**DOCTORAL PROGRAMME IN EDUCATIONAL PSYCHOLOGY:** Placement Handbook

### Appendix 13: Sample letters to schools hosting Year 1 trainees

Last updated: August 2022

**Sample letter for activities to develop assessment competence**

Dear Parent/Carer

Trainee Educational Psychologists

As a school we are very pleased to have two trainee educational psychologists working with us. Educational psychologists work with children, parents and schools, to help the children learn and achieve as well as they can. As part of their training, they spend time in schools developing the skills that they will need to do their job. For example, they learn to use some of the common assessment tests.

Of course, we need to ask your permission for this to take place. If you give your permission, your child might be selected to work with the trainee educational psychologist or their supervisor. The aim of this is to help the trainee develop their skills, but of course, we would also aim for it to be an enjoyable experience for your child. Sample activities might include using drawing to help the trainee develop their interviewing skills, or using parts of a test to develop the trainee’s assessment skills. This may involve your child spending some time out of class with the trainee or their supervisor, but they will work with the class teacher to make sure that this does not have a big impact on your child’s learning.

Because the main aim is to help the trainee develop their skills, they will not usually be providing any feedback to the school or parent on the child’s achievement. However, if they do learn anything that might have significant impact on how your child achieves at school, then they will ask for your permission to share this. The trainee will always aim to give the child something to remember from the session that will help the child with their future learning. Please note that with the large number of children in the school, only a few children will have the chance to work with the trainees or their supervisor.

I would like to emphasise that the trainees already have a wide range of experience, as well as a psychology qualification. They have passed the usual child protection procedures, and will be working under the supervision of a fully qualified educational psychologist.

If you would like any more information about their work, please do talk to the class teacher in the first instance. If you are willing to give your permission for your child to work with a trainee or their supervisor in this way, then please complete and return the form below to your child’s teacher. If you would prefer for your child not to work with a trainee/supervisor, please just ignore this letter.

Yours sincerely

Headteacher

----------------------------------------------------------------------------------------------------

I have discussed this with my child and give permission for my son/daughter (name…………………………………) to work with a trainee educational psychologist or their supervisor at some stage during the 2022/2023 academic year.

I am aware that neither I nor the school will expect to receive any feedback from this work.

I am also aware that if any significant information is discovered during this work, I will be contacted separately to ask permission to share this more widely.

Name

Signature

Date

**Sample letter for activities as part of casework**

Dear

Re # Name of child #

You will already know that the school have asked the Psychology Service to be involved with your child. You might also know that there are some trainee educational psychologists doing some work at the school. So this letter is to ask your permission for some of this work to be carried out by # name of trainee/s #, one of the trainee educational psychologists working in the school. All trainees have passed the usual child protection procedures, and will be working under my supervision. This means that I am responsible for all the casework although some of the activities may be carried out by the trainee. I would like to emphasise that the trainees placed with our Service already have a wide range of experience, as well as a psychology qualification.

If you would like any more information about this, please do talk to the class teacher first. Or if you prefer, do contact me at the above address. If you are willing to give your permission for your child to work with # name of trainee/s #, then please complete and return the form below to your child’s teacher. If you prefer for # name of trainee # not to be involved, we will respect your wishes. Please just let me know on the form below and discuss this with the school. We will then work with you to find other ways of supporting your child.

Yours sincerely

Name of field tutor

-------------------------------------------------------------------------------------------------------

Name of child

I am aware of the request for an educational psychologist to work with my child.

I do/do not\*give permission for some of this work to be carried out by # name of trainee #. I know that this work will be fully supervised by a qualified educational psychologist.

Name

Signature

Date

\* please delete as appropriate

**Sample letter for trainee involvement to support staff in the teaching intervention**

Dear

Trainee Educational Psychologists

As a school we are very pleased to have two trainee educational psychologists working with us from the University of Southampton. Educational psychologists work with children, parents and schools, to help the children learn and achieve as well as they can. As part of their training, they spend time in schools developing the skills that they will need to do their job.

As you may be aware, school staff believe that # name of intervention # may be helpful for your child in supporting their learning. The trainees are keen to support our staff as the staff go about delivering a Precision Teaching intervention.

If you give your permission, # name of TEP # will meet with staff to discuss the impact of the precision teaching intervention and to ensure it remains effective in meeting your child’s needs. The aim of this is to help the trainee develop their consultation skills and the trainee will not work with your child directly. Trainees will be asked to write up a brief account about this experience for the University of Southampton as part of their training, and your child’s details will be anonymised so that they cannot be identified. Because the main aim is to help the trainee develop their skills, they will not usually provide any feedback to parents on their child’s achievement. If they do learn anything that might have significant impact on how your child achieves at school, then we will ask for your permission to share this.

I would like to emphasise that the trainees already have a wide range of experience, as well as a psychology qualification. They have passed the usual child protection procedures, and will be working under the supervision of a fully qualified educational psychologist.

If you are willing to give your permission for the staff working with your child to be supported by the trainee, then please complete and return the form below to your child’s teacher. If you would prefer for staff not to be supported in this way, please also let us know; we will still go ahead with the intervention as we believe this will help # name of child #.

If you would like any more information about their work, please do talk to the class teacher in the first instance. If you are willing to give your permission for staff to discuss #name of child# ‘s # name of intervention # with # name of trainee # , then please complete and return the form below to # name of child # teacher. If you would prefer that staff did not discuss # name of child # ‘s # name of intervention # with # name of trainee # please indicate this on the consent form below and return to school staff.

Yours sincerely

Headteacher

----------------------------------------------------------------------------------------------------

I do/ do not [please delete as appropriate] give permission for staff to discuss # name of child # ‘s # name of intervention # with # name of trainee # during the 2022/2023 academic year.

I am aware that I will not receive any feedback from this work apart from the usual feedback from school staff about my child’s progress on the intervention.

I am also aware that if any significant information is discovered during this work, I will be contacted separately to ask permission to share this more widely.

|  |  |  |
| --- | --- | --- |
| Name |  |  |
|  |  |  |
| Signature |  |  |
|  |  |  |
| Relationship to child |  |  |
| Date |  |  |

**Sample letter for trainee shadowing**

Organisation name and address

Date

Dear

Observation by trainee educational psychologist

I am arranging for a trainee educational psychologist to observe me in some of my work, and wanted to ask your permission for #name of trainee educational psychologist# to be with me on #date# when I #activity#.

Educational psychologists work with children, parents and schools, to help children learn and achieve as well as they can. As part of their training, trainee educational psychologists spend time in schools and other settings developing the skills that they will need to do their job. They also observe other professionals, like me, to learn about the role of others who work to support children.

All trainee educational psychologists have passed the usual child protection procedures, and work under the supervision of field tutors arranged through the University of Southampton. They already have a wide range of experience, as well as a psychology qualification.

If you give your consent, #name of trainee educational psychologist# will not be actively involved in the work that I’m doing, but will instead have a chance to watch me at work, and then to think a little bit with me afterwards about my role and how it links with educational psychologists. Trainees are used to handling confidential information and will know and respect the need to not share any personal information outside of the observation.

I’d like to reassure you that, while it is helpful if the trainee observes my work in this case, it is absolutely fine for you to prefer them not to do so. I will continue to be involved in #supporting your child# regardless of whether or not the trainee observes me.

If you are willing for #name of trainee educational psychologist# to observe my work, then please just complete and return the form below to #details of contact person#.

Yours sincerely

Name

-------------------------------------------------------------------------------------------------------

Name of child

I am aware of the request for #name of trainee educational psychologist# to observe the work with #my child#.

I do/do not\*give permission for the trainee to observe this work.

Name

Signature

Date

\* please delete as appropriate

-----------------------

Below is a copy of a sample certificate that the trainee can give to the young person after working with them. This is only a screengrab – a full e-copy is available to the trainees on Blackboard at Year 1>Placement Learning.

Trainees are welcome to adapt this certificate as they see fit, but it must contain:

* TEP name
* Child’s name
* Expression of thanks
* Date
* Reference to something that will help the child or young person have a positive memory of the event

