



**Northumbria  
University**  
NEWCASTLE



UNIVERSITY  
*of York*

**The Department of  
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Our ref [JM]

[Date]

[Addressee]

Dear [INSERT PARTICIPANT TITLE AND SURNAME]

**The Gentle Years Yoga Trial**

We have recently posted you a 12-month follow-up questionnaire, which is the last one we will ask you to complete, and therefore it is the final part of your involvement in the study. Thank you very much for your participation in the Gentle Years Yoga Trial. Your involvement in the study has allowed us to collect valuable data which will help us understand how to better support older adults with multiple health conditions.

When you were first randomised to the study, we let you know that you were allocated to the 'usual care group' (i.e., you would continue with the care you normally receive outside of the study), but that you were also allocated to receive a free, one-off single session of the Gentle Years Yoga, after your 12-month follow-up. Therefore, we are now writing to offer you this session, and make arrangements for your participation.

**[INSERT IF ONLINE DELIVERY & PARTICIPANT RECRUITED FOR FACE-TO-FACE YOGA CLASSES ONLY (i.e., PILOT PHASE WAVE 1 PARTICIPANTS):** Due to the COVID-19 pandemic, we have moved our yoga classes online, with all of our trial classes being delivered via video conference. With government restrictions still in place, the free Gentle Years Yoga session you have been allocated to receive will also have to be delivered online. In order to be able to participate, there are a few things you need to have access to at home, including a reliable internet connection, a suitable electronic device, a sturdy chair, and sufficient space to practice yoga at home. We sincerely apologise for this



unexpected change, and for any inconvenience this may cause. Thank you for your understanding and flexibility during this exceptional situation.]

**[INSERT IF ONLINE DELIVERY & PARTICIPANT RECRUITED FOR ONLINE YOGA CLASSES ONLY (i.e., PILOT PHASE WAVE 2 AND MAIN PHASE WAVE 1 PARTICIPANTS) OR BLENDED FACE-TO-FACE OR ONLINE YOGA CLASS DELIVERY (i.e., MAIN PHASE WAVE 2 PARTICIPANTS):** As detailed in your Invitation Letter and Participant Information Sheet, and as discussed with you during your recruitment telephone calls, due to the COVID-19 pandemic, **[INSERT IF PARTICIPANTS RECRUITED FOR BLENDED (FACE-TO-FACE OR ONLINE YOGA) CLASS DELIVERY (i.e., MAIN PHASE WAVE 2 PARTICIPANTS):** some of] the classes offered during your wave of recruitment were delivered online, via video conference. This one-off class will be delivered in the same manner. When you originally consented to take part in the study we asked you a series of questions to determine whether you met the requirements to participate in an online class (e.g., having an appropriate electronic device, reliable internet access, knowledge of the internet, enough space at home, and a sturdy chair for use in the classes). At the time, it was confirmed that you met all the requirements. If your circumstances have changed and you feel you would no longer be able to participate in an online yoga class, please do let our team know by adding a comment in the 'comments' section at the end of the forms.]

We have enclosed **[INSERT IF ONLINE DELIVERY & PARTICIPANT RECRUITED FOR FACE-TO-FACE YOGA CLASSES ONLY (i.e., PILOT PHASE WAVE 1 PARTICIPANTS):** a brief questionnaire to determine whether or not you have the equipment required to participate in an online class, as well as] a list of available sessions and a self-addressed free-post envelope. We would be very grateful if you could complete **[INSERT IF ONLINE DELIVERY & PARTICIPANT RECRUITED FOR FACE-TO-FACE YOGA CLASSES ONLY (i.e., PILOT PHASE WAVE 1 PARTICIPANTS):** the questionnaire indicating the equipment available to you at home and] the table indicating your availability for the sessions on offer, and return this to us in the enclosed self-addressed envelope as soon as possible.

Once we receive this, we will be in touch with you to provide further details about this one-off session.

If you have any questions about this or any other aspects of your involvement in the trial, please feel free to contact us using the details provided above.

Yours Sincerely

[INSERT TRIAL COORDINATOR NAME]

This study is funded by the National Institute for Health Research (NIHR) Health Technology Assessment (HTA) programme. The views expressed are those of the author(s) and not necessarily those of the NIHR or the Department of Health and Social Care.



**[INSERT IF ONLINE DELIVERY & PARTICIPANT RECRUITED FOR  
FACE-TO-FACE YOGA CLASSES ONLY (i.e., PILOT PHASE WAVE 1  
PARTICIPANTS):**

**Requirements for Online Gently Years Yoga Classes**

(Office use only)																			
Participant ID Number		<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																	
Date Sent		<table border="1"><tr><td></td><td></td></tr></table>				/		<table border="1"><tr><td></td><td></td></tr></table>				/		<table border="1"><tr><td></td><td></td></tr></table>					
		day				month				year									

The yoga classes will be delivered online via video conferencing. In order to participate in the classes, you will need to have access to a few things at home. Please indicate by choosing 'yes' or 'no' whether or not you have access to the following at home:

**1. Do you have regular access to a reliable internet connection?**

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

**2. Are you familiar with the internet and able to use it?**

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

**3. Do you have a suitable electronic device with which you will be able to access the yoga classes (suitable devices are those with a camera, speakers, a microphone, and a tablet-size screen or larger)?**

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

**4. Do you have sufficient space at home to practice yoga (a space of 6 feet by 9 feet, where you can place your device approximately 8 feet in front of your chair)?**

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

**5. Do you have a sturdy chair (dining room style, with no arm rests) for use in the classes?**

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>



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**Once you have completed this questionnaire, please place it in the enclosed self-addressed envelope, along with the class availability sheet below, and return these to us by [INSERT DAY & DATE]. We will then be in touch with you to provide further details.]**



### Gentle Years Yoga Class Availability

(Office use only)

Participant ID Number

Date Sent  /  /   
                     day                    month                    year

Please look at each option carefully and decide whether you would be able to attend any of these sessions. Indicate your availability by choosing the 'yes' or 'no' box next to each day and time to indicate whether you can attend. **Please note that you can indicate 'yes' for more than one class.**

#### **[INSERT IF FACE-TO-FACE DELIVERY:]**

##### **Face-to-face classes:**

Region	Venue	Date	Day	Time	Response	Office use
XXXXXXXXXX	XXXXXXXXXX	XXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Yes <input type="checkbox"/>	[insert site ID]
					No <input type="checkbox"/>	
XXXXXXXXXX	XXXXXXXXXX	XXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Yes <input type="checkbox"/>	[insert site ID]
					No <input type="checkbox"/>	

#### **[INSERT IF ONLINE DELIVERY:]**

##### **Online classes:**

Date	Day	Time	Response	Office use
XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Yes <input type="checkbox"/>	[insert site ID]
			No <input type="checkbox"/>	
XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Yes <input type="checkbox"/>	[insert site ID]
			No <input type="checkbox"/>	



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**Comments:**

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Once you have completed this class availability sheet, please place it in the enclosed self-addressed envelope **[INSERT IF ONLINE DELIVERY & PARTICIPANT RECRUITED FOR FACE-TO-FACE YOGA CLASSES ONLY (i.e., PILOT PHASE WAVE 1 PARTICIPANTS: along with the 'Requirements for Online Gently Years Yoga Classes' questionnaire above]** and return **[these/it]** to us by **[INSERT DATE]**. We will then be in touch with you to provide further details.

**[IF UNABLE TO FIT THE ABOVE ON ONE PAGE, INSERT: Please see overleaf]**