

Secondary Cohort Study (11-16): Annual Planner 2024-25

| Month | Activity | Who | What |
|----------------|------------------------------|--------------------------------------|---|
| September 2024 | Staff audit | Head of Maths | Send the names and school email addresses of all teachers of maths at your school to the Observatory. Note: this includes teachers of any age group and class size. |
| October 2024 | Letters to parents/guardians | Lead teacher and school office | Send a letter from the Observatory to the parent/guardian of all Year 7 students. The letter includes instructions on how to withdraw their child from the study (an online form collected by the Observatory). There is also a link to a parent/guardian survey contained within the letter. |
| November 2024 | Class lists | Lead teacher | Send class lists for all Year 7 classes to the Observatory. Each class list contains: <ul style="list-style-type: none"> • Name of teacher • Name of class • Name of pupil • Pupil date of birth • Unique pupil number¹ The request for class lists will include a list of pupils who should not be included (those that have been withdrawn from the study by their parents/guardian). |
| November 2024 | Teacher survey | All teachers of maths at your school | Teachers of maths listed in the staff audit will be sent a link by the Observatory to their school email inviting them to complete a 10-minute online survey. The survey consists of mostly multiple-choice questions and asks about their role, their teaching, their career and their professional development. As the lead teacher, we ask that you encourage your staff to take part in the survey. |
| January 2025 | Pupil surveys | School and students | Your school will receive a package by courier containing the paper pupil surveys, instructions and return packaging. You have two weeks to complete and return the surveys. ² |
| January 2025 | Pedagogy survey | Year 7 teachers | This survey is for Year 7 teachers only . They will be sent a link to their school email from the Observatory to complete an online survey about the pedagogical approach(es) they use in their teaching. |

¹ The unique pupil number (UPN) that each child is given by the Department for Education when the child starts school.

² If you are delayed, for any reason, in completing the pupil surveys, please contact the Observatory.

| Month | Activity | Who | What |
|------------|----------------------|---------------|---|
| March 2025 | Head of Maths survey | Head of Maths | The Head of Maths will receive a link by email to complete an online survey about school policies, curriculum and professional development. |
| June 2025 | Payment | Observatory | Your school receives a £1000 payment by bank transfer from the Observatory. This payment is to thank you for being a research partner. |