

Enrichment Partnerships Pilot Evaluation Memorandum of Understanding

This document sets out the roles and responsibilities relating to the evaluation of the Enrichment Partnerships Pilot (EPP) for schools participating as case studies and the National Foundation for Educational Research (NFER).

Please read the school information sheet, school privacy notice and parent/carer privacy notice, which can be found [here](#) before signing this Memorandum of Understanding (MoU).

As this form asks for the agreement on behalf of your school to share data, we request that the Headteacher or a member of your senior management team completes this form.

If you have any questions, please contact us at: EPP@nfer.ac.uk.

The National Foundation for Educational Research (NFER) is conducting the evaluation of this pilot, on behalf of the Department for Culture, Media, and Sport (DCMS) and the Department for Education (DfE). We are working with the National Citizen Service Trust (NCST) and The Duke of Edinburgh's Award (DofE) who are delivering the pilot.

Activities relating to the evaluation will be carried out during the Summer and Autumn terms of 2024.

Use of data

All data gathered during this project will be held in accordance with the Data Protection Act 2018, and GDPR, and will be treated in the strictest confidence by NFER.

All data shared by schools with NFER will be via a secure school portal.

No individual school, pupil or teacher will be named in any report arising from this work.

The privacy notices for the study are available [here](#).

Responsibilities

The NFER will:

- Provide a key contact who will be available to support your school throughout the evaluation.
- Provide parent/carer information sheets and withdrawal forms to all participating schools.
- Provide templates for schools to provide all the requested data.
- Provide a secure portal for schools to share data with NFER.
- Provide copies of the surveys (and relevant instructions/information) for schools to administer to all participating pupils, and a courier to collect the completed surveys.
- Ensure that NFER researchers who visit schools have Disclosure and Barring Service (DBS) clearance for all schools.
- Ensure that all members of the evaluation team visiting the school are familiar with the school's safeguarding procedures and have received appropriate training on safeguarding protocols.
- Carry out the focus groups with school staff and pupils.
- Store, share and analyse all evaluation data using secure systems.
- Analyse evaluation data, prepare and disseminate research findings.
- Adhere to the Data Protection Act 2018, and GDPR legislation.
- Delete all personal data within one year of the publication of the final report. This is currently expected to be in April 2026.
- Provide schools with links to the published report.
- Provide schools that participate in case study activities with £150 on completion of the case study activities as a thank you for participating.

Our overall expectations of your school:

The following outlines our expectations from schools and teachers taking part in this evaluation. Please read these statements carefully and sign at the bottom of the document to confirm you have read this information and agree to these terms. Please also keep a signed copy of this document for your reference.

The school will:

- Provide the name and contact details for the Headteacher.
- Provide the name and contact details of the key contact who will be the point of contact for and liaise with NFER about the evaluation (ideally this will be the person leading the EPP at your school).
- Share the School Information Sheet and Privacy Notice with the school's key contact and any other staff members who participate in the evaluation.
- Be a point of contact for and provide parents/carers with full information about the evaluation. This will involve sharing the parent/carer information sheet and withdrawal form with parents/carers of children in Years 7 and 9 selected to participate in the

survey. It will also include sharing the parent/carer information sheet and consent form with the parents/carers of pupils selected to participate in the focus groups.

- Share the full names, date of birth, class name, unique pupil number (UPN), gender and free school meal (FSM) status of all pupils in Year 7 and Year 9 when requested by completing the template provided by NFER.
- Encourage and support the school's key contact to complete a template about the enrichment activities run by school staff (or visiting peripatetic staff) on school premises.
- Encourage and support the school's key contact to complete two surveys (one in June 2024 and one in November 2024) about implementation of the pilot, views about enrichment activities, barriers and facilitators to participation (schools and pupils), the perceived impact of the pilot, and sustainability.
- Administer the pupil survey to all pupils in Year 7 and Year 9 in June 2024 and again to the same pupils in November 2024 (when they will be in Years 8 and 10).
- Facilitate a visit by NFER researchers to the school in November or December 2024 to undertake focus groups with school staff and pupils.
- Support and encourage school staff to participate in a focus group about their experiences of participating in the EPP.
- Facilitate the organisation of two pupil focus groups (each with 6 to 8 pupils) by liaising with NFER to select pupils to participate, provide parents/carers and pupils with information about the session, collect consent forms, and arrange for an appropriate room/space to be available for the session.
- Inform NFER researchers visiting the school of the school's safeguarding processes and who to contact should a disclosure be made to them, or a safeguarding concern arise during the visit.

Confirmation

I confirm that I have read and understood the information provided about the project.

I have passed a copy of the School Information Sheet and Privacy Notice to my designated named lead contact.

I have had the opportunity to ask any questions I have about the evaluation, and these have been answered satisfactorily.

I understand that my school's participation is voluntary and that I am free to withdraw my school from the evaluation at any time. I will let NFER know if I choose to withdraw my school from the research.

I understand that, if my school withdraws from the evaluation, NFER will use the evaluation data my school has already provided, unless I ask NFER to delete it or a parent/carer requests that their child's data is not used before the data has been anonymised.

I know who I can contact if I have any concerns or complaints about the project.

My school **will** take part in this evaluation and agrees to the conditions stated in this Memorandum of Understanding (MoU).

Headteacher's name:	
School name:	
Headteacher's signature:	
Date:	
School email address:	
School telephone number:	

Please return this form to NFER using the secure portal provided no later than 29 March 2024.

Key Contact Details

Key contact's name:	
Job title:	
Key contact's email address:	
Please confirm email:	
Key contact's telephone number:	

Thank you for completing this Memorandum of Understanding. We will be in touch soon, by email, with the key contact named above, with details of the next steps for the project.

In the meantime, if you have any queries, please contact us at EEP@nfer.ac.uk