

Secondary Cohort Study (11-18): 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 Y7 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	Y7 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number¹ The request for class lists will include a list of pupils who should not be included (those that have been withdrawn from the study by their parent/guardian).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	Y7 pupil surveys	School and Y7 students	Your school will receive a package by courier containing the paper Y7 pupil surveys, instructions and return packaging. You have two weeks to complete and return the surveys. ²
January 2025	Y7 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 Y7 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 in completing the pupil surveys for any reason, please contact the Observatory.

Month	Activity	Who	What
January 2025	Letters to Y12 parent/guardian	Lead teacher and school office	Send a letter from the Observatory to the parent/guardian of all Year 12 students. There is a link to a short parent/guardian survey contained within the letter.
February 2025	Y12 pupil surveys	School and Y12 students	Ask Year 12 students studying A Level Mathematics to complete an online survey using the link provided. You have two weeks from the receipt of this link for your students to complete the survey. ³
February 2025	Y12 pedagogy survey	Y12 teachers	This survey is for Year 12 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 of Year 12.
March 2025	Maths lead 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.
March 2025	Y12 class lists	Lead teacher	Send class lists for all Year 12 classes. 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 number⁴ The request for class lists will include a list of pupils who should not be included (those that have withdrawn from the study).
June 2025	Payment	Observatory	Your school receives a payment of £1000 by bank transfer from the Observatory. This payment is to thank you for being a research partner.

³ If you have any issues completing the surveys in this time frame, please contact the Observatory.

⁴ Each child is given a unique pupil number (UPN) by the Department for Education when the child starts school.