

# Passport to Success – Memorandum of Agreement

Welcome to the "**Passport to Success**" school sign-up page.

Please note that we are only seeking to recruit **mainstream schools** that provide education for young people of **primary school age** in the **Greater Manchester city-region and surrounding areas**.

We want to work with **Year 4** students and **follow them through** until the end of **Year 6**. If you do not provide education for young people in Year 4 (aged 8-9 years) and will not continue to work with those pupils until the end of Year 6, and/or are not a mainstream school and/or are outside of Greater Manchester or its surrounding areas, unfortunately this means that your school is not eligible to participate in the project.

This sign-up page provides you with some basic information about participation in the "**Passport to Success**" project, and to enable us to obtain some key contact information for colleagues in your school that will play a key role in the project. Specifically, these are the **head teacher**, **school safeguarding lead**, and a **nominated "Passport to Success" lead** (who will act as our primary point of contact and be responsible for coordinating project participation in your school).

Please begin by noting your Local Authority, and then your school and your school address and contact details.

Please select your Local Authority from the options below:

- Bolton
- Bury
- Manchester
- Oldham
- Rochdale
- Salford
- Stockport
- Tameside
- Trafford
- Wigan
- Other \_\_\_\_\_

Please provide the name of your school.

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Please provide your school's address.

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Please provide your school's contact details (i.e., telephone number)

- Telephone number \_\_\_\_\_

"**Passport to Success**" focuses on young people's wellbeing, a current priority for schools in England. Research has shown that social and emotional learning (SEL) interventions can improve children's wellbeing. However, most of that work is based on interventions for pupils in the early years of primary school, and there is a need to determine effects for older children. **Passport** is an SEL intervention for use with 9- to 11-year-olds. Using a randomised controlled trial in which schools are randomly allocated to deliver the intervention or continue their usual practice, we will determine whether **Passport** improves the wellbeing and other outcomes of children in Year 5. At the end of the project, if our analysis shows that **Passport** was successful in doing so, training and materials will be offered to usual practice schools so that they can begin to deliver it. If we find that it made no difference, those schools will be offered equivalent funding to spend on other resources to improve wellbeing. This means that every school that participates in the project gets either **Passport** or some additional funding.

#### **General information about "**Passport to Success**" evaluation project**

- Our project will include two-groups (**Passport** and Usual practice). Participating schools will be **randomly** allocated to one of those two groups. Schools in the **Passport** group will implement the programme with **Year 5** pupils during the academic year **2023/2024**; schools in the Usual practice group will continue as normal during that period;
- Preparatory work will happen in the summer term of **2022/2023** (detailed in the Memorandum of Agreement);
- **Online surveys with pupils** will be completed **annually**: before randomisation (T0; pupils at the end of Year 4, in the 2022/2023 academic year), after the conclusion of the intervention (T1; pupils at the end of Year 5, in the 2023/2024 academic year), and at 12-month post-intervention follow-up (T2; pupils at the end of Year 6, in the 2024/2025 academic year). These pupil surveys will take place in the summer term, with school feedback provided in the autumn term;
- As well as online survey completion by pupils, **their class teachers** will be asked to complete a brief online survey about their own wellbeing, and their usual SEL practices,

at T0 and T1. Teachers in **Passport** schools will also complete a brief survey about their implementation of the intervention at T1;

- In five of the **Passport** schools, we will run two focus group sessions with pupils and two interviews with school staff about their views and experiences of the programme. These will happen in the winter and summer terms of *2023/2024*. We will contact those schools nearer the time to arrange this and get the appropriate consent from parents/carers and school staff;
- A school-friendly summary of results/feedback on the "**Passport to Success**" project evaluation will be provided to schools;
- Nominal supply costs to cover teacher attendance at initial and follow-up training for those in the **Passport** group will be provided;
- If our analyses show that the intervention successfully improves our primary outcome (difficult emotions, e.g., anxiety and sadness) at T2, to the level that we have predicted, Usual practice schools will receive **Passport** training and materials. If not, they will receive the equivalent funds to spend on other resources as they see fit.

### Memorandum of Agreement

Below we outline what will be required of schools participating in the "**Passport to Success**" project, and what they can expect in return. **Please read carefully and confirm that you understand and agree by ticking the statement that will appear at the end of this survey.** If you have any outstanding queries after reading the following information, please feel free to contact us at [passport@manchester.ac.uk](mailto:passport@manchester.ac.uk).

**1. Pupils: Surveys** In the "**Passport to Success**" project, we will track a cohort of pupils (those in Year 4 at the end of *2022/2023*) in participating schools. We will survey these pupils when they are in Year 4 in *2022/2023* and again in Year 5 (*2023/2024*) and finally Year 6 (*2024/2025*).

2023 (T0)	2024 (T1)	2025 (T2)
End of Year 4	End of Year 5	End of Year 6

Survey completion by pupils is undertaken in a secure, online survey platform (Qualtrics). Participating schools will arrange for pupils in the eligible year group to complete the survey in the summer term (e.g., allocating time slots, arranging access to appropriate equipment). Average

survey completion time will be approximately 10 minutes (and no longer than 20 minutes for most pupils);

The survey asks pupils about their overall wellbeing, difficult emotions (e.g., sadness, worry), coping with difficult emotions, loneliness, bullying, support from friends, and quality of life;

The survey data will be linked to socio-demographic information provided by your school, as follows:

- Forename;
- Surname;
- Ethnicity;
- Unique pupil number;
- Year group;
- Sex;
- Special educational needs status;
- Free school meal eligibility;
- We will also ask you to provide class (e.g., for schools with double form entry or higher, Class 1, Class 2, etc.) and teacher (e.g., Class 1 = Mrs. Smith; Class 2 = Mr. Jones) information and contact details (email address);

These data will be subject to a **data sharing agreement (DSA)** between the University of Manchester and your school which we will undertake upon completion of this Memorandum of Agreement;

The DSA will document the rationale for the data sharing, the relevant GDPR considerations (including legal bases for processing), and data security arrangements (including secure means of sharing);

Participating schools will need to have alternative activities prepared for pupils that have been opted out of the study by their parents/carers or have declined to participate themselves, or who finish their survey before other pupils in their class.

## **2. Pupils: Focus Groups**

Pupil focus groups will take place in five 'case study' **Passport** schools. There will be a focus group session in the winter term of 2023/2024 while **Passport** is being delivered, and another in the summer term of the same year when the programme has been completed. We will contact

Passport schools in the autumn term of 2023/2024 to see if they are interested in becoming a case study school;

In the pupil focus groups pupils will be asked about their experiences of taking part in Passport lessons.

### 3. Teachers: Surveys and Interviews

Class teachers of the pupils noted above will be asked to complete a brief survey about their own wellbeing, and their usual SEL practices, at T0 and T1. Teachers in Passport schools will also complete a brief survey about their implementation of the intervention at T1;

Teacher/school staff interviews will take place in the five Passport case study schools noted above. There will be interviews in the winter term of 2023/2024 while Passport is being delivered, and another in the summer term of the same year when the programme has been completed.

The "Passport to Success" team will:

- Provide the survey on a secure online platform during each academic year of study;
- Link your pupils with existing data held by your school;
- And, if you are a school allocated to the Passport group, we may contact you about becoming a case study school.

All **participating schools** will do the following:

- Undertake a Data Sharing Agreement with the University and securely share the above noted data items;
- Plan for pupils to access the online survey (e.g., allocating time slots, arranging access to appropriate equipment);
- Provide activities for those not taking part or who finish quickly.

Those **schools randomly allocated** to the Passport group will:

- Release Year 5 teachers to attend initial (early autumn term 2023/2024) and follow-up (early winter term 2023/2024) training events (for which nominal supply costs will be provided);
- Implement Passport in Year 5 classes during 2023/24; and, for the five Passport schools who agree to act as case study sites, make arrangements for pupils to take part in the

focus groups (e.g., allocating time slot and arranging access to an appropriate room), and enable teachers to take part in the interviews if they wish to do so.

### **Ethics, Data Protection, and Governance**

- The "[Passport to Success](#)" project has been approved by the University of Manchester Research Ethics Committee (reference 2022-14050-25470);
- The "[Passport to Success](#)" project is compliant with the General Data Protection Regulation (GDPR; 2018). Please read the GDPR research privacy notice [here](#), which outlines in detail the data we will hold, the legal basis for processing these data, how data will be stored and shared, and the rights of data subjects;
- No material which could identify individual pupils will be used in any "[Passport to Success](#)" outputs (e.g., papers written by the project's research team);
- A completely anonymised version of the "[Passport to Success](#)" dataset will be deposited on the Open Science Framework so that other researchers and organisations can use it. This dataset will **not** include any of the socio-demographic data items your school provides;
- Each school's annual feedback report is private to them and the "[Passport to Success](#)" team will not share it with any other party (though schools are free to share if they choose to do so);
- We will provide electronic parent/carer information and opt-out consent sheets to participating schools following sign-up. These need to be distributed to parents/carers of pupils who will be in Year 4 in 2022/2023 via your school's parental communication system (e.g., Parent Mail or equivalent). This needs to be done by no later than *Friday 31st of March*, so that surveys can begin **after the Easter holidays**;
- The opt-out consent sheets include instructions for parents/carers to return them directly to the "[Passport to Success](#)" team. If any opt-out forms are incorrectly returned to your school, these will need to be forwarded on so that we know not to include the pupil(s) in question in future surveys;
- Participating schools will also need to forward details of any pupils in Year 4 who cannot take part in the survey for any other reason (e.g., long-term sickness absence, declined to participate themselves). Pupils need to make an informed decision about whether to complete the "[Passport to Success](#)" survey. This includes being given adequate time to make that decision. We will provide a set of standardised instructions and support

materials so that pupils can be introduced to the survey. Participating schools need to brief eligible pupils at least 24 hours in advance of the survey;

- The "Passport to Success" research team will:
  - Provide information for parents and carers and opt-out consent sheets;
  - Collect opt-out consent forms;
  - If you are a school assigned to the intervention group (Passport), we will provide information about the pupils focus groups and teacher interviews, with information for parents/carers and teachers, and consent forms for parents/carers and pupils;
- Your school will:
  - Distribute information and opt-out consent forms to parents and carers;
  - Return any opt-out forms to the research team which are returned to the school in error;
  - Brief eligible pupils at least 24 hours in advance of the survey;
  - If you are a school assigned to the intervention group (Passport) who is contacted about the pupil focus groups and the teacher interviews, distribute information and consent forms to parents and carers, school staff, and pupils; return any consent forms which are returned to the school in error; brief eligible pupils at least 24 hours in advance of the focus groups.

### **Staff contact details and confirmation of sign-up**

Please provide us with the name and email address of your school's headteacher, safeguarding lead, and a nominated "Passport to Success" lead (who will act as our primary point of contact and be responsible for coordinating project participation in your school):

- Headteacher name \_\_\_\_\_
- Headteacher email address \_\_\_\_\_
- Safeguarding lead name \_\_\_\_\_
- Safeguarding lead email address \_\_\_\_\_
- Name of school lead for Passport to Success \_\_\_\_\_
- Email address of school lead for Passport to Success \_\_\_\_\_



NB: We will not share the contact information you provide without your express permission. Please read the GDPR collaborator/partner privacy notice [here](#), which outlines in detail the data we will hold, the legal basis for processing these data, how data will be stored and shared, and the rights of data subjects.

### **What happens next?**

When you tick the confirmation box below, the sign-up process will be complete. A member of the project team will be in touch to send you a confirmation note, alongside a copy of this Memorandum of Agreement. You will then receive the aforementioned Data Sharing Agreement to review and sign, after which we will make arrangements with you regarding the preparation and secure transfer of the required data items. Finally, you will receive a welcome pack with key materials (e.g., parental information sheets) and instructions regarding the sequence of tasks and activities to be undertaken in the coming months.

I agree for my school to participate in "Passport to Success" project and accept the terms and conditions described on the preceding pages.

Tick this option if you agree with the statement above