

Dear <name>,

NEXT STEPS for the NEXT STEPS STUDY

I am writing to update you on the *Next Steps* study that you were part of when you were at school. A very big thank you again, the study is considered, both nationally and internationally, to be a unique resource which helps improve young people's services.

The Department for Education have reviewed the study to see how best it could continue with the Economic and Social Research Council (who are the UK's leading agency for research funding and training in economic and social sciences, see www.esrc.ac.uk/ for more information)

DfE and ESRC have asked the Centre for Longitudinal Studies (CLS) at the Institute of Education (IoE) to take the *Next Steps* study forward. CLS is a world-leading centre for longitudinal research and have lots of experience in running studies like *Next Steps*.

There are many researchers across Government and beyond who are very interested in your activities no matter what you are doing. Your information is still extremely valuable to us. **I am approaching you now to ask if you are happy for us to pass your full name, sex, date of birth and your contact details onto CLS so that they can invite you to take part in further research in the future.** This may include further interviews or your progress being tracked through other data sources and then linked to the information you have given previously in *Next Steps* (like we have done previously with your school exam results).

Your contact details will be kept separately from the answers you have given in the study, as they are now. Your details will be held in accordance with the Data Protection Act by the Institute of Education. Your details will never be sold on or used for marketing or commercial purposes.

If you would like to know more about how we intend to use your data further details, including some frequently asked questions, can be found at the *Next Steps* website (www.nextstepsstudy.org.uk/) or in the leaflet included with this letter. If you have any other queries or if you would like to let us know that your contact details have changed, please contact the *Next Steps* Research Team.

We would really appreciate it if you would let us pass your name, sex and date of birth and your contact details to the Centre for Longitudinal Studies. This will allow them to carry out further research with the study members which would add value to the answers you have provided so far (as we will be able to track your experiences in later years).

Any future research would be entirely voluntary, and by agreeing for this information to be passed on you are not committing yourself to taking part in the study again. However, if you would prefer not to be contacted by Centre for Longitudinal Studies in relation to the *Next Steps* study, please let the Next Steps Research Team know using the details below and we will not pass on your name, sex, date of birth and your contact information.

Please include your reference number when you contact us so we can be sure we remove the correct person's information. Please contact us by <date>.

Write:	Next Steps Team TNS-BMRB 6 More London Place London SE1 2QY	Next Steps (Clare Baker) Longitudinal Surveys Team Department for Education Floor 5 2 St Paul's Place, 25 Norfolk Street Sheffield S1 2FJ
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Email: nextstepssurvey@bmr.co.uk team.longitudinal@education.gsi.gov.uk

Phone: 0800 0154492 0114 2742439

If you have moved address or changed contact details since we last spoke to you, please update and return the enclosed freepost card.

Once again, thank you for your help to date and I do hope that you will continue to take an active part of this important study in the future.

Yours sincerely,



Clare Baker