Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

PG2 / E1 FORM

APPLICATION FOR ETHICAL APPROVAL

In order for research to result in benefit and minimise risk of harm, it must be conducted ethically. A researcher may not be covered by the University's insurance if ethical approval has not been obtained prior to commencement.

The University follows the OECD Frascati manual definition of **research activity**: "creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of man, culture and society, and the use of this stock of knowledge to devise new applications". As such this covers activities undertaken by members of staff, postgraduate research students, and both taught postgraduate and undergraduate students working on dissertations/projects.

The individual undertaking the research activity is known as the "principal researcher".

Ethical approval is not required for routine audits, performance reviews, quality assurance studies, testing within normal educational requirements, and literary or artistic criticism.

Please read the notes for guidance before completing ALL sections of the form.

This form must be completed and approved prior to undertaking any research activity. Please see Checklist for details of process for different categories of application.

Delete the Guidance Notes at the end of the form BEFORE submitting your application

SECTION A: About You (Principal Researcher)

Full Name:		CERI PADLEY			
Tick all boxes which apply:		Member of staff:	☐	Honorary research fellow:	☐
Undergraduate Student	☐	Taught Postgraduate Student	☒	Postgraduate Research Student	☐

Faculty/School/Centre:	UNIVERSITY OF WALES TRINITY ST DAVID
Campus:	SA1
E-mail address:	1801574@student.uwtsd.ac.uk
Contact Telephone Number:	07846151226
For students:	
Student Number:	1801574
Programme of Study:	PGCE SECONDARY ENGLISH
Director of Studies/Supervisor:	CATHERINE MORGAN – Module Lead

SECTION B: Approval for Research Activity

Has the research activity received approval in principle? (please check the Guidance Notes as to the appropriate approval process for different levels of research by different categories of individual)		**YES**	☒	**NO** ☐
				Date
If Yes, please indicate source of approval (and date where known): ***Approval in principle must be obtained from the relevant source prior to seeking ethical approval***	Research Degrees Committee		☐	
	Faculty Research Committee		☐	
	Other Catherine Morgan (Module Lead)		☒	**17/12/19**

SECTION C: Internal and External Ethical Guidance Materials

Please list the core ethical guidance documents that have been referred to during the completion of this form (including any discipline-specific codes of research ethics, and also any specific ethical guidance relating to the proposed methodology). Please tick to confirm that your research proposal adheres to these codes and guidelines.	
UWTSD Research Ethics & Integrity Code of Practice	☒
UWTSD Research Data Management Policy	☒
	☐

SECTION D: External Collaborative Research Activity

Does the research activity involve collaborators outside of the University?		**YES**	☐	**NO**	☒
If Yes, please provide the name of the external organisation and name and contact details for the main contact person and confirmation this person has consented to their personal data being shared.as part of this collaboration.					
Institution					
Contact person name					
Contact person e-mail address					
Has this individual consented to sharing their details on this form?		**YES**	☐	**NO**	☐
Are you in receipt of a KESS scholarship?		**YES**	☐	**NO**	☐
Is your research externally funded		**YES**	☐	**NO**	☐
Are you specifically employed to undertake this research in either a paid or voluntary capacity?	Voluntary	**YES**	☐	**NO**	☐
	Employed	**YES**	☐	**NO**	☐
Is the research being undertaken within an existing UWTSD Athrofa Professional Learning Partnership (APLP)	If YES then the permission question below does not need to be answered.	**YES**	☐	**NO**	☐
Permission to undertake the research has been provided by the partner organisation	(If YES attach copy) If NO the application cannot continue	**YES**	☐	**NO**	☐

Where research activity is carried out in collaboration with an external organisation

Does this organisation have its own ethics approval system?	**YES**	☐	**NO**	☐
If Yes, please attach a copy of any final approval (or interim approval) from the organisation				

SECTION E: Details of Research Activity

Indicative title:	Do pupils in a mixed ability class choose tasks that align with their current attainment level and why?		
Proposed start date:	06/01/2019	Proposed end date:	21/02/19

Introduction to the Research (maximum 300 words)

Ensure that you write for a <u>Non-Specialist Audience</u> when outlining your response to the three points below:

- *Purpose of Research Activity*
- *Proposed Research Question*
- *Aims of Research Activity*
- *Objectives of Research Activity*

Demonstrate, briefly, how **<u>Existing Research</u>** has informed the proposed activity and explain

- *What the research activity will add to the body of knowledge*
- *How it addresses an area of importance.*

Purpose of Research Activity

The purpose of this activity is to look at how pupils in a mixed ability class choose tasks and whether those activities align with the pupils' current attainment levels. We are looking to see if pupils choose activities that challenge their own abilities when surrounded by peers of mixed ability, and if the labelling of tasks also makes a difference. We will look to see if pupils are influenced by what their neighbouring peers choose causing them to either hold themselves back or, alternatively, push themselves to attempt activities that are too difficult. We will also look to see if labelling tasks with symbols (red/amber/green or */**/***) has an effect on what pupils choose and are willing to do.

As well as OFSTED and ESTYN reports, previous literature we have looked at that discuss similar topics and will help inform our study are:

- Elementary Principles of Education by E.L. Thorndike
- A.S. Neill on Democratic Authority: a lesson from Summerhill? by J. Darling
- Summerhill by A.S. Neill
- Successful Futures by G. Donaldson
- 50 Quick Ways to Stretch and Challenge More-Able Students by M. Gershon

(this box should expand as you type)

Research Question

Do pupils in a mixed ability class choose tasks that align with their current attainment level and why?

(this box should expand as you type)

Aims of Research Activity

The aim of this research activity is to find out how mixed ability classes impact the choices pupils make when given the freedom to choose their own tasks. I will attempt to discover whether pupils from a range of attainment levels (ALN, MAT, etc.) choose activities that link with their own abilities or whether the presence of peers affects their willingness to challenge themselves. I will also aim to find out to what extent the labelling of tasks affects these choices.

(this box should expand as you type)

Objectives of Research Activity

This research activity will help inform me of how willing pupils are to challenge themselves. This may impact how much freedom I will give pupils when it comes to choosing activities in the future, especially if the results show pupils are generally unmotivated or unwilling to challenge themselves. The results may show that pupils consistently need motivation from a teacher to push themselves. The results will also show whether a mixed ability class has a positive or negative impact on how pupils see themselves and what they are capable of.

(this box should expand as you type)

Proposed methods (maximum 600 words)

Provide a brief summary of all the methods that **may** be used in the research activity, making it clear what specific techniques may be used. If methods other than those listed in this section are deemed appropriate later, additional ethical approval for those methods will be needed.

We will be conducting a lesson study during this research activity which will involve one student-teacher observing a class and one student-teacher delivering the lesson.

We will provide a mixed-ability class of pupils with a variety of tasks/challenges on worksheets. Tasks/challenges will be based on different success criteria levels and labelled using 'red/amber/green' or '* ** ***' to indicate the difficulty/level. Pupils will be instructed to complete at least two of the tasks in the lesson and will be given the freedom to choose from whichever challenge level they want.

Three pupils with a range of attainment levels will be chosen as the focus of the observation. We will take note of which activities/tasks they choose for themselves, as well as observe their engagement levels during the lesson to see if that impacts their choices. We will also observe whether the labelling of difficulty levels (red/amber/green and * ** ***) influences these selections.

The pupils will be interviewed after the lesson about their choices and how they feel about the tasks and the lesson in general.

Based on the results and the success or failures of the tasks, we will adjust the lesson delivery for lesson two. The second observation will take place in a different school within a different class. We will again choose three pupils to observe and interview, and later reflect upon the lesson, to see if there were improvements made from the first lesson.

(this box should expand as you type)

Location of research activity Identify all locations where research activity will take place.
This research activity will take place in two English-medium comprehensive schools in South Wales. Pupils range in age from 11-18. (this box should expand as you type)
Research activity outside of the UK If research activity will take place overseas, you are responsible for ensuring that local ethical considerations are complied with and that the relevant permissions are sought. Specify any local guidelines (e.g. from local professional associations/learned societies/universities) that exist and whether these involve any ethical stipulations beyond those usual in the UK (provide details of any licenses or permissions required). Also specify whether there are any specific ethical issues raised by the local context in which the research activity is taking place, for example, particular cultural and/or legal sensitivities or vulnerabilities of participants.
(this box should expand as you type)

Use of documentation not in the public domain: Are any documents **NOT** publicly available?	**NO**	☒
	YES	☐

If Yes, please provide details here of how you will gain access to specific documentation that is not in the public domain and that this is in accordance with prevailing data protection law of the country in question and England and Wales. *(this box should expand as you type)*

SECTION F: Scope of Research Activity

Will the research activity include:	**YES**	**NO**
Use of a questionnaire or similar research instrument?	☒	☐
Use of interviews?	☒	☐
Use of diaries?	☐	☒
Participant observation with their knowledge?	☒	☐
Participant observation without their knowledge?	☐	☒
Use of video or audio recording?	☐	☒
Access to personal or confidential information without the participants' specific consent?	☐	☒
Administration of any questions, test stimuli, presentation that may be experienced as physically, mentally or emotionally harmful / offensive?	☐	☒
Performance of any acts which may cause embarrassment or affect self-esteem?	☐	☒
Investigation of participants involved in illegal activities?	☐	☒
Use of procedures that involve deception?	☐	☒
Administration of any substance, agent or placebo?	☐	☒
Working with live vertebrate animals?	☐	☒
Other primary data collection methods, please explain in this box For example, 'focus groups'. Please indicate the type of data collection method(s) in this box and tick the accompany box.		
Details of any other primary data collection method: (this box should expand as you type)	☐	☒

If NO to every question, then the research activity is (ethically) low risk and **may** be exempt from **some** of the following sections (please refer to Guidance Notes).

If YES to any question, then no research activity should be undertaken until full ethical approval has been obtained.

SECTION G: Intended Participants

Who are the intended participants:	**YES**	**NO**
Students or staff at the University?	☒	☐
Adults (over the age of 18 and competent to give consent)?	☐	☒
Vulnerable adults?	☐	☒
Children and Young People under the age of 18? (Consent from Parent, Carer or Guardian will be required)	☒	☐
Prisoners?	☐	☒
Young offenders?	☐	☒
Those who could be considered to have a particularly dependent relationship with the investigator or a gatekeeper?	☐	☒
People engaged in illegal activities?	☐	☒
Others (please identify specifically any group who may be unable to give consent) please indicate here and tick the appropriate box.		
Other – please indicate here: (this box should expand as you type)	☐	☒

Participant numbers and source Provide an estimate of the expected number of participants. How will you identify participants and how will they be recruited?	
How many participants are expected?	60 pupils across 2 classes will participate in the lesson study. Three pupils in each class will be observed and interviewed. *(this box should expand as you type)*
Who will the participants be?	Two classes of 30 pupils will participate in the lesson study. Three pupils (Pupil A, Pupil B, and Pupil C) in Class 1 and three pupils (Pupil D, Pupil E, and Pupil F) in Class 2 will be the focus. *(this box should expand as you type)*
How will you identify the participants?	Three pupils will be selected at a later date. The pupils will range from low attainment level, mid attainment, to high attainment level. *(this box should expand as you type)*

Information for participants:	**YES**	**NO**	**N/A**
Will you describe the main research procedures to participants in advance, so that they are informed about what to expect?	☒	☐	☐
Will you tell participants that their participation is voluntary?	☒	☐	☐
Will you obtain written consent for participation?	☒	☐	☐
Will you explain to participants that refusal to participate in the research will not affect their treatment or education (if relevant)?	☒	☐	☐
If the research is observational, will you ask participants for their consent to being observed?	☒	☐	☐
Will you tell participants that they may withdraw from the research at any time and for any reason?	☒	☐	☐
With questionnaires, will you give participants the option of omitting questions they do not want to answer?	☒	☐	☐
Will you tell participants that their data will be treated with full confidentiality and that, if published, it will not be identifiable as theirs?	☒	☐	☐
Will you debrief participants at the end of their participation, in a way appropriate to the type of research undertaken?	☒	☐	☐
If NO to any of above questions, please give an explanation			
(this box should expand as you type)			

Information for participants:	**YES**	**NO**	**N/A**
Will participants be paid?	☐	☒	☐
Is specialist electrical or other equipment to be used with participants?	☐	☒	☐
Are there any financial or other interests to the investigator or University arising from this study?	☐	☒	☐
Will the research activity involve deliberately misleading participants in any way, or the partial or full concealment of the specific study aims?	☐	☒	☐
If YES to any question, please provide full details			
(this box should expand as you type)			

SECTION H: Anticipated Risks

Outline any anticipated risks that may adversely affect any of the participants, the researchers and/or the University, and the steps that will be taken to address them.

If you have completed a full risk assessment (for example as required by a laboratory, or external research collaborator) you may append that to this form.

Full risk assessment completed and appended?	**Yes**	☐
	No	☒

Risks to participants
For example: emotional distress, financial disclosure, physical harm, transfer of personal data, sensitive organisational information

Risk to Participant:	*How will you mitigate the Risk to Participant*
- Pupils may feel under pressure to give a 'correct' answer to the questions	Interviews will take place in a comfortable setting, where participants can withdraw at any time.
- Safeguarding issues	Participant will always be with other participants and staff.
- Anonymity	Researchers will NOT use the names of any of the pupils, and will be given different allocated names i.e. such as student A/B/C
(this box should expand as you type)	*(this box should expand as you type)*

If research activity may include sensitive, embarrassing or upsetting topics (e.g. sexual activity, drug use) or issues likely to disclose information requiring further action (e.g. criminal activity), give details of the procedures to deal with these issues, including any support/advice (e.g. helpline numbers) to be offered to participants. Note that where applicable, consent procedures should make it clear that if something potentially or actually illegal is discovered in the course of a project, it may need to be disclosed to the proper authorities

N/A

(this box should expand as you type)

Risks to investigator
For example: personal safety, physical harm, emotional distress, risk of accusation of harm/impropriety, conflict of interest

Risk to Investigator:	*How will you mitigate the Risk to Investigator:*
- Risk of accusation from participants	Researcher to conduct all processes of investigation in the presence of staff within the school.
- Possible bias in the recording of data due to the teacher's relationship with the pupils	An additional teacher from a different school will be present for the lesson study to avoid bias.
(this box should expand as you type)	*(this box should expand as you type)*

University/institutional risks
For example: adverse publicity, financial loss, data protection

Risk to University:	*How will you mitigate the Risk to University:*
- Affect reputation	Professional conduct at all times.

- Creating fake data for the research can affect the university's credibility. *(this box should expand as you type)*	Researchers to conduct the research in accordance with the university guidelines for conducting research and data collection. *(this box should expand as you type)*

Disclosure and Barring Service			
If the research activity involves children or vulnerable adults, a Disclosure and Barring Service (DBS) certificate must be obtained before any contact with such participants.	**YES**	**NO**	**N/A**
Does your research require you to hold a current DBS Certificate?	☒	☐	☐

SECTION I: Feedback, Consent and Confidentiality

Feedback What de-briefing and feedback will be provided to participants, how will this be done and when?
Full transparency during the research and lesson studies. Following the study, all information will be made available to them if they wish to access it. During the interview we will check if the pupils are happy to carry on. *(this box should expand as you type)*
Informed consent Describe the arrangements to inform potential participants, before providing consent, of what is involved in participating. Describe the arrangements for participants to provide full consent before data collection begins. If gaining consent in this way is inappropriate, explain how consent will be obtained and recorded in accordance with prevailing data protection legislation.
Parents and pupils will be involved, and consent will be fully required. This will be asked for a few weeks before the lesson/research takes place. Pupils will also be informed of the details of the lesson study before consent forms are handed out in order to fully understand what will be involved and that they have the option to withdraw. *(this box should expand as you type)*
Confidentiality / Anonymity Set out how anonymity of participants and confidentiality will be ensured in any outputs. If anonymity is not being offered, explain why this is the case.
Pupils will be referred to as 'Pupil A/B/C, etc.' and the schools will not be named. Information about the pupils and the results of the study will be kept in password-protected documents and not printed onto hard copies. *(this box should expand as you type)*

SECTION J: Data Protection and Storage

In completing this section refer to the University's Research Data Management Policy and the extensive resources on the University's Research Data Management web pages (http://uwtsd.ac.uk/library/research-data-management/).

Does the research activity involve personal data (as defined by the General Data Protection Regulation 2016 "GDPR" and the Data Protection Act 2018 "DPA")?	**YES**	**NO**
"Personal data" *means any information relating to an identified or identifiable natural person ('data subject'). An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.*	X	☐
If YES, provide a description of the data and explain why this data needs to be collected:		
Pupils' and parents' names on consent forms need to be collected in order to ensure full consent is given. Pupils' current attainment levels will also be looked at but kept anonymous. *(this box should expand as you type)*		
Does it involve special category data (as defined by the GDPR)?	**YES**	**NO**
"Special category data" *means sensitive personal data consisting of information as to the data subjects' –* *(a) racial or ethnic origin,* *(b) political opinions,* *(c) religious beliefs or other beliefs of a similar nature,* *(d) membership of a trade union (within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992),* *(e) physical or mental health or condition,* *(f) sexual life,* *(g) genetics,* *(h) biometric data (as used for ID purposes),*	☐	X
If YES, provide a description of the special category data and explain why this data needs to be collected:		
(this box should expand as you type)		
Will the research activity involve storing personal data and/or special category data on one of the following:	**YES**	**NO**
Manual files (i.e. in paper form)?	☒	☐
University computers?	☐	☒
Private company computers?	☐	☒
Home or other personal computers?	☐	☒
Laptop computers/ CDs/ Portable disk-drives/ memory sticks?	☒	☐
"Cloud" storage or websites?	☒	☐
Other – specify:	☐	☒
For all stored data, explain the measures in place to ensure the security of the data collected, data confidentiality, including details of password protection, encryption, anonymisation and pseudonymisation:		

(this box should expand as you type)

All Data Storage

Will the research activity involve any of the following activities:	**YES**	**NO**
Electronic transfer of data in any form?	☒	☐
Sharing of data with others at the University?	☒	☐
Sharing of data with other organisations?	☐	☒
Export of data outside the European Union or importing of data from outside the UK?	☐	☒
Use of personal addresses, postcodes, faxes, emails or telephone numbers?	☐	☒
Publication of data that might allow identification of individuals?	☐	☒
Use of data management system?	☐	☒
Data archiving?	☐	☒

If YES to any question, please provide full details, explaining how this will be conducted in accordance with the GDPR and DPA (and/or any international equivalent):

Assignment will be submitted through Turnitin and shared with university tutors for marking.

(this box should expand as you type)

List all who will have access to the data generated by the research activity:

Parents and pupils. School mentors. University tutors.
Myself and research partner.

(this box should expand as you type)

List who will have control of, and act as custodian(s) for, data generated by the research activity:

Myself and research partner (Rosemarie Enos).

(this box should expand as you type)

Give details of data storage arrangements, including security measures in place to protect the data, where data will be stored, how long for, and in what form. Will data be archived – if so how and if not why not.

Password protected laptop and password-protected documents

(this box should expand as you type)

Please indicate if your data will be stored in the UWTSD Research Data Repository (see https://researchdata.uwtsd.ac.uk/). If so please explain. (*Most relevant to academic staff)*

N/A

(this box should expand as you type)

Confirm that you have read the UWTSD guidance on data management (see https://www.uwtsd.ac.uk/library/research-data-management/)	**YES**	☒
	NO	☐
Confirm that you are aware that you need to keep all data until after your research has completed or the end of your funding	**YES**	☒
	NO	☐

SECTION K: Declaration

The information which I have provided is correct and complete to the best of my knowledge. I have attempted to identify any risks and issues related to the research activity and acknowledge my obligations and the rights of the participants. In submitting this application I hereby confirm that I undertake to ensure that the above named research activity will meet the University's Research Ethics and Integrity Code of Practice		
Signature of applicant:	CERI PADLEY	**Date:** 17/12/19

For STUDENT Submissions:

Director of Studies/Supervisor:	Shan Samuel-Thomas	**Date:** 17/12/19
Signature:	Shan Samuel-Thomas	

For STAFF Submissions:

Head of School/Assistant Dean:		**Date:**
Signature:		

Checklist: Please complete the checklist below to ensure that you have completed the form according to the guidelines and attached any required documentation:

☒	I have read the guidance notes supplied before completing the form.
☒	I have completed **ALL RELEVANT** sections of the form in full.
☒	I confirm that the research activity has received approval in principle
☐	I have attached a copy of final/interim approval from external organisation (**where appropriate**)
☐	I have attached a full risk assessment (and have NOT completed Section H of this form) (where appropriate) *ONLY TICK IF YOU HAVE* ***ATTACHED A FULL RISK ASSESSMENT***
☒	I understand that it is my responsibility to ensure that the above named research activity will meet the University's Research Ethics and Integrity Code of Practice.
☒	I understand that before commencing data collection all documents aimed at respondents (including information sheets, consent forms, questionnaires, interview schedules etc.) must be confirmed by the DoS/Supervisor, module tutor or Head of School.
☒	I have deleted the guidance notes before submitting the PG2 for consideration

RESEARCH STUDENTS AND STAFF ONLY
All communications relating to this application during its processing must be in writing and emailed to pgresearch@uwtsd.ac.uk , with the title 'Ethical Approval' followed by your name.
You will be informed of the outcome of your claim by email; therefore it is important that you check your University and personal email accounts regularly**.**

STUDENTS ON UNDERGRADUATE OR TAUGHT MASTERS PROGRAMMES should submit this form (and receive the outcome) via systems explained to you by the supervisor/module leader.

This form is available electronically from the Academic Office web pages:
http://www.uwtsd.ac.uk/academic-office/

Application Process

All staff research projects and all research students must submit the Ethical Approval Form to the **University Ethics Committee** via the Academic Office (pgresearch@uwtsd.ac.uk). Staff research directly in relation to personal study for taught undergraduate or Masters programmes should be submitted via the Faculty procedures explained below.

Taught masters and taught undergraduate research Ethical Approval Forms are considered **within Faculties.** Faculties will provide details of the specific processes for this. Where the Ethical issues within any single ethical application are of particular concern the Faculty will refer these to the University Ethics Committee. Any student activity that involves the collection of primary data needs to undergo Ethical approval, this includes assignment work as well as dissertations.

CONSENT FORM

PROJECT TITLE: Do pupils in a mixed ability class choose tasks that align with their current attainment level and why?

Name of Researchers: Miss Padley and Ms Enos

Please initial box

1.I confirm that I have read and understand the information sheet dated 6th January 2019 for the above study. ☐

2. I understand that my child's participation is voluntary and that I am free to withdraw my child from the study at any time, without giving any reason. ☐

3. I understand that my child can choose to withdraw at any time, without giving a reason.

4. I understand that the information given by my child will be used in a university assignment. ☐

5. I understand that my child's name will not appear at any time. ☐

6. I agree for my child to take part in the above study. ☐

_____	_____	_____
Child's name	Parent signature	Date

When completed, please return in the envelope provided to Miss Padley by the 30th of January 2019

Thank you.

INFORMATION SHEET

PROJECT TITLE: Do pupils in a mixed ability class choose tasks that align with their current attainment level and why?

Dear Parent / Guardian,

My name is Miss Padley and I am studying for a PGCE qualification at Yr Athrofa, University of Wales Trinity Saint David. I am currently a student teacher within [redacted] and am teaching in your child's English class.

I would like to invite your child to participate in my research project. The title of the project is '*Do pupils in a mixed ability class choose tasks that align with their current attainment level and why?'* and I aim to find out whether pupils challenge themselves when given the choice to choose their own activities. Through your child's participation, I hope to ascertain if mixed ability classes affect pupils' choices, and whether the labelling of tasks influences these selections.

The process will involve a lesson study where the pupils will be taught a lesson and given a range of tasks with a range of success criteria levels to choose from. Pupils will be observed during this lesson by my research partner and me. A small group of pupils will be chosen for a short interview after the lesson.

All names will be kept strictly confidential and will only be known by myself and my research partner. Your child's participation in this study is completely voluntary so you or your child can withdraw from the study at any stage. Your child will also be asked to give their assent before the beginning of the study.

After careful and precise analysis of the data obtained from the lesson observation and group interview, I would be happy to provide you with a copy of the findings at your request. The results of the research will be discussed in a university assignment that will contribute to my PGCE course. The results of this study will be stored on password-protected documents and all raw data will be destroyed once the assessment has been marked. No hard copies will be produced.

I thank you in advance for your time. If any questions do arise, feel free to contact me at your convenience.

Yours sincerely,

Miss Padley