The overarching evaluation was commissioned by the Education Endowment Foundation (EEF) and undertaken by a consortium led by NFER
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Memorandum of Understanding

National Tutoring Programme – Tuition Partners

This Memorandum of Understanding (MoU) outlines our expectations of your school’s participation in the National Tutoring Programme – Tuition Partners (the TP Programme) and its evaluation. It should be agreed by the Headteacher in consultation with the member of staff nominated to be the contact person for the TP Programme (TP School Lead).

If your school would like to participate in the TP programme, please:

- Read, complete, sign and email this form to [TP to insert contact e-mail address].
- Keep a copy for your reference.

Your Tuition Partner [insert name of TP] will be responsible for the delivery of the tutoring sessions. The Evaluator (consisting of the National Foundation for Educational Research, Kantar and the University of Westminster) will independently evaluate the TP Programme. If you have any questions please contact:

- Your Tuition Partner for queries relating to the delivery on: [TP to insert contact e-mail address]
- The Evaluator for any queries relating to the evaluation on: TuitionPartners@nfer.ac.uk

You can also find out more at https://nationaltutoring.org.uk/ntp-tuition-partners/for-schools

Overall expectations of your Tuition Partner, your school and the Evaluator:

Your Tuition Partner will:

- Provide a key project contact who will be available to support your school.
- Work collaboratively with your TP School Lead to schedule the timetable for the tutoring sessions.
- Inform your TP School Lead of the pupil/tutor allocation and provide regular updates on the timetable for tutoring sessions.
- Provide secure means and templates for your school to provide all required data, including a list of participating pupil data.
- Allocate tutors to tutees, schedule and deliver the tutoring sessions.
- Share any required data for the evaluation via a secure portal with the Evaluator.
- Provide regular feedback to your school/teachers/pupils.
Your school will:

Facilitate the delivery of tuition sessions by:

- Allocating a TP School Lead whose responsibility will be to act as a point of contact for the entire duration of the TP programme with:
  - The Tuition Partner.
  - Participating pupils and their parents/carers.
  - The Evaluator.
- Selecting pupils for tuition, following guidance provided by EEF and the Tuition Partner.
- Identifying the subject(s) pupils will need tutoring sessions for and work collaboratively with your Tuition Partner to schedule a timetable.
- Providing IT equipment and space within the school for pupils, to enable tuition delivery.

Facilitate the evaluation of the TP programme by:

- Collecting requests from parents/pupils to withdraw pupils from data processing and informing your Tuition Partner of these requests.
- Providing the Tuition Partner with pupil background data before tuition starts.
- Providing tutoring attendance data at the end of each term during the intervention period as requested.
- Understanding that the Evaluator may continue to access NPD data for your school’s pupils if your school withdraws from the tuition programme, unless you inform the Evaluator otherwise.
- Making reasonable efforts to share existing pupil attainment data held by the school or a test provider, or to administer new tests, where appropriate, as per section 5 of the Evaluation Information Sheet – this is only required where schools wish to do this.
- Making reasonable efforts to administer surveys and facilitate interviews (if required), as per section 5 of the Evaluation Information Sheet – this is only required where schools wish to do this.

The Evaluator will:

- Provide a key project contact who will be available to answer any questions on the evaluation, from either your school or your Tuition Partner.
- Liaise with your TP School Lead and Tuition Partner contact to collect any data required for the analysis of the impact of the programme.
- Comply with current legislation in relation to data processing and storage.
- Provide information sheets, privacy notices and other documents making participants aware of their rights.
- Ensure the evaluation has appropriate ethical approval.
- Conduct online surveys with your school staff.
- Conduct interviews with a sample of participating schools.
- Administer financial incentives to schools, where appropriate.
- Analyse all data from the project using secure systems.
- Write reports and disseminate research findings.

Use of data

All data gathered during the evaluation will be held in accordance with the legal framework established by the Data Protection Act 2018 and General Data Protection Regulation (GDPR) 2016/679, and will be treated in the strictest confidence by the Tuition Partner and the
Evaluator. The EEF, Department for Education, the Evaluator and TP, as joint data controllers, have identified the legal basis for processing the general data (legitimate interests). The legitimate interest for processing personal data is to deliver the tutoring and to administer the research by the Evaluator. Further information is available in our privacy notices (details below).

All personal data will be shared via an online secure data portal or via secure courier. Personal data gathered during this programme and evaluation will only be used for the purposes of evaluating the National Tutoring Programme and conducting other research related to the impact of COVID-19 and school closures on pupils attainment and other outcomes. The evaluation report will be published on the EEF and NFER websites. The findings may also be disseminated at educational research conferences and in academic or professional journals. No individual school, teacher or pupil will be named in any report arising from this work.

For the purpose of research, pupils’ UPNs will be shared with the DfE using a secure email system, and the data will then be encrypted and saved to secure servers. DfE will match this data with information about the pupils from the National Pupil Database (NPD), and transfer the matched de-identified dataset to the Secure Research Service (SRS) for analysis. After three months from the completion of the study, all of the pseudonymised ¹ matched data will be added to the EEF archive. The EEF archive is hosted by the Office of National Statistics (ONS) and managed by the EEF archive manager. This data is archived to allow for further research. Other research teams may use the de-identified data as part of subsequent research through the ONS Approved Researcher Scheme. They may re-link this data to the NPD or other datasets after archiving.

A privacy notice for school staff is attached/available here [insert link] (it is up to TPs how this is shared – this refers to the document 11, School Privacy Notice, which you will have updated with your own details).

Further information and privacy notices (for parents, KS4 pupils and tutors) will be provided once your school has signed the MoU.

All data shared on the Tuition Partner’s platform will be subject to the privacy policy available at link [insert Tuition Partner’s own privacy policy weblink] this is your own privacy notice and does not refer to one of our document.

**Confirmation**

I confirm that I have read and understand the information provided about the project and I have passed a copy of the Evaluation Information Sheet to the designated TP School Lead. I have had the opportunity to ask questions, and have had these answered satisfactorily.

---

¹ Pseudonymisation is a technique that replaces or removes information (like names or other meaningful identifiers) in a data set that identifies an individual. In this example names and dates of birth are replaced with a reference number.
I understand that my school’s participation is voluntary and that I am free to withdraw my school at any time. I will let the Tuition Partner know if I choose to withdraw from the tuition delivery or the evaluation.

I know whom I can contact if I have any concerns or complaints about the programme or the evaluation.

My school will take part in the TP programme and agrees to fulfill our school responsibilities as outlined above in this MOU including sharing the Privacy Notice with parents/pupils.

I also agree to facilitate where possible the activities that are the responsibility of my Tuition Partner and Evaluators, as described above.

Headteacher’s signature: ____________________________

Date: ____________________

<table>
<thead>
<tr>
<th>Please provide details below</th>
</tr>
</thead>
<tbody>
<tr>
<td>School name</td>
</tr>
<tr>
<td>Headteacher’s full name</td>
</tr>
<tr>
<td>Headteacher’s e-mail</td>
</tr>
<tr>
<td>TP School Lead full name:</td>
</tr>
<tr>
<td>TP School Lead job title:</td>
</tr>
<tr>
<td>TP School Lead phone number:</td>
</tr>
<tr>
<td>TP School Lead email:</td>
</tr>
</tbody>
</table>

**What’s next**

Once your Tuition Partner has received your MoU, they will:
- Outline the next steps for both delivery and evaluation.
- Share the details above with the Evaluator.

The Evaluator will contact you to request further pupil and attainment data, as per section 4 of the Evaluation Information Sheet.
Appendix A.2: The Evaluation Online form for schools to sign up to become a Research Champion:

INTRODUCTION – Show to all

Evaluation of National Tutoring Programmes - Tuition Partners

This form will collect background information about your school, including details of your planned use of standardised tests for the present academic year.

What would my school need to do to be a TP School Research Champion?

TP School Research Champions will agree to:

- provide access to standardised assessment data completed during this academic year (more detail in this form)
- share pupil background information for pupils in year groups receiving tutoring
- share tuition attendance data for those receiving tutoring, at the end of the spring and summer terms.

All of the information requested will be part of the records you will be keeping for the running of the TP programme. We will provide templates, guidance and support, and a portal for you to securely transfer data to us.

As this form asks for agreement on behalf of your school to share data, we request that the head teacher fills in this form.

I'd like to sign my school up. What do I do now?

Please click 'next' to start filling in the form. It will take around 10 minutes to complete.

If you have any queries relating to this form please do not hesitate to contact NFER on TuitionPartners@nfer.ac.uk

Following completion of this Evaluation Online Form, including giving your agreement to share pupil data and attendance data, we will be selecting a number of schools to become TP School Research Champions. All schools completing this form will receive a response from us by the end of January, communicating whether or not they have been selected.

You can find more details about becoming a TP School Research Champion, the evaluation and how we will use the data you provide at these links: https://www.nfer.ac.uk/for-schools/participate-in-research/evaluation-of-tuition-partners/

Please use the buttons at the bottom of the page to move through the form, please do not use your browser’s forward and back buttons.

Please note that if the form is left inactive for over 20 minutes you will be timed out. Please use your personalised link in your email to resume completion.

<table>
<thead>
<tr>
<th>QX</th>
<th>Could you confirm you are completing this form for &lt;&lt;school Name&gt;&gt;?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Yes</td>
</tr>
<tr>
<td>2</td>
<td>No</td>
</tr>
</tbody>
</table>

Submit page – Text. Show if QX=2

Thank you for your interest in completing this form. Unfortunately, you might have received this link in error. Please contact TuitionPartners@nfer.ac.uk to request the correct link. Thank you for your support.

QA – MR, Ask all, Mandatory

Name

Restricted
<table>
<thead>
<tr>
<th>Q1 – MR, Ask all, Mandatory</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Please confirm which key stages are taught in your school</strong></td>
</tr>
<tr>
<td>Please select all that apply</td>
</tr>
<tr>
<td>1 Key stage 1 (Y1-2)</td>
</tr>
<tr>
<td>2 Key stage 2 (Y3-6)</td>
</tr>
<tr>
<td>3 Key stage 3 (Y7-9)</td>
</tr>
<tr>
<td>4 Key stage 4 (Y10-11)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Q2 – MR, Ask all, IF Q1=1 show 1-2 and IF Q1=2 show 3-6, and IF Q1=3 show 7-9, and IF Q1=4 show 10-11, Mandatory (at least one response)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>We believe you have now identified the pupils who will be receiving tuition as part of the TP programme in your school.</strong></td>
</tr>
<tr>
<td>Please select all year groups that contain at least one pupil who will receive tutoring from TP.</td>
</tr>
<tr>
<td>1 Year 1</td>
</tr>
<tr>
<td>2 Year 2</td>
</tr>
<tr>
<td>3 Year 3</td>
</tr>
<tr>
<td>4 Year 4</td>
</tr>
<tr>
<td>5 Year 5</td>
</tr>
<tr>
<td>6 Year 6</td>
</tr>
<tr>
<td>7 Year 7</td>
</tr>
<tr>
<td>8 Year 8</td>
</tr>
<tr>
<td>9 Year 9</td>
</tr>
<tr>
<td>10 Year 10</td>
</tr>
<tr>
<td>11 Year 11</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Q3 – Grid, MR per row, show only years selected in Q2, Mandatory (at least one response per row)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>For which subject(s) will pupils in each year group be receiving tuition?</strong></td>
</tr>
<tr>
<td>Please select all that apply</td>
</tr>
</tbody>
</table>

| 1 | Year 1 |
| 2 | Year 2 |
| 3 | Year 3 |
| 4 | Year 4 |
| 5 | Year 5 |
| 6 | Year 6 |
| 7 | Year 7 |
| 8 | Year 8 |
| 9 | Year 9 |
| 10 | Year 10 |
| 11 | Year 11 |

<table>
<thead>
<tr>
<th>Q3a – MR, Mandatory</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Has your Tuition Partner already started tutoring sessions in your school?</strong></td>
</tr>
<tr>
<td>Please select one only</td>
</tr>
<tr>
<td>1 Yes</td>
</tr>
<tr>
<td>2 No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Q4 – MR, Always show option 1, IF Q1=1 show 2-3 and IF Q1=2 show 4-7, and IF Q1=3 show 8-10, and IF Q1=4 show 11-12, Ask all, can be skipped</th>
</tr>
</thead>
</table>
Appendix A.2

Q4.

In which year groups, if any, is your school implementing other types of interventions for disadvantaged/PP pupils? (we mean any targeted interventions outside of the National Tutoring Programme (NTP). i.e. excluding the Tuition Partners programme and the Academic Mentors programme).

Please select all that apply

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>We are only using NTP support for our disadvantaged/pupil premium pupils in the 2020/21 academic year [Exclusive]</td>
</tr>
<tr>
<td>2</td>
<td>Year 1</td>
</tr>
<tr>
<td>3</td>
<td>Year 2</td>
</tr>
<tr>
<td>4</td>
<td>Year 3</td>
</tr>
<tr>
<td>5</td>
<td>Year 4</td>
</tr>
<tr>
<td>6</td>
<td>Year 5</td>
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<td>7</td>
<td>Year 6</td>
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<td>8</td>
<td>Year 7</td>
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<td>9</td>
<td>Year 8</td>
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<tr>
<td>10</td>
<td>Year 9</td>
</tr>
<tr>
<td>11</td>
<td>Year 10</td>
</tr>
<tr>
<td>12</td>
<td>Year 11</td>
</tr>
</tbody>
</table>

Standardised assessments

In order to understand whether the TP programme is having an impact on attainment, we need to know how the pupils on the programme in your school are doing in maths and English. We know that some schools will be using standardised assessments in the normal course of their practice. To minimise the burden on schools, we would like to make use of this data where possible for the evaluation. We are working with a number of assessment providers to make this process secure and as easy as possible for schools.

The next few screens will ask you about the standardised assessments used in your school. If you are using an online tool operated by the provider, there is an option for you to give your permission for the assessment provider to share the test results with us for the purpose of this evaluation.

If you don’t use an online tool, your school can still participate by sending us the assessment results through our secure portal, using templates that we will provide.

There is also an option for some schools who are not already using standardised tests to participate in this element.

Please click next to continue.

Q5 – SR, Ask all, Mandatory

Has your school already purchased/is planning to purchase standardised assessments to be used for English (literacy) and/or maths during the current academic year?

Please select one only

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Yes, and pupils have already completed some assessments in the 2020/21 academic year</td>
</tr>
<tr>
<td>2</td>
<td>Yes, we have purchased them but not used them yet</td>
</tr>
<tr>
<td>3</td>
<td>We have not purchased any but have plans to do so</td>
</tr>
<tr>
<td>4</td>
<td>No, we are not using standardised assessments this year (2020/21)</td>
</tr>
</tbody>
</table>
Appendix A.2

### Q6 – MR, Ask IF Q5=1, 2 or 3, Mandatory

<table>
<thead>
<tr>
<th>Q6</th>
<th>Which, if any, of the following standardised assessments is your school using/planning to use in the current academic year for English and/or maths?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Please select all that apply</td>
</tr>
<tr>
<td>2</td>
<td>Renaissance Learning (Star Reading or Star Maths)</td>
</tr>
<tr>
<td>3</td>
<td>Rising Stars (PIRA, new PIRA, NTS: reading, PUMA, new PUMA or NTS: maths) [show only if Q1=1 or Q2]</td>
</tr>
<tr>
<td>4</td>
<td>NFER (reading or maths) [show only if Q1=1 or Q2]</td>
</tr>
<tr>
<td>5</td>
<td>GL Assessment (Progress test in English or Progress test in maths)</td>
</tr>
<tr>
<td>6</td>
<td>Other test provider (please specify)</td>
</tr>
</tbody>
</table>

[next section repeated for each Assessment Provider, routed from Q6. For brevity we have included one example (Q7) in this appendix]

### [Assessment Provider name]

#### Q7.1 – MR, Ask IF Q6=1, Mandatory

<table>
<thead>
<tr>
<th>Q7.1</th>
<th>Which [Assessment Provider] tests will your school be using/are you planning to use this year?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Please select all that apply</td>
</tr>
<tr>
<td>2</td>
<td>Reading test [name of test]</td>
</tr>
<tr>
<td>3</td>
<td>Maths test [name of test]</td>
</tr>
</tbody>
</table>

...additional response options as needed

#### Q7.1a – Grid, MR per row (check boxes), Ask: IF Q1=1 show 1-2, AND IF Q1=2 show 3-6, AND IF Q1=3 show 7-9, AND IF Q1=4 show 10-11; IF Q7.1a=1, Mandatory (at least one response)

<table>
<thead>
<tr>
<th>Q7.1a</th>
<th>Reading tests</th>
<th>Please indicate the testing pattern for reading using [Assessment Provider tests] in each year group, in Autumn, Spring and Summer terms by selecting all boxes that apply.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>If you are not using a test with a particular year group, or in a particular term, then leave the box blank.</td>
</tr>
<tr>
<td>1</td>
<td>Year 1</td>
<td>[ ] Autumn term [ ] Spring term [ ] Summer term</td>
</tr>
<tr>
<td>2</td>
<td>Year 2</td>
<td>[ ] Autumn term [ ] Spring term [ ] Summer term</td>
</tr>
<tr>
<td>3</td>
<td>Year 3</td>
<td>[ ] Autumn term [ ] Spring term [ ] Summer term</td>
</tr>
<tr>
<td>4</td>
<td>Year 4</td>
<td>[ ] Autumn term [ ] Spring term [ ] Summer term</td>
</tr>
<tr>
<td>5</td>
<td>Year 5</td>
<td>[ ] Autumn term [ ] Spring term [ ] Summer term</td>
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<tr>
<td>6</td>
<td>Year 6</td>
<td>[ ] Autumn term [ ] Spring term [ ] Summer term</td>
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<tr>
<td>7</td>
<td>Year 7</td>
<td>[ ] Autumn term [ ] Spring term [ ] Summer term</td>
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<tr>
<td>8</td>
<td>Year 8</td>
<td>[ ] Autumn term [ ] Spring term [ ] Summer term</td>
</tr>
<tr>
<td>9</td>
<td>Year 9</td>
<td>[ ] Autumn term [ ] Spring term [ ] Summer term</td>
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<tr>
<td>10</td>
<td>Year 10</td>
<td>[ ] Autumn term [ ] Spring term [ ] Summer term</td>
</tr>
<tr>
<td>11</td>
<td>Year 11</td>
<td>[ ] Autumn term [ ] Spring term [ ] Summer term</td>
</tr>
</tbody>
</table>
### Q7.1b – SR, Ask if all cells in column [3] in Q7.1a are left blank, Mandatory

There might be the opportunity for some schools not already planning to use standardised reading tests in the summer term to become a TP School Research Champion. This would involve your school administering a follow-up [Assessment Provider] standardised reading assessment with pupils eligible for pupil premium, in year groups receiving tutoring, once tuition has finished.

The assessments would be provided by the Evaluator, and results would be shared with your school to support monitoring of learning outcomes.

Please indicate whether your school would be willing to participate by administering the assessments in the summer term.

<table>
<thead>
<tr>
<th>Please select one only</th>
<th>1</th>
<th>Yes</th>
<th>2</th>
<th>No</th>
</tr>
</thead>
</table>

### Q7.1c – Grid, MR per row (check boxes), Ask: IF Q1=1 show 1-2, AND IF Q1=2 show 3-6, AND IF Q1=3 show 7-9, AND IF Q1=4 show 10-11; IF Q7.1d=2, Mandatory (at least one response)

#### Q7.1c

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Year 2</td>
<td>-</td>
<td>-</td>
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<td>Year 3</td>
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<td>Year 4</td>
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<td>Year 9</td>
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<tr>
<td>Year 10</td>
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<td>-</td>
</tr>
<tr>
<td>Year 11</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

### Q7.1d – SR, Ask if all cells in column [3] in Q7.1c are left blank, Mandatory

There might be the opportunity for some schools not already planning to use standardised maths tests in the summer term to become a TP School Research Champion. This would involve your school administering a follow-up [Assessment Provider] standardised maths assessment with pupils eligible for pupil premium, in year groups receiving tutoring, once tuition has finished.

The assessments would be provided by the Evaluator, and results would be shared with your school to support monitoring of learning outcomes.

Please indicate whether your school would be willing to participate by administering the assessments in the summer term.

<table>
<thead>
<tr>
<th>Please select one only</th>
<th>1</th>
<th>Yes</th>
<th>2</th>
<th>No</th>
</tr>
</thead>
</table>

### Q7.2 – SR, Ask if Q6=1, Mandatory

Does your school use the Assessment Provider’s online system/portal?

<table>
<thead>
<tr>
<th>Please select one only</th>
<th>1</th>
<th>Yes</th>
<th>2</th>
<th>No</th>
<th>3</th>
<th>Not sure</th>
</tr>
</thead>
</table>
Q7.2a – SR, Ask IF Q6=1 and IF Q7.2=1.3, Mandatory

Please read the following carefully as it explains what is involved in being a TP School Research Champion.

[Assessment Provider name] has agreed to support the TP programme and schools participating in this evaluation by securely sharing assessment data from relevant tests where permission is given by the school.

In order for your school to participate in the evaluation in this way, you will need to: (1) be the head teacher or an authorized representative of your school; and (2) give your permission on behalf of your school for [Assessment Provider] to: (a) access the assessment data from the online system [name] for all pupils in the year groups that are participating in the TP programme; and (b) share assessment data (including: pupil name, DOB and UPN (where available)) with the evaluation so that the evaluator can match the assessment results to information about the tutoring.

Please note – you will use the Assessment Provider’s online system in your usual way, and the Assessment Provider will then share the data with the NFER.

TP School Research Champions would also be asked to share pupil information securely and directly with the Evaluators. This data would be pupil background information (Names, DOB, UPN) for all pupils in the year groups that are participating in the TP programme, and information about pupil attendance at tutoring sessions so we can match it to the assessment data. (We ask for information about all pupils in the year group so that we can look at the effect on whole year groups, as well as those receiving tutoring.)

Schools selected to become a TP School Research Champion by sharing data through their test provider will receive a payment of £500 at the end of the programme, upon receipt of all of the data.

In the event that the Assessment Provider is not able to share assessment results for your school from the online tool with the Evaluator, we would ask you to share the assessment data for all pupils in year groups involved in the TP programme directly with the Evaluator. We would provide a template and secure means to do this.

Please note that the personal data shared by the Assessment Provider will only be used by the Evaluator to evaluate the TP programme. No individuals will be identifiable in any data tables reported.

For further information on how pupil data is processed as part of the evaluation, including privacy notices that schools should share with parents and KS4 pupils, see https://www.nfer.ac.uk/for-schools/participate-in-research/evaluation-of-tuition-partners/

Please indicate whether your school will agree to become a TP School Research Champion. By ticking yes, you agree that you are: (1) authorized to make this decision on behalf of your school; (2) you give permission on behalf of your school for [Assessment Provider name] to share assessment, pupil background and tuition attendance data for the purpose of the TP evaluation:

| 1 | Yes |
| 2 | No |

Please select one only
**Q7.2b – SR, Ask IF Q6=1 and IF Q7.2=2, Mandatory**

Please read the following carefully as it explains what is involved in being a TP School Research Champion.

Schools not using assessment providers’ online tools to mark their tests can participate in the evaluation by sharing assessment results for all pupils in year groups involved in the TP programme directly with the Evaluator.

TP School Research Champions would also be asked to share pupil background information (Names, DOB, UPN) for all pupils in the year groups that are participating in the TP programme, and information about pupil attendance at tutoring sessions, so we can match it to the assessment data.

We will facilitate the data sharing process by providing a pre-populated template for you to complete and a secure portal to share it.

Schools selected to become a TP School Research Champion and who share data with us directly will receive a payment of £650 at the end of the programme upon receipt of all of the data.

Please note that the personal data shared will only be used by the Evaluator to evaluate the TP programme. No individuals will be identifiable in any published data tables.

For further information on how pupil data is processed as part of the evaluation, including privacy notices that schools should share with parents and KS4 pupils, see [https://www&rfer.ac.uk/for-schools/participate-in-research/evaluation-of-tuition-partners/](https://www.rfer.ac.uk/for-schools/participate-in-research/evaluation-of-tuition-partners/)

Please indicate whether your school will agree to become a TP School Research Champion and share the data with the evaluation in this way:

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

**Schools using other standardised assessments (i.e. not supplied by one of the Assessment Providers previously listed)**

**Q11.1 – MR, Ask IF Q6=5, Mandatory**

<table>
<thead>
<tr>
<th>Q11.1</th>
<th>For which subjects is your school using/planning to use standardised assessments for, this year?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Please select all that apply</td>
</tr>
<tr>
<td>1</td>
<td>English</td>
</tr>
<tr>
<td>2</td>
<td>Maths</td>
</tr>
<tr>
<td>3</td>
<td>Other subjects [route to end]</td>
</tr>
</tbody>
</table>

**Q11.1a – Grid, MR per row (check boxes), Ask IF Q11.1=1, IF Q1=1 show 1-2, IF Q1=2 show 3-6, IF Q1=3 show 7-9, IF Q1=4 show 10-11, Mandatory (at least one response)**

<table>
<thead>
<tr>
<th>Q11.1a</th>
<th>English</th>
<th>Please indicate the testing pattern for English using standardised assessments in each year group, in Autumn, Spring and Summer terms by selecting all boxes that apply. If you are not using a test with a particular year group, or in a particular term, then leave the box blank.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Year 1</td>
<td>[Autumn term] [Spring term] [Summer term]</td>
</tr>
<tr>
<td>2</td>
<td>Year 2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Year 3</td>
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<tr>
<td>4</td>
<td>Year 4</td>
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<td>5</td>
<td>Year 5</td>
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<td>6</td>
<td>Year 6</td>
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<td>7</td>
<td>Year 7</td>
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<td>8</td>
<td>Year 8</td>
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<td>9</td>
<td>Year 9</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Year 10</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Year 11</td>
<td></td>
</tr>
</tbody>
</table>
### Appendix A.2

| Q11.1b – Grid, MR per row (check boxes), Ask IF Q11.1=2, IF Q1=1 show 1-2, IF Q1=2 show 3-6, IF Q1=3 show 7-9, IF Q1=4 show 10-11, Mandatory (at least one response) |
|---|---|---|---|
| **Q11.1b** | Maths | Please indicate the testing pattern for maths using standardised assessments in each year group, in Autumn, Spring and Summer terms by selecting all boxes that apply. If you are not using a test with a particular year group, or in a particular term, then leave the box blank. |
| 1 | Year 1 | - | - | 1) Autumn term |
| 2 | Year 2 | - | - |
| 3 | Year 3 | - | - |
| 4 | Year 4 | - | - |
| 5 | Year 5 | - | - |
| 6 | Year 6 | - | - |
| 7 | Year 7 | - | - |
| 8 | Year 8 | - | - |
| 9 | Year 9 | - | - |
| 10 | Year 10 | - | - |
| 11 | Year 11 | - | - |

### Schools not already using standardised assessments

<table>
<thead>
<tr>
<th>Q13 – SR, Ask IF Q=4 AND Q3a=2, Mandatory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please read the following carefully as it explains what is involved in being a TP School Research Champion.</td>
</tr>
</tbody>
</table>

There might be the opportunity for some schools not already using standardised tests this year to become TP School Research Champions. This would involve your school administering a standardised assessment with Pupil Premium pupils before tuition starts, and again once tuition has finished.

The assessments would be provided by the Evaluator, and results would be shared with your school to support monitoring of learning outcomes.

TP School Research Champions would also be asked to share pupil background information (Names, DOB, UPN) for all pupils in the year groups that are participating in the TP programme, and information about pupil attendance at tutoring sessions, so we can match it to the assessment data.

Please note that schools selected to be a TP School Research Champion, who will share pupil background data and tuition attendance data, and will administer standardised assessments, will receive a payment of up to £50 at the end of the programme.

Please note that the personal data shared will only be used by the Evaluator to evaluate the TP programme. No individuals will be identifiable in any published data tables.

For further information on how pupil data is processed as part of the evaluation, including privacy notices that schools should share with parents and KS4 pupils, see [https://www.nfer.ac.uk/for-schools/participate-in-research/evaluation-of-tuition-partners/](https://www.nfer.ac.uk/for-schools/participate-in-research/evaluation-of-tuition-partners/)

If you would be interested in participating, please select yes, and a member of the team will be in contact.
Appendix A.2

Q13a – info text only. Show if Q3a=1 and Q5=4

You have reached the end of this form.

Thank you for your interest. In the form you have told us that tuition has already started and your school has not used any standardised assessments so far this academic year. Unfortunately to be a TP School Research Champion, we need access to assessment data from before tuition started.

There will be other opportunities to participate in the evaluation, through the data submissions, surveys and interviews.

If you have any queries please do not hesitate to get in touch with the Evaluator at TuitionPartners@nfer.ac.uk

Please click ‘Submit’ to send your response. Once submitted, you will not be able to go back and change any of your answers.

SUBMIT PAGE

You have reached the end of this form. Thank you for expressing your interest to become a TP School Research Champion. Please click ‘Submit’ to send your response. Once submitted, you will not be able to go back and change any of your answers.

FINAL PAGE

Your response has been submitted. You will soon be contacted by the Evaluation team to let you know whether or not your school has been selected to be a TP School Research Champion. If selected, you will receive further information and instructions on next steps.

In the meantime, if you have any queries please do not hesitate to get in touch with the Evaluator at TuitionPartners@nfer.ac.uk.

Thank you again for taking the time to complete the form.
Appendix A.2

Q13a – info text only. Show if Q3a=1 and Q8=4

You have reached the end of this form.

Thank you for your interest. In the form you have told us that tuition has already started and your school has not used any standardised assessments so far this academic year. Unfortunately to be a TP School Research Champion, we need access to assessment data from before tuition started.

There will be other opportunities to participate in the evaluation, through the data submissions, surveys and interviews.

If you have any queries please do not hesitate to get in touch with the Evaluator at TuitionPartners@nfer.ac.uk

Please click 'Submit' to send your response. Once submitted, you will not be able to go back and change any of your answers.

SUBMIT PAGE

You have reached the end of this form. Thank you for expressing your interest to become a TP School Research Champion. Please click 'Submit' to send your response. Once submitted, you will not be able to go back and change any of your answers.

FINAL PAGE

Your response has been submitted. You will soon be contacted by the Evaluation team to let you know whether or not your school has been selected to be a TP School Research Champion. If selected, you will receive further information and instructions on next steps.

In the meantime, if you have any queries please do not hesitate to get in touch with the Evaluator at TuitionPartners@nfer.ac.uk.

Thank you again for taking the time to complete the form.
Appendix A.3: Privacy Notices

Privacy Notice for school staff

National Tutoring Programme – Tuition Partners

1 Why are you receiving this privacy notice?

Your school is taking part in the National Tutoring Programme – Tuition Partners (the TP programme). You are receiving this privacy notice because you have been designated as part of the team delivering the TP programme in your school.

To deliver, administer and evaluate the TP programme, we will need some personal data about you (see section 3). This privacy notice describes how we will collect and use this personal data.

This personal data is overlapping to the information required by tutoring providers for the delivery of their tuition services outside of the TP programme. This privacy information is only valid for the length of the TP programme. If your school has an existing relationship, or at the end of the programme chooses to continue to have a relationship with, your Tuition Partner, [enter TP Name], then it is covered by their privacy materials, which can be found here [add in link to TP privacy notice].

Note that a separate privacy notice for pupils and their parents/guardians will be shared with your school once it has signed the attached Memorandum of Understanding (MoU).

2 Why are we collecting personal data?

Your school has selected [enter TP Name] (your Tuition Partner) to provide catch-up tuition in your school as part of the TP programme. The DfE and EEF have commissioned an evaluation to investigate the programme’s impact on pupil attainment and how this varies by different tutoring models, pupil- and school characteristics.

The evaluation will also look into the experiences of schools, tutors and pupils with a view to improve the delivery of similar programmes in the future. Information about you will be used to carry out the evaluation.

As the government’s full catch-up package is implemented, further research to assess the effectiveness of this programme, or analyse the effect of COVID-19 restrictions on pupils’ attainment and other outcomes may be commissioned. To reduce the burden on schools, the DfE and EEF reserve the right to re-use your personal data for research deemed compatible with the purposes outlined in this privacy notice.

Last updated: 11 February 2021

Public
Appendix A.3

3  What personal data about school staff is being collected?

Tuition Partners will collect, store, and use the following categories of personal information about you and this will be shared with the Evaluator and with EEF.

From each participating school, the following will be collected:

- The **Headteacher** name and contact details

- Name, job title and contact details of the school’s **key contact** (TP School Lead)

The Evaluator will use these contact details to liaise with the School Lead about the evaluation including pupil data, any assessment data and tutor session attendance data.

The Evaluator will contact the TP School Lead to complete a school survey, to distribute a classroom teacher survey and, in a sample of schools, to organise interviews with teachers and focus groups with pupils to collect views on implementation and perceptions of the TP programme. These parts of the evaluation are optional, but we hope schools will contribute as it will provide useful data about how delivery has gone this year, but also to ensure any future delivery as part of NTP can be improved.

The EEF will use these contact details to communicate with you about the TP programme and seek your feedback on aspects of the programme if you wish to provide it.

4  Who is responsible for deciding how your information is processed?

The Department for Education, the Education Endowment Foundation (EEF), and the Evaluator are joint data controllers for the evaluation. They decide how and what data will be collected and used.

The Evaluator is a consortium led by National Foundation for Educational Research (NFER) that includes Kantar and the University of Westminster.

5  What do we do with the information about you?

The data we collect from your school about the TP School Lead will be used for all future communications between the school, your chosen Tuition Partner and the Evaluator. Your chosen Tuition Partner will contact the TP School Lead to collect pupil level data and schedule tutoring sessions for individual pupils.

The Evaluator will use the information about you for the evaluation and to contact you to complete the surveys as well as to organise interview with a small sample of teachers.

Data collected via surveys and interviews, including information you give about your views and experiences, will be analysed with those of other participants taking part in the evaluation and used to write a report. While information you provide will be specific to you, no data or quotes will be attributed to identifiable individuals.

Last updated: 11 February 2021

Public
The EEF will also use the headteacher and key contact names and contact details to communicate with you solely about the TP programme – for example to send you a newsletter about the TP programme, and to ask for your feedback on aspects of the management of the programme, such as safeguarding arrangements.

No decisions are taken about individuals as part of the programme and there is no automated processing of your personal data.

6 What is the legal basis for these activities?

To make the use of your data in the evaluation lawful, the Evaluator has identified specific grounds, known as legal basis, for its processing. The legal basis available depends on the type of organisation so we have listed two below.

The EEF, NFER and Kantar have identified the following legal basis for processing personal data:

GDPR Article 6 (1) (f) which states:

Legitimate interests: the processing is necessary for your (or a third party’s) legitimate interests unless there is a good reason to protect the individual’s personal data which overrides those legitimate interests.

We have carried out a legitimate interest assessment, which demonstrates that the evaluation fulfils the Evaluator’s core business purpose (undertaking research, evaluation and information activities). It has broader societal benefits and will contribute to improving the lives of learners by providing evidence about the most effective ways of providing catch-up tuition. The evaluation cannot be done without processing personal data but processing does not override the data subject’s interests.

The University of Westminster have identified the following legal basis:

GDPR Article 6 (1) (e) which states:

Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

7 How will your personal data be collected?

Your school’s chosen Tuition Partner will ask your school to complete a Memorandum of Understanding (MoU). It confirms the Headteacher details and provides the name and contact details of the member/s of staff nominated as the TP School Lead. The Tuition Partner will share your school’s details with EEF and contact details with the Evaluator via secure online portal. The Evaluator will collate and share the contact details with EEF via secure online portal.

Interviews with teachers and focus groups with pupils will also be used to collect views and perceptions of the programme.

Last updated: 11 February 2021

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8 Who will personal data be shared with?

No individual will be named in any report for this project.

The Tuition Partner will share Headteacher and TP School Lead contact data with the Evaluator via a secure online portal. The Evaluator will collate and share the contact details with EEF via secure online portal.

The Evaluator will be using a secure online portal to collect data electronically. The Evaluator will administer school and teacher/surveys online via Questback. Questback’s privacy statement can be found at https://www.questback.com/data-privacy/

If data collected for the TP evaluation is to be used in other COVID-19 related research, it will be shared with the research organisations appointed to carry out that research.

EEF may share contact details with additional third parties to manage the newsletter and gather feedback on the management of the programme.

9 How is the security of your data maintained?

All partners have put in place appropriate measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those who have a business need to know.

Any data shared between the school, the Tuition Partners, EEF, the Evaluator and DfE will be via secure medium.

10 How long will your personal data be kept?

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for.

The Evaluator will securely delete any personal data relating to evaluation one year after the publication of the final report, currently expected to be December 2021. Any personal data used for the distribution of NTP newsletter and safeguarding survey will be retained by the EEF until August 2022.

Your school’s Tuition Partner will securely delete any personal collected for the evaluation alone at the end of the TP programme, when final grants have been paid (expected to be August 2021). Your Tuition Partner may keep personal data collected as part of the delivery of their tuition services for longer – this is covered in the privacy notice they provide.

Last updated: 11 February 2021
Public
8 Who will personal data be shared with?

No individual will be named in any report for this project.

The Tuition Partner will share Headteacher and TP School Lead contact data with the Evaluator via a secure online portal. The Evaluator will collate and share the contact details with EEF via secure online portal.

The Evaluator will be using a secure online portal to collect data electronically. The Evaluator will administer school and teacher/ surveys online via Questback. Questback’s privacy statement can be found at https://www.questback.com/data-privacy/

If data collected for the TP evaluation is to be used in other COVID-19 related research, it will be shared with the research organisations appointed to carry out that research.

EEF may share contact details with additional third parties to manage the newsletter and gather feedback on the management of the programme.

9 How is the security of your data maintained?

All partners have put in place appropriate measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those who have a business need to know.

Any data shared between the school, the Tuition Partners, EEF, the Evaluator and DfE will be via secure medium.

10 How long will your personal data be kept?

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for.

The Evaluator will securely delete any personal data relating to evaluation one year after the publication of the final report, currently expected to be December 2021. Any personal data used for the distribution of NTP newsletter and safeguarding survey will be retained by the EEF until August 2022.

Your school’s Tuition Partner will securely delete any personal collected for the evaluation alone at the end of the TP programme, when final grants have been paid (expected to be August 2021). Your Tuition Partner may keep personal data collected as part of the delivery of their tuition services for longer – this is covered in the privacy notice they provide.

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Public
11 Is personal data being transferred outside of the European Economic Areas (EEA)?

[To be completed or deleted by the Tuition Partner, as appropriate.]

No personal data is being transferred outside of the EEA for the delivery or evaluation of TP programme.

OR

Data protection legislation prohibits transfer of personal data outside of the EEA without appropriate safeguards. [Insert TP name] transfers personal data outside of the EEA and safeguards it in the following ways [please complete].

12 What rights do I have over my personal data?

Schools and school staff can withdraw from the programme and/or from their data being processed at any time. The Department of Education, the Education Endowment Foundation, Tuition Partners and the Evaluator appreciate schools’ and staff’s support in collecting the data since it is very important for the validity of the results. Should you or your school withdraw from the programme and evaluation, the Evaluator will still use the evaluation data you have provided up to that point unless you indicate otherwise.

Under data protection legislation, you have the right:

- to request access to information that we hold about you (subject access request)
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (for example, permitting its storage but no further processing)
- to object to our processing
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If at any time you wish to exercise any of these rights, especially as regarding withdrawing or correcting errors, from the evaluation please contact TuitionPartners@nfer.ac.uk.

To exercise your rights relating to EEF’s use for administration purposes, please contact partners@nationaleducation.org.uk

13 Who can I contact about this project?

Your school’s chosen Tuition Partner is responsible for the day-to-day delivery of catch-up tuition. If you have any queries about this element of TP programme please contact [enter TP email].

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The EEF and the Evaluator determine the purposes and means of processing personal data for the administration and evaluation of the programme. If you have concerns about the way this evaluation processes personal data, we request that you raise your concern with NFER in the first instance (see the details above).

Further information on the evaluation and privacy notice can also be found at: https://www.nfer.ac.uk/for-schools/participate-in-research/evaluation-of-tuition-partners/

If you remain dissatisfied, you can contact the Information Commissioner’s Office, the body responsible for enforcing data protection legislation in the UK, at https://ico.org.uk/concerns/.

14 Updates

We keep this privacy notice under review to make sure it is up to date and accurate. This privacy notice was updated in February 2021 to reflect EEF’s use of the key contact details for administration purposes. The date when this privacy notice was last updated is shown in the footer at the bottom of this document.
Privacy notice for parents and carers of pupils receiving tuition

National Tutoring Programme –
Tuition Partners

1 Why are you receiving this privacy notice?
Your son/daughter’s school is participating in the National Tutoring Programme – Tuition Partners (the TP programme) and their data is being used for the TP programme evaluation.

This privacy notice sets out how your son/daughter’s personal data, information like their name and date of birth, which can be used to identify them, is collected and used to deliver and evaluate the programme.

The Tuition Partner providing support in your son/daughter’s school will also process your child’s personal data as part of their work. This activity will be covered by their privacy information available here [TP to attach or insert link to TP’s privacy notice].

2 What is the TP programme?
The TP programme is a government-funded initiative to support schools to address the impact of COVID-19 schools closures on pupils’ learning. Schools are able to access subsidised high-quality tutoring from an approved list of providers, known as Tuition Partners.

The TP programme is:
- Funded by the Department for Education (DfE)
- Managed and administered by the Education Endowment Foundation (EEF)
- Implemented in schools by a network of 33 approved organisations, known as Tuition Partners
- Evaluated by a consortium led by the National Foundation for Educational Research (NFER) along with Kantar and the University of Westminster (the Evaluator).

3 Why are we collecting personal data?
Your son/daughter’s school has selected [insert name of TP] to provide catch-up tuition in the school. They use information about pupils to deliver that tuition.

The Department for Education and EEF are interested in learning which types of tutoring are most effective and have commissioned an evaluation. The Evaluator will investigate the programme’s

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impact on pupil attainment and how this varies by different tutoring approaches, pupil and school characteristics. The evaluation will also look into the experiences of schools, tutors and pupils in order to improve the delivery of tutoring in the future. Information about your son/daughter will be used to carry out the evaluation.

As the government’s full catch-up package is implemented, further research to assess the effectiveness of the National Tutoring Programme, or analyse the effect of COVID-19 restrictions on pupils’ attainment and other outcomes may be commissioned. Some of this research will use the data that has been archived (see Section 9 of this privacy notice). To reduce the burden on schools, the DfE and EEF reserve the right to re-use personal data for research deemed compatible with the purposes outlined in this privacy notice.

4 What personal data is being collected?

If your school has selected your child to receive tuition, the following types of information about your son/daughter will be collected:

- Data to understand which pupils have been selected for tutoring including: name, date of birth, Unique Pupil Number (UPN), pupil premium eligibility, whether your child has special educational needs, and information about their attendance at tutoring sessions. This will be matched to the National Pupil Database (NPD) (see below).

When matching to the NPD, the following types of information about your son/daughter will be collected:

- Background characteristics such as gender*, ethnicity*, socio-economic status and household proximity to school
- Information on pupil performance / attainment
- Special educational needs*
- School attendance / exclusion
- Whether they are a child in care or a child in need
  *considered special category data

If your child is receiving tutoring, they may also be asked to participate in a focus group to share their views and experience.

Some schools will decide to become TP School Research Champions and this entails additional data being collected. Additional information on data collection for pupils from TP School Research Champion is available at a separate Privacy Notice at https://www.nfer.ac.uk/for-schools/participate-in-research/evaluation-of-tuition-partners/tp-school-research-champions/

5 Who is responsible for deciding how your son/daughter’s information is processed for the evaluation?

The DfE, the EEF and the Evaluator are joint data controllers for the evaluation. They decide how and what data will be collected and used.
6 What do we do with the information about your son/daughter?

The data collected from the school and the NPD will be used to deliver and evaluate the TP programme. Data will be analysed with those of other participants in the evaluation and used to write a report. No automated decisions will be taken about your child when using their personal data. No individuals will be identifiable in any data tables or quotes reported.

For the special data we are processing about your child (see section 7), we do not believe this will cause damage or distress. Processing this data will not result in any decisions being made about your son/daughter.

7 What is the legal basis for these activities?

To make the use of your child’s data in the evaluation lawful, the Evaluator has identified specific grounds, known as a legal basis, for its processing. The legal basis available depends on the type of organisation so we have listed three below.

EEF, the NFER and Kantar have identified the following legal basis for processing personal data:

GDPR Article 6 (1) (f) which states:
Legitimate interests: the processing is necessary for your (or a third party’s) legitimate interests unless there is a good reason to protect the individual’s personal data which overrides those legitimate interests.

We have carried out a legitimate interest assessment, which demonstrates that the evaluation fulfils the Evaluator’s core business purposes (undertaking research, evaluation and information activities). It has broader societal benefits and will contribute to improving the lives of learners by providing evidence about the most effective ways of providing catch-up tuition. The evaluation cannot be done without processing personal data but processing does not override the data subject’s interests.

The University of Westminster have identified the following legal basis:

GDPR Article 6 (1) (e) which states:
Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

A separate legal basis is identified for processing special data. The legal basis for processing special data for the evaluation of Tuition Partners is:

GDPR Article 9 (2) (j) which states:
Archiving, research and statistics (with a basis in law): processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 99(1) based on Union or Member State law which shall be proportionate to

Last updated: 6 January 2021

Public
the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

8 How will your son/daughter’s personal data be collected?

If your son/daughter has been selected to receive tuition, the Tuition Partner will collect some personal data about your son/daughter directly from their school, including name, date of birth, UPN, if your child is eligible for pupil premium and whether your child has special educational needs. They will also record any attendance at tutoring sessions. The Evaluator will use your son/daughter’s UPN to match your child’s data into the NPD. The Evaluator will use short focus groups to gather pupils’ views and perceptions of the programme.

9 Who will personal data be shared with?

No individual will be named in any report for this project.

Pupils’ personal data will be shared between the organisations mentioned in this privacy notice. The school will provide their chosen Tuition Partner with information about your child. The Tuition Partner will share your child’s data with the Evaluator.

The Evaluator will be using a secure online portal to collect pupil data electronically. Your child’s full name, date of birth and UPN will be shared with the NPD team to request their background characteristics.

If data collected for the evaluation of the TP programme is to be used in other COVID-19 related research, it will be shared with the research organisations appointed to carry out that research.

Three months after the publication of the evaluation report, pseudonymised1 matched data will be added to the EEF archive, which is managed by FFT on behalf of EEF and hosted by the ONS. This will enable the EEF and other research teams to use the pseudonymised data as part of subsequent research through the ONS Approved Researcher Scheme, including analysing long-term outcomes of the TP programme through the NPD. The pseudonymised data may also be linked to other relevant datasets after archiving. Further information about the EEF archive is available from:


1 Pseudonymisation is a technique that replaces or removes information (like names or other meaningful identifiers) in a dataset that identifies an individual. In this example names and dates of birth are replaced with a reference number.
10 How is the security of your son/daughter’s data maintained?

All partners have put in place appropriate measures to prevent pupils’ personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, each organisation involved will limit access to pupil’s personal information to their staff members who have a business need to see it.

Any data shared between the school, the Tuition Partners, EEF, the Evaluator and DfE will be via secure portal.

11 How long will pupils’ personal data be kept?

The Evaluator will securely delete any personal data relating to the evaluation one year after the publication of the final report, currently expected to be December 2021.

The Tuition Partner will securely delete any personal data collected for the evaluation alone at the end of the TP programme, when final grants have been paid (expected to be August 2021). The Tuition Partner may keep personal data collected as part of the delivery of their tuition services for longer – this is covered in the privacy notice they provide.

Once data has been archived, it is held in the EEF archive until it is no longer needed for research purposes.

12 Is personal data being transferred outside of the European Economic Areas (EEA)?

To be completed by the Tuition Partner, as appropriate:

No personal data is being transferred outside of the EEA for the delivery or evaluation of TP programme.

OR

Data protection legislation prohibits transfer of personal data outside of the EEA without appropriate safeguards. [Insert TP name] transfers personal data outside of the EEA and safeguards it in the following ways [please complete].

13 What rights do I have over my child's personal data?

Parents can withdraw their child from the programme and/or from their data being processed, until it is added to the EEF archive. The DfE, the EEF, all the Tuition Partners and the Evaluator appreciate schools’, staffs’, pupils’ and parents’ support in collecting this data since it is very important for the validity of the results. Should your son/daughter withdraw from the programme or evaluation (i.e. decide not to engage with Tuition Partners or the evaluation), the Evaluator will still...
use the evaluation data that the school has provided up to that point and link it to NPD unless you indicate otherwise.

Under data protection legislation, you have the right:

- to request access to information that we hold about your son/daughter (subject access request)
- to have your son/daughter’s personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of pupil’s personal data (for example, permitting its storage but no further processing)
- to object to our processing
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on the pupil

If at any time you wish to withdraw your child’s data or correct errors in it, please contact TuitionPartners@nfer.ac.uk.

If you wish to make a subject access request, restrict or object to processing, please contact our Compliance Officer compliance@nfer.ac.uk.

14 Who can I contact about this project?

Your son/daughter’s school’s chosen Tuition Partner is responsible for the day-to-day delivery of catch-up tuition, if you have any queries about this element of the TP programme, please contact [TP to add email].

The EEF and the Evaluator determine the purposes and means of processing personal data for the evaluation of the programme. If you have concerns about the way this evaluation processes personal data, we request that you raise your concern with NFER in the first instance (see the details in Section 13 above). If you remain dissatisfied, you can contact the Information Commissioner’s Office, the body responsible for enforcing data protection legislation in the UK, at https://ico.org.uk/concerns/.

15 Updates

We keep this privacy notice under review to make sure it is up to date and accurate. Any changes will be noted. The date when this privacy notice was last updated is shown in the footer at the bottom of this document.

This privacy notice was updated in December 2020 to clarify how the pupil data is being used in schools which are participating in the TP programme only, that is, those who have not become TP School Research Champions.

Last updated: 6 January 2021

Public
Privacy notice for pupils receiving tuition

National Tutoring Programme – Tuition Partners

1 Why are you receiving this privacy notice?
Your school is participating in the National Tutoring Programme – Tuition Partners (the TP programme) and your data is being used for the TP programme evaluation.

This privacy notice sets out how your personal data, information like your name and date of birth, which can be used to identify individuals, is collected and used to deliver and evaluate the programme.

The Tuition Partner providing support in your school will also process your personal data as part of their work. This activity will be covered by their privacy information available here [TP to attach or insert link to TP’s privacy notice].

2 What is the TP programme?
The TP programme is a government-funded initiative to support schools to address the impact of COVID-19 schools closures on pupils’ learning. Schools are able to access subsidised high-quality tutoring from an approved list of providers, known as Tuition Partners.

The TP programme is:
- Funded by the Department for Education (DfE)
- Managed and administered by the Education Endowment Foundation (EEF)
- Implemented in schools by a network of 33 approved organisations, known as Tuition Partners
- Evaluated by a consortium led by the National Foundation for Educational Research (NFER) along with Kantar and the University of Westminster (‘the Evaluator’).

3 Why are we collecting personal data?
Your school has selected [insert name of TP] to provide catch-up tuition in the school. They use information about pupils to deliver that tuition.

The Department for Education and EEF are interested in learning which types of tutoring are most effective and have commissioned an evaluation. The Evaluator will investigate the programme’s impact on pupil attainment and how this varies by different tutoring approaches, pupil and school characteristics. The evaluation will also look into the experiences of schools, tutors and pupils in

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order to improve the delivery of tutoring in the future. Information about you will be used to carry out the evaluation.

As the government’s full catch-up package is implemented, further research to assess the effectiveness of the National Tutoring Programme, or analyse the effect of COVID-19 restrictions on pupils’ attainment and other outcomes may be commissioned. Some of this research will use the data that has been archived (see Section 9 of this privacy notice). To reduce the burden on schools, the DfE and EEF reserve the right to re-use personal data for research deemed compatible with the purposes outlined in this privacy notice.

4 What personal data is being collected?

If your school has selected you to receive tuition, the following types of information about you will be collected:

- Data to understand which pupils have been selected for tutoring including: name, date of birth, Unique Pupil Number (UPN), pupil premium eligibility, whether you have special educational needs, and information about your attendance at tutoring sessions. This will be matched to the National Pupil Database (NPD) (see below).

When matching to the NPD, the following types of information about you will be collected:

- Background characteristics such as gender*, ethnicity*, socio-economic status and household proximity to school.
- Information on pupil performance / attainment.
- Special educational needs*
- School attendance / exclusion.
- Whether you are a child in care or a child in need.
*considered special category data

If you are receiving tutoring, you may also be asked to participate in a focus group to share your views and experience.

Some schools will decide to become TP School Research Champions and this entails additional data being collected. Additional information on data collection for pupils from TP School Research Champion is available at a separate Privacy Notice at https://www.nfer.ac.uk/for-schools/participate-in-research/evaluation-of-tuition-partners/tuition-partners-school-research-champions/

5 Who is responsible for deciding how your information is processed for the evaluation?

The DfE, the EEF and the Evaluator are joint data controllers for the evaluation. They decide how and what data will be collected and used.
6 What do we do with the information about you?

The data collected from the school and the NPD will be used to deliver and evaluate the TP programme. Data will be analysed with those of other participants in the evaluation and used to write a report. No automated decisions will be taken about you when using your personal data. No individuals will be identifiable in any data tables or quotes reported.

For the special data we are processing about you (see section 7), we do not believe this will cause damage or distress. Processing this data will not result in any decisions being made about you.

7 What is the legal basis for these activities?

To make the use of your data in the evaluation lawful, the Evaluator has identified specific grounds, known as a legal basis, for its processing. The legal basis available depends on the type of organisation so we have listed three below.

EEF, the NFER and Kantar have identified the following legal basis for processing personal data:

GDPR Article 6 (1) (f) which states:

Legitimate interests: the processing is necessary for your (or a third party’s) legitimate interests unless there is a good reason to protect the individual’s personal data which overrides those legitimate interests.

We have carried out a legitimate interest assessment, which demonstrates that the evaluation fulfils the Evaluator’s core business purposes (undertaking research, evaluation and information activities). It has broader societal benefits and will contribute to improving the lives of learners by providing evidence about the most effective ways of providing catch-up tuition. The evaluation cannot be done without processing personal data but processing does not override the data subject’s interests.

The University of Westminster have identified the following legal basis:

GDPR Article 6 (1) (e) which states:

Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

A separate legal basis is identified for processing special data. The legal basis for processing special data for the evaluation of Tuition Partners is:

GDPR Article 9 (2) (j) which states:

Archiving, research and statistics (with a basis in law): processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

Last updated: 6 January 2021
Public
8 How will your personal data be collected?

If you have been selected to receive tuition, the Tuition Partner will collect some personal data about you directly from your school, including name, date of birth, UPN, if you are eligible for pupil premium and whether you have special educational needs. They will also record any attendance at tutoring sessions. The Evaluator will use your UPN to match your data into the NPD.

The Evaluator will use short focus groups to gather pupils’ views and perceptions of the programme.

9 Who will personal data be shared with?

No individual will be named in any report for this project.

Pupils’ personal data will be shared between the organisations mentioned in this privacy notice. The school will provide their chosen Tuition Partner with information about you. The Tuition Partner will share your data with the Evaluator.

The Evaluator will be using a secure online portal to collect pupil data electronically. Your full name, date of birth and UPN will be shared with the NPD team to request your background characteristics.

If data collected for the evaluation of the TP programme is to be used in other COVID-19 related research, it will be shared with the research organisations appointed to carry out that research.

Three months after the publication of the evaluation report, pseudonymised\(^1\) matched data will be added to the EEF archive, which is managed by FFT on behalf of EEF and hosted by the ONS. This will enable the EEF and other research teams to use the pseudonymised data as part of subsequent research through the ONS Approved Researcher Scheme, including analysing long-term outcomes of the TP programme through the NPD. The pseudonymised data may also be linked to other relevant datasets after archiving. Further information about the EEF archive is available from:


10 How is the security of your data maintained?

All partners have put in place appropriate measures to prevent pupils’ personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, each organisation involved will limit access to pupil’s personal information to their staff members who have a business need to see it.

\(^1\) Pseudonymisation is a technique that replaces or removes information (like names or other meaningful identifiers) in a data set that identifies an individual. In this example names and dates of birth are replaced with a reference number.
Any data shared between the school, the Tuition Partners, EEF, the Evaluator and DIE will be via secure portal.

11 How long will pupils’ personal data be kept?

The Evaluator will securely delete any personal data relating to the evaluation one year after the publication of the final report, currently expected to be December 2021.

The Tuition Partner will securely delete any personal data collected for the evaluation alone at the end of the TP programme, when final grants have been paid (expected to be August 2021). The Tuition Partner may keep personal data collected as part of the delivery of their tuition services for longer – this is covered in the privacy notice they provide.

Once data has been archived, it is held in the EEF archive until it is no longer needed for research purposes.

12 Is personal data being transferred outside of the European Economic Areas (EEA)?

To be completed by the Tuition Partner, as appropriate:

No personal data is being transferred outside of the EEA for the delivery or evaluation of TP programme.

OR

Data protection legislation prohibits transfer of personal data outside of the EEA without appropriate safeguards. [Insert TP name] transfers personal data outside of the EEA and safeguards it in the following ways [please complete].

13 What rights do I have over my personal data?

You can withdraw from the programme and/or from your data being processed, until it is added to the EEF archive. The EIE, the EEF, all the Tuition Partners and the Evaluator appreciate schools’, staff’s, pupils’ and parents’ support in collecting this data since it is very important for the validity of the results. Should you withdraw from the programme or evaluation (i.e. decide not to engage with Tuition Partners or the evaluation), the Evaluator will still use the evaluation data that the school has provided up to that point and link it to NPD unless you indicate otherwise.

Under data protection legislation, you have the right:

- to request access to information that we hold about you (subject access request)
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing

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Public
Appendix A.3

- to restrict our processing of pupil’s personal data (for example, permitting its storage but no further processing)
- to object to our processing
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on the pupil

If at any time you wish us to withdraw your data or correct errors in it, please contact TuitionPartners@nfer.ac.uk

If you wish to make a subject access request, restrict or object to processing, please contact our Compliance Officer compliance@nfer.ac.uk.

14 Who can I contact about this project?

Your school’s chosen Tuition Partner is responsible for the day-to-day delivery of catch-up tuition, if you have any queries about this element of the TP programme, please contact [TP to add email]. The EEF and the Evaluator determine the purposes and means of processing personal data for the evaluation of the programme. If you have concerns about the way this evaluation processes personal data, we request that you raise your concern with NFER in the first instance (see the details in Section 13 above). If you remain dissatisfied, you can contact the Information Commissioner’s Office, the body responsible for enforcing data protection legislation in the UK, at https://ico.org.uk/concerns/.

15 Updates

We keep this privacy notice under review to make sure it is up to date and accurate. Any changes will be noted. The date when this privacy notice was last updated is shown in the footer at the bottom of this document.

This privacy notice was updated in December 2020 to clarify how the pupil data is being used in schools which are participating in the TP programme only, that is, those who have not become TP School Research Champions.

Last updated: 6 January 2021
Public
Privacy Notice for tutors

National Tutoring Programme – Tuition Partners

1 Why are you receiving this privacy notice?

The tutoring provider you work for (known as your Tuition Partner) is taking part in the National Tutoring Programme – Tuition Partners (the TP programme). You are receiving this privacy notice because you have been designated as part of the tutoring team delivering TP programme in schools.

To deliver and evaluate TP programme, we will need some personal data about you (see section 3). This privacy notice describes how we will collect and use this personal data.

This is separate to processing done by your Tuition Partner to manage your employment. The personal data being collected is additional (but sometimes overlapping) to the information required by Tuition Partner for the delivery of their tuition services outside of TP programme. This privacy information is only valid for the length of the TP programme.

2 What is the TP programme

The TP programme is a government-funded initiative to support schools to address the impact of COVID-19 school closures on pupils’ learning. Schools are able to access subsidised high-quality tutoring from an approved list of providers, known as Tuition Partners.

The TP programme is:
- Funded by the Department for Education (DfE)
- Managed and administered by the Education Endowment Foundation (EEF)
- Implemented in schools by a network of 32 approved organisations, known as Tuition Partners
- Evaluated by a consortium led by the National Foundation for Educational Research (NFER) along with Kantar and the University of Westminster (‘the Evaluator’).

3 Why are we collecting personal data?

Your Tuition Partner have been approved to provide catch-up tuition in schools as part of the TP programme. The DfE and EEF have commissioned an evaluation to investigate the programme’s impact on pupil attainment and how this varies by different tutoring models, pupil and school characteristics.

Last updated: 2 November 2020
Public
The evaluation will also look into the experiences of schools, tutors and pupils with a view to improve the delivery of similar programmes in the future. Information about you will be used to carry out the evaluation.

As the government’s full catch-up package is implemented, further research to assess the effectiveness of this programme, or analyse the effect of COVID-19 restrictions on pupils’ attainment and other outcomes may be commissioned. To minimise the amount of time you are asked to provide personal data, the DfE and EEF reserve the right to re-use your personal data for research deemed compatible with the purposes outlined in this privacy notice.

4 What personal data about tutors is being collected?

For evaluation purposes, the Tuition Partner you work for will collect, store, and use the following personal data about you and this will be shared with the Evaluator:

- Full name
- Telephone number
- Contact e-mail address
- Date of birth
- Gender
- Main occupation
- Highest qualification
- Subject of your highest qualification
- Prior experience as tutor or teacher
- Training attended with the tutoring organisation
- Length of involvement / reason for drop out.

The Evaluator will also collect your ethnicity* and your views and perceptions of the TP programme using an online survey. A small sample of tutors will also be approached for interview and focus groups to collect their views and experiences about implementation of the programme.

* considered special category data

5 Who is responsible for deciding how your information is processed for the evaluation?

The Department for Education (DfE), the Education Endowment Foundation (EEF), and the Evaluator are joint data controllers for the evaluation. They decide how and what data will be collected and used.

6 What do we do with the information about you?

The Evaluator will use the information about you for the evaluation and to contact you to complete the surveys as well as to organise interviews with a small sample of tutors.

Last updated: 2 November 2020
Public
Data collected via surveys and interviews, including information you give about your views and experiences, will be analysed with those of other tutors participating in the evaluation and used to write a report. No automated decisions will be taken about you when processing your personal data. While information you provide will be specific to you, no individuals will be identifiable in any data tables or quotes reported.

Special data collected about you (see section 3) will be used to explore the factors that influence the relationship between tutors and their tutees and outcomes. We do not believe that processing your special data will cause damage or distress. Processing this data will not result in any decisions being made about you.

7 What is the legal basis for these activities?

To make the use of your data in the evaluation lawful, the consortium members have identified specific grounds, known as a legal basis, for its processing. The legal basis available depends on the type of organisation so we have listed three below.

EEF, the NFER and Kantar have identified the following legal basis for processing personal data:

GDPR Article 6 (1) (f) which states:

*Legitimate interests: the processing is necessary for your (or a third party’s) legitimate interests unless there is a good reason to protect the individual’s personal data which overrides those legitimate interests.*

We have carried out a legitimate interest assessment, which demonstrates that the evaluation fulfils one of Evaluator’s core business purposes (undertaking research, evaluation and information activities). It has broader societal benefits and will contribute to improving the lives of learners by providing evidence for about the most effective ways of providing catch-up tuition. The evaluation cannot be done without processing personal data but processing does not override the data subject’s interests.

The University of Westminster have identified the following legal basis:

GDPR Article 6 (1) (e) which states:

*Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.*

A separate legal basis has is identified for processing special data. The legal basis for processing special data for the evaluation of TP programme is:

GDPR Article 9 (2) (j) which states:

*Legitimate interests: processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the right to data*
protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

For the special data we are processing about you, we do not believe this will cause you damage or distress. Processing this data will not result in any decisions being made about you.

8 How will your personal data be collected?

Information about you will be collected by your Tuition Partner and shared with the Evaluator.

The Evaluator will collect your views on the Tuition Partner’s programme and your experiences of delivering tutoring directly from you using an online survey. You may also be invited to share your views with the Evaluator in interviews and focus groups.

The Evaluator will be using a secure online portal to collect data electronically.

9 Who will personal data be shared with?

No individual will be named in any report for this project.

The Tuition Partner will share tutor data with the Evaluator via a secure online portal.

The Evaluator will be using a secure online portal to collect data electronically. The Evaluator will administer tutor surveys online via Questback. Questback’s privacy statement can be found at https://www.questback.com/data-privacy/

If data collected for the evaluation is to be used in other COVID-19 related research, it will be shared with the research organisations appointed to carry out that research.

10 How is the security of your data maintained?

All partners have put in place appropriate measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those who have a business need to know.

Any data shared between the Tuition Partners and the Evaluator will be via secure online portal.

11 How long will your personal data be kept?

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for.

The Evaluator will securely delete any personal data relating to evaluation one year after the publication of the final report, currently expected to be December 2021.

...
The tuition provider you work for will securely delete any personal data collected for the evaluation at the end of the TP programme, when final grants have been paid (expected to be August 2021). Your Tuition Partner may keep personal data collected as part of the delivery of their tuition services for longer – this is covered in the privacy notice they provide.

12 Is personal data being transferred outside of the European Economic Areas (EEA)?

[To be completed by the Tuition Partner, as appropriate:

No personal data is being transferred outside of the EEA for the delivery or evaluation of TP programme.

OR

Data protection legislations prohibits transfer of personal data outside of the EEA without appropriate safeguards. [insert TP name] transfers personal data outside of the EEA and safeguards it in the following ways [please complete].]

13 What rights do I have over my personal data?

Tutors can withdraw from the programme and/or from their data being processed at any time. The DfE, the EEF, Tuition Partners and the Evaluator appreciate you sharing your data for the purpose of the evaluation since it is very important for the validity of the results. Should you withdraw for your tutoring role within the programme and evaluation, the Evaluator will still use the evaluation data you have provided up to that point unless you indicate otherwise.

Under data protection legislation, you have the right:

- to request access to information that we hold about you (subject access request)
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (for example, permitting its storage but no further processing)
- to object to our processing
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.

If at any time you wish us to withdraw your data or correct errors in it, please contact TuitionPartners@nfer.ac.uk

If you wish to make a subject access request, restrict or object to processing, please contact our Compliance Officer.

Last updated: 2 November 2020
Public
14 Who can I contact about this project?

Your employer, the Tuition Partner is responsible for the day-to-day administration of the tuition, if you have any queries about this element of TP programme please contact TP to add email.

The EEF and the Evaluator determine the purposes and means of processing personal data for the administration and evaluation of the programme. If you have concerns about the way this evaluation processes personal data, we request that you raise your concern with NFER in the first instance (see section 13 above).

Further information on the evaluation and privacy notice can also be found at: https://www.nfer.ac.uk/for-schools/participate-in-research/evaluation-of-tuition-partners/

If you remain dissatisfied, you can contact the Information Commissioner’s Office, the body responsible for enforcing data protection legislation in the UK, at https://ico.org.uk/concerns/.

15 Updates

We keep this privacy notice under review to make sure it is up to date and accurate. Any changes will be noted. The date when this privacy notice was last updated is shown in the footer at the bottom of this document.
Appendix 4.A: Letter to parents (re Research Champions):

Withdrawal form from data processing for parents

The National Tutoring Programme – Tuition Partners

Dear Parent / Guardian,

We are writing to let you know that your child’s school is participating in the ‘The National Tutoring Programme - Tuition Partners’ (the TP programme). The TP Programme provides subsidised tuition for pupils needing additional support during the 2020/21 academic year as a result of the school closures due to the Covid-19 pandemic. The programme is being funded by the Department for Education and managed by the Education Endowment Foundation (EEF). We (insert name here) are the Tuition Partner responsible for the delivery of the tutoring sessions in your child’s school.

A consortium led by National Foundation for Educational Research (NFER) is evaluating the TP Programme to find out if it has an impact on children’s attainment and to identify ways to improve tuition delivery in the future. To that end, your child’s school will share data about your child with us (the TP), and with the Evaluators. The attached privacy notice summarises what personal data will be collected, and how this data will collected, used, shared and protected. We, as well as the Evaluator, have robust procedures in place to make sure that we comply with the requirements of GDPR.

If you are happy for your child’s data to be used for this evaluation, you do not need to return the reply slip. However, if you would prefer your child’s data not to be shared, stored and used for this project, please complete the form below and return it to your child’s teacher within one week of receiving this letter. If you would like to withdraw your child’s data from the evaluation at any subsequent stages please inform your child’s teacher.

If you have any queries please contact us via email at TP to enter contact email

Yours sincerely,

TP to enter name

NTP – Tuition Partners: Withdrawal form from data processing for parents

You only need to complete this form if you DO NOT wish your child’s data to be shared, stored and used for this evaluation.

I DO NOT give permission for data about my child that is collected as part of the TP delivery or evaluation, to be stored or used for research purposes.

Your child’s name......................................................... Child’s class............................................................
Name of school.................................................................................................................................
Your full name.................................................................................................................................
Your signature......................................................... Date.................................................................

Restricted – Confidential when completed  Page 1 of 1
Appendix A.4

Withdrawal form from data processing for KS4 pupils

The National Tutoring Programme – Tuition Partners

Dear Pupil,

We are writing to let you know that your school is participating in the ‘The National Tutoring Programme - Tuition Partners (the TP programme)’. The TP Programme provides subsidised tuition for pupils needing additional support during the 2020/21 academic year as a result of the school closures due to the Covid-19 pandemic. The programme is being funded by the Department for Education and managed by the Education Endowment Foundation (EEF). We (insert name here) are the Tuition Partner responsible for the delivery of the tutoring sessions in your school.

A consortium led by National Foundation for Educational Research (NFER) is evaluating the TP Programme to find out if it has an impact on student's attainment and to identify ways to improve tuition delivery in the future. To that end, your school will share data about you with us (TP), and with the Evaluators. The attached privacy notice summarises what personal data will be collected, and how this data will collected, used, shared and protected. We, as well as the Evaluators, have robust procedures in place to make sure that we comply with the requirements of GDPR.

If you are happy for your data to be used for this evaluation, you do not need to return the reply slip. However, if you would prefer your data not to be shared, stored and used for this project, please complete the form below and return it to your teacher within one week of receiving this letter. If you would like to withdraw your data from the evaluation at any subsequent stages, please inform your teacher.

If you have any queries please contact us via email at TP email address

Yours sincerely,

TP to add name and contact

NTP – Tuition Partners: Withdrawal form from data processing for pupils

You only need to complete this form if you DO NOT wish your data to be shared, stored and used for this evaluation.

I DO NOT give permission for my data that is collected as part of the TP delivery or evaluation, to be stored or used for research purposes. (Please return completed forms to your teacher).

Your name........................................ Your class.........................
Name of school............................................................
Your signature.................................................. Date......................
Appendix A.5: Assessment Providers additional information

Appendix X: Background information about the standardised assessments used in NTP Y1 evaluation

This appendix briefly summarises the reliability of the tests, the domains covered by the tests and the date(s) standardised. Not all domains may apply to all year groups – more can be found out on the providers’ websites.

**GL Assessment tests**

The tests were standardised in 2014.

Reliability of tests are shown below for the Progress Test in English (PTE) and Progress Test in Maths (PTM).

<table>
<thead>
<tr>
<th>Test level</th>
<th>Reliability</th>
<th>UK</th>
<th>NI</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTE5</td>
<td>0.83</td>
<td>0.86</td>
<td></td>
</tr>
<tr>
<td>PTE6</td>
<td>0.91</td>
<td>0.91</td>
<td></td>
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<tr>
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<th>NI</th>
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<td>0.94</td>
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<td>0.95</td>
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</tr>
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<td>PTM11</td>
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<tr>
<td>PTM11T</td>
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<td>0.94</td>
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</tr>
</tbody>
</table>

PTE focuses on grammar, punctuation and spelling, and on reading comprehension, using age-appropriate fiction and information texts.

PTM monitors mathematical skills and knowledge in number, shape, data handling and algebra.

Source: Technical information on GL website:

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Appendix A.5


**NFER tests**

The NFER tests were last standardised between 2015 and 2019 (depending on the test – for more information about individual tests please see the NFER technical manuals; link below.)

<table>
<thead>
<tr>
<th>Reliability (Cronbach’s alpha)</th>
<th>Reading paper 1</th>
<th>Reading paper 2</th>
<th>Maths paper 1</th>
<th>Maths paper 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1 summer</td>
<td>0.90</td>
<td>0.767</td>
<td>0.86</td>
<td>0.84</td>
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<tr>
<td>Year 2 autumn</td>
<td>0.90</td>
<td>0.83</td>
<td>0.89</td>
<td>0.9</td>
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<table>
<thead>
<tr>
<th>Reliability (Cronbach’s alpha)</th>
<th>Reading</th>
<th>Maths - arithmetic</th>
<th>Maths test 1</th>
<th>Maths test 2</th>
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<tbody>
<tr>
<td>Year 3 autumn</td>
<td>0.930</td>
<td>0.898</td>
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<td>0.921</td>
<td>0.916</td>
<td>0.854</td>
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<tr>
<td>summer</td>
<td>0.915</td>
<td>0.926</td>
<td>0.883</td>
<td>0.879</td>
</tr>
<tr>
<td>Year 4 autumn</td>
<td>0.904</td>
<td>0.913</td>
<td>0.893</td>
<td>0.913</td>
</tr>
<tr>
<td>spring</td>
<td>0.902</td>
<td>0.925</td>
<td>0.822</td>
<td>0.879</td>
</tr>
<tr>
<td>summer</td>
<td>0.917</td>
<td>0.932</td>
<td>0.890</td>
<td>0.905</td>
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<tr>
<td>Year 5 autumn</td>
<td>0.893</td>
<td>0.928</td>
<td>0.906</td>
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<tr>
<td>spring</td>
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<td>0.917</td>
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<td>0.903</td>
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<td>0.921</td>
</tr>
</tbody>
</table>

**NFER Reading domains:**

- Vocabulary (give/explain the meaning of wording in context)
- Retrieve/record information from fiction and non-fiction texts
- Summarise ideas (from more than one paragraph)
- Making inferences from the text (with evidence)
- Predicting what might happen next
- Identify/explain how information is related and contributes to meaning as a whole
- Identify/explain how meaning is enhances through choice of words/phrases
- Make comparisons within the text

**NFER Maths domains:**

- Number and place value
- Calculations
- Fractions, decimals and percentages
- Measurement
- Geometry
  - Shape

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Appendix A.5

- Position and direction
  - Statistics
  - Ratio
  - Algebra

Source NFER technical manuals [https://www.nfer.ac.uk/for-schools/products-services/nfer-tests/technical-manuals/](https://www.nfer.ac.uk/for-schools/products-services/nfer-tests/technical-manuals/)

Renaissance Learning tests

Renaissance Learning STAR Maths

Renaissance Learning Star Maths was last standardised in 2015 (based on data gathered between 2010 and 2015).

<table>
<thead>
<tr>
<th>Year</th>
<th>Generic</th>
<th>N</th>
<th>Pxx</th>
<th>Split-Half</th>
<th>N</th>
<th>Pxx</th>
<th>Alternate Forms</th>
<th>Average Days between Testing</th>
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<tbody>
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<td>7.811</td>
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<td>1.731</td>
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<td>28.784</td>
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<td>0.89</td>
<td>47.886</td>
<td>0.80</td>
<td>9.719</td>
<td>0.75</td>
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<tr>
<td>4</td>
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<td>0.90</td>
<td>10.480</td>
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<tr>
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<td>53.958</td>
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Renaissance Learning Star Maths domains:

- Numeration
- Computation
- Approximation
- Shape and Space
- Measurement
- Data analysis and Statistics
- Word problems
- Algebra


Renaissance Learning STAR Reading

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Appendix A.5

Renaissance Learning Star Reading was last standardised in 2019 (based on data gathered between 2014 and 2018).

<table>
<thead>
<tr>
<th>Year</th>
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<th>N</th>
<th>$p_{xx}$</th>
<th>N</th>
<th>$p_{xx}$</th>
<th>Average Days between Testing</th>
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<td>1,000</td>
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<tr>
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<td>964,450</td>
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</table>

Renaissance Learning Star Reading domains:
- Word reading (word recognition)
- Comprehension (vocabulary)
- Comprehension (literary/fiction/narrative)
  - Understanding and interpreting texts
  - Engaging and responding to texts
- Comprehension (Information/Non-fiction/Non-narrative)
  - Understanding and interpreting texts
  - Engaging and responding to texts


**Rising Stars tests**

Information about the standardisation year and reliability for each of the Rising Stars (Hodder) tests is shown in the table below.

<table>
<thead>
<tr>
<th>Test suite</th>
<th>Standardisation year</th>
<th>Cronbach’s Alpha ranges</th>
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<tbody>
<tr>
<td>Restricted</td>
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</table>
### Appendix A.5

<table>
<thead>
<tr>
<th>Test</th>
<th>Age Range</th>
<th>KS1</th>
<th>KS2</th>
</tr>
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<tbody>
<tr>
<td><strong>PUMA</strong></td>
<td>13-14</td>
<td>KS1: 0.85-0.90</td>
<td>KS2: 0.91-0.94</td>
</tr>
<tr>
<td><strong>PIRA</strong></td>
<td>14-15</td>
<td>0.87-0.94</td>
<td></td>
</tr>
<tr>
<td><strong>GAPS</strong></td>
<td>16-17</td>
<td>0.92-0.95</td>
<td></td>
</tr>
<tr>
<td><strong>NTS Assessment (Maths)</strong></td>
<td>18-19</td>
<td>Y1: 0.82-0.89</td>
<td>Y2-Y6: 0.91-0.96</td>
</tr>
<tr>
<td><strong>NTS Assessment (Reading)</strong></td>
<td>18-19</td>
<td>0.86-0.91</td>
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</tr>
<tr>
<td><strong>New PUMA</strong></td>
<td>19-20 (Summer in 21)</td>
<td>KS1: 0.81-0.91</td>
<td>KS2: 0.90-0.95</td>
</tr>
<tr>
<td><strong>New PIRA</strong></td>
<td>19-20 (Summer in 21)</td>
<td>KS1: 0.75-0.91</td>
<td>KS2: 0.83-0.92</td>
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</tbody>
</table>

**Reading domains:**
- Vocabulary
- Comprehension
- Fiction/non-fiction
- Sequences
- Structure
- Inferences
- Define
- Retrieve
- Predictions
- Explore
- Summarise
- Compare
- Grammar
- Spelling
- Impact

**Maths domains:**
- Number

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Appendix A.5

- Calculation/operations
- Fractions, decimals and percentages
- Measurement
- Geometry (shape, position and direction)
- Statistics
- Ratio and proportion
- Algebra

For further information about the test domains see the Rising Stars website:


https://www.risingstars-uk.com/subjects/assessment/rising-stars-puma/new-puma-supporting-resources

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