

# Primary Cohort Study: 2024-25 Annual Planner

Month	Activity	Who	What
September 2024	Staff audit	Mathematics Lead	Send the names and school email addresses of <b>all</b> teachers to the Observatory. Note: this includes teachers of any age group and class size.
October 2024	Letters to parent/guardian	Lead teacher and school office	Send a letter from the Observatory to the parent/guardian of all Reception pupils. 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 short parent/guardian survey contained within the letter.
November 2024	Class lists	Lead teacher	Send class lists for all Reception classes to the Observatory. Each class list contains: <ul style="list-style-type: none"> <li>• Name of teacher</li> <li>• Name of class</li> <li>• Name of pupil</li> <li>• Pupil date of birth</li> <li>• Unique pupil number<sup>1</sup></li> </ul> The request for class lists will include a list of pupils who should not be included (those that have been withdrawn from the study by their parents/guardian).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	Teachers listed in the staff audit will be sent a link by the Observatory to their school email inviting them to complete a ten-minute online survey. The ten-minute 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	Teaching Assistant and children	Your school will receive a package by courier containing the paper pupil surveys and screening tests, instructions and return packaging. You have three weeks to complete and return the surveys. <sup>2</sup>
January 2025	Pedagogy survey	Reception teachers	This survey is for Reception teachers <b>only</b> . They will be sent a link to their school email from the Observatory to complete an online survey about the pedagogical approaches they use in their teaching.

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

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

Month	Activity	Who	What
March 2025	Maths Lead survey	Maths Lead	The Mathematics Lead will receive a link to their school email to complete an online survey about school policies, curriculum and professional development.
June 2025	Payment	Observatory	Your school will receive a payment by bank transfer from the Observatory. This payment is to thank you for being a research partner and to cover the costs associated with completing the pupil surveys. <sup>3</sup>

---

<sup>3</sup> In the first year, all schools receive £600 as a thank you for being a research partner. All schools will receive an additional amount to cover staffing costs for administering the pupil surveys. This amount is dependent on cohort size. Schools with 30 or fewer Reception pupils will receive an additional £200; schools with 31-60 Reception pupils will receive an additional £300; schools with 61-90 Reception pupils will receive an additional £400 and schools with 90+ Reception pupils will receive an additional £500.