



Teacher Instructions

Thank you for taking part in this study. Please follow these instructions for the pupil survey. The survey should be completed in one maths lesson. For most classes, this does not take a full lesson (typically 10-15 minutes). Before you begin, check that you have the correct pack for your class. Please open the plastic envelope carefully as you will use it to package up the surveys when they have been completed. Pack contents:

- These instructions
- Surveys with pupil names
- Spare surveys for any additional pupils
- List of non-participating pupils

1. At the start of the lesson

1(a). Play video to the class

Before giving out the surveys, play the information video to the class. The video link will have been sent to you by your Head of Maths but is also available on our website: www.nottingham.ac.uk/observatory. If you are unable to show the video, then there is an information sheet (pdf) to show instead. At the end of the video and information sheet there is a glossary of terms which you could display for the pupils, if you think this would be helpful.

1(b). Read text to the class

Read the following:

The survey has four pages of questions. You only need to tick one box for each question. Please use a black pen, or a pen with dark ink if you do not have a black pen. If you make a mistake and want to change an answer, then this is fine. You need to colour in the box where you put a tick, and then tick the box you wanted to choose. If you are unsure what a question means then you can ask me to explain it to you.

1(c). Give the survey papers out to the pupils

Give each pupil their survey.

Check the non-participating pupils list. It tells you whose parent/guardian does not want the pupil to take part. **All pupils on the non-participating pupils list should not be given a survey to complete.**



If there is no survey for a pupil (and their name is not on the non-participating pupils list), then give them a spare survey (one with no name on it). Tell them to write their name and the class name on the front page.

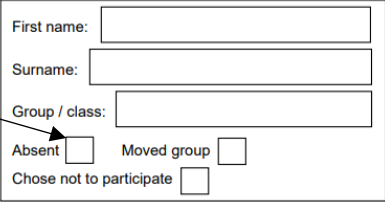
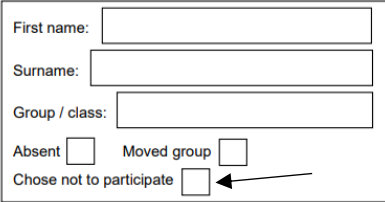
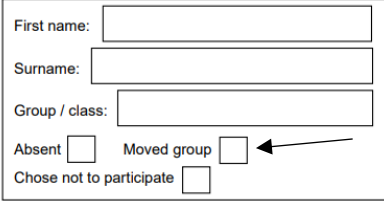
2. Pupils complete the survey

The pupils complete the survey. Ask any pupils who are not completing the survey to do a different task, such as read a book.

If a pupil is unsure of a question or word, you can explain the meaning using the glossary. Please do not look at the pupils' answers unless they ask you to. You can help them to understand the questions but not suggest a particular answer which you think they should choose. If a pupil is still really unsure or feels uncomfortable in answering the question, they can leave that question blank.

If a pupil wishes to change an answer then they should: fully colour in the box ■ where they have ticked (so that the tick can no longer be seen), then tick the correct box for the answer that they want to give ☑.

Whilst the pupils are completing the survey, please tick boxes below where appropriate.

<p>Absent pupils If a pupil is absent for the lesson tick the absent box on the pupil's paper.</p>  <p>The absent pupil does not complete the survey at a different time.</p>	<p>Pupils who choose not to participate If a pupil chooses not to participate, tick this box.</p> 
<p>Pupils who have moved class If a pupil is no longer in this class, tick this box.</p> 	<p>Pupils who stop part way through If a pupil chooses to stop at any point in the survey or they run out of time to finish all of the questions, then they should leave the remaining questions blank.</p> <p>If they stop because they have changed their mind and no longer wish to participate in the study then tick the 'Chose not to participate' box, as above.</p>



3. When the surveys are complete

Ask one pupil to collect all surveys (including spares, partially completed, and ones that have not been completed). Instruct them to place the surveys into the plastic envelope and seal it. After the lesson, hand the sealed envelope to the person collecting these as instructed by the Head of Mathematics, who will ensure that these are collected by our courier. Please securely destroy the list of non-participating pupils in confidential waste.

If you have any questions or are unsure about what you need to do, then contact us:

Helpline: 0115 9514426 8:30am-4:30pm Email: mathsobservatory@nottingham.ac.uk