



PASSPORT TO SUCCESS TIMELINE 2022-2023

DATES

YOUR SCHOOL

NOVEMBER 2022 – FEBRUARY 2022

STEP
1

COMPLETE THE **MEMORANDUM OF AGREEMENT (MOA)** – LINK IS [HERE](#)

NOVEMBER 2022 – FEBRUARY 2022

STEP
2

COMPLETE AND RETURN THE **DATA SHARING AGREEMENT (DSA)** – TO BE PROVIDED UPON COMPLETION OF THE MOA

DECEMBER 2022 – MAY 2023

STEP
3

COMPLETE AND RETURN THE **PUPIL LIST TEMPLATE** – TO BE PROVIDED UPON COMPLETION OF THE DSA

JANUARY 2023 – MARCH 2023

STEP
4

DISTRIBUTE **INFORMATION SHEET AND OPT-OUT FORMS** TO PARENTS OF CURRENT YEAR 4 PUPILS – TO BE PROVIDED ONCE STEPS 1 AND 2 HAVE BEEN COMPLETED

APRIL 2023 – JULY 2023

STEP
5

COMPLETE **BASELINE ONLINE SURVEYS**

- PUPIL SURVEYS
- STAFF SURVEYS
- USUAL PRACTICE SURVEYS

DETAILS TO BE PROVIDED DURING STEP 4

JULY 2023

STEP
6

RANDOMISATION

SCHOOLS WILL BE RANDOMLY ALLOCATED TO PASSPORT OR USUAL PRACTICE



DATES

YOUR SCHOOL

SEPTEMBER 2023 – OCTOBER 2023

STEP
7

PASSPORT TRAINING
1 DAY TRAINING FOR STAFF AT
SCHOOLS ALLOCATED TO DELIVER
PASSPORT

OCTOBER 2023 – APRIL 2024

STEP
8

DELIVERY OF PASSPORT
STAFF AT SCHOOLS ALLOCATED TO
PASSPORT WILL IMPLEMENT THE
INTERVENTION

APRIL 2024 – JULY 2024

STEP
9

COMPLETE 1ST FOLLOW-UP SURVEYS

- PUPIL SURVEYS
- STAFF SURVEYS
- USUAL PRACTICE SURVEYS
- IMPLEMENTATION SURVEYS

APRIL 2025 – JULY 2025

STEP
10

COMPLETE 2ND FOLLOW-UP SURVEYS

- PUPIL SURVEYS
- STAFF SURVEYS