheet and understand the nature of this study. My questions have been answered to my satisfaction, and I may ask further questions at any time. I understand that my child has the right to withdraw from the study at any time and to decline to participate in any or all research activities. I understand that my child is not a key participant in this research project but may be observed when engaged in art activities at school, and may choose to talk about these experiences with Rosemary Richards.

I also understand that a pupil in my child's class has the use of a digital camera to record his/her art experiences. I am happy for my child to assist in taking photos and to feature in photographs under the conditions outlined in the information sheet. Rosemary will keep the photographs and information in a safe place during the research and after the research project has finished.

I understand that if my child were to feature in discussions on art experiences, or in photographs this information would be confidential to the research project and securely stored by Rosemary Richards. I am happy for my child to be involved in conversations about art that may be recorded and I understand that my child's name will not be used and that they will not be identified in any way without our consent.

I have discussed this research project with my child and they are happy to be involved. I agree to allow my child to participate in this study under the conditions set out in the Information Sheet.

Child's Name:

School:

Parent's/ Caregiver's Name/s:

Signature/s:

Date:

Contact details: Address

Phone:

Email:

## **Appendix R: Consent form for school principal**

Young children's experiences of art, as they transition between home, early childhood and school settings

### **CONSENT FORM FOR SCHOOL PRINCIPAL**

I have read the Information Sheet and understand the nature of this research. My questions have been answered to my satisfaction, and I understand that I may ask further questions at any time.

I understand that one or two children will be involved in this study in my school. The children involved have the right to withdraw from the study at any time and to decline to participate in any particular aspect. The researcher, Rosemary Richards, will endeavour to create a minimum of disruption to the school programme, and no child will be disadvantaged by non-participation. While we support this research project I, or the classroom teachers, have the right to decline to participate in any particular aspect of the research.

I support the use of digital cameras by the children involved in this research to record some of their art experiences. I understand that the children involved in the research may agree to provide information on the understanding that their name, or that of their teachers or peers, will not be used and that no person will be identified in text or visual images without prior consent. This information will be used only for this research and publications arising from it.

I agree to allow this study to be undertaken in my school under the conditions set out in the Information Sheet.

Principal's Name:

Signed:

Date:

## **Appendix S: Consent form for school teachers**

Young children's experiences of art, as they transition between home, early childhood and school settings

### **CONSENT FORM FOR SCHOOL TEACHER**

I have read the Information Sheet and understand the nature of this research. My questions have been answered to my satisfaction, and I understand that I may ask further questions at any time.

I understand that one or two children will be involved in this study in my classroom in term one of 2007. The children involved have the right to withdraw from the study at any time and to decline to participate in any particular aspect. The researcher, Rosemary Richards, will endeavour to create a minimum of disruption to the school programme, and no child will be disadvantaged by non-participation. While I support this research project I have the right at any time to decline to participate in any particular aspect of the research.

I support the use of digital cameras by the children involved in this research to record some of their art experiences. I understand that the children involved in the research may agree to provide information on the understanding that their name, or that of their teachers or peers, will not be used and that no person will be identified in text or visual images without prior consent. The school will not be identified. This information will be used only for this research and publications arising from it.

I agree to allow this study to be undertaken in my classroom under the conditions set out in the Information Sheet.

Teacher's Name:

Signed:

Date:

