



1stClass@Number 1 Effectiveness trial

Further Appendices

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We do this by:

- **Summarising evidence.** Reviewing the best available evidence on teaching and learning and presenting in an accessible way.
- **Finding new evidence.** Funding independent evaluations of programmes and approaches that aim to raise the attainment of children and young people from socio-economically disadvantaged backgrounds.
- **Putting evidence to use.** Supporting education practitioners, as well as policymakers and other organisations, to use evidence in ways that improve teaching and learning.

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Appendix 1: Pupil nomination guidance

Effectiveness Trial of 1stClass@Number 1 Pupil Nomination Guide for Schools

Purpose of this guidance

Thank you for participating in this evaluation of 1stClass@Number 1 (1CN1). This is a randomised controlled trial (RCT), where eligible pupils within each school will be randomly allocated to either the intervention group (receives 1CN1 in addition to normal maths lessons) or the control group (receives only normal maths lessons). In order to identify pupils eligible to participate in this trial, we will follow a two-step process. In step 1, schools will be asked to nominate 12 – 16 pupils that they feel are eligible to receive 1CN1. In step 2, these nominated pupils will be screened using the Sandwell Early Numeracy Test (Revised) (SENT-R) to identify the final 8 pupils who will be selected to participate in this trial. It is our expectation that not all pupils who are nominated for screening will be eligible to receive 1CN1 based on their SENT-R scores. This is why we are asking schools to nominate more pupils than the final 8 who will be selected to the trial. This document will provide schools with guidance on step 1 of the process i.e. identifying the 12 – 16 pupils who can be nominated for screening. Please note that you must apply this guidance and nominate pupils for this trial in the spring/summer terms of 2023.

Which pupils can be nominated for screening?

There are three broad eligibility criteria to determine which pupils can be nominated for screening:

- The pupil should be achieving at around 12 months behind age-related expectations towards the end of Year 1.
- The pupil should not be participating in another mathematics intervention when 1CN1 is being delivered (autumn 2023/spring 2024).
- This trial has a focus on the impact of 1CN1 on disadvantaged pupils, especially those in receipt of Free School Meals (FSM). Schools are, therefore, encouraged to nominate FSM-eligible pupils who meet the above criteria.

As mentioned above, the 12 – 16 pupils nominated by your school will undertake the SENT-R in September, 2023 at the start of Year 2 to objectively confirm that they are achieving below age-related expectations.

How can schools determine which pupils needs additional support?

1CN1 is targeted to pupils who may have fallen behind their peers and require additional support at the level of the Year 1 curriculum. They may typically:

- be able to count forwards in ones to 10

- have some knowledge of number facts and also have some understanding of the composition of number within 10
- be able to perform simple addition and subtraction calculations using counting all and counting out approaches
- be able to read and write numbers but lack secure understanding of their magnitude and quantity
- struggle with mathematical vocabulary
- lack confidence in mathematics and be reluctant to talk about their mathematical learning.

What should schools do after identifying pupils they want to nominate?

Once your school has identified the 12 – 16 pupils you would like to nominate for screening, the next step is to send the parent letter shared by NFER with the parents of all these pupils. The parent letter will contain a withdrawal form that will allow parents to withdraw their children from data sharing should they wish to do so. In cases where parents choose to withdraw their child, the child will not participate in further trial-related activities and their data should not be shared with the evaluator.

NFER will be in touch with your school after you have signed the MoU. For pupils not withdrawn from data sharing, your school will then share the following details with NFER: pupil's name, date of birth, UPN and FSM eligibility. We are asking schools to share the FSM eligibility status of nominated pupils as this study has a focus on children from disadvantaged backgrounds. Therefore, the FSM eligibility status provided to us should be the measure used to determine whether or not the pupil attracts Pupil Premium payments and should not reflect any universal FSM eligibility that may be in place due to recent local policy changes. These details should be shared with NFER via our secure data sharing portal whose access information will be sent to your school's key contact for this project along with instructions on how to share the data.

What should schools do if they have fewer than 12 pupils to nominate?

The design of this trial requires that 8 pupils be selected to participate from each school. These 8 pupils from each school will subsequently be randomly assigned to the intervention or control group. Our recommendation is that schools nominate at least 12 pupils for screening as screening a greater number of pupils will ultimately allow us to select the 8 most appropriate pupils for this trial. However, if you feel that you might not have 12 suitable pupils to nominate for screening, we must ask you to consider whether you have at least 8 pupils who would meet the eligibility criteria for this trial as this is the number of pupils we are looking to select from each school. If you feel you have 8 pupils who would be eligible, when NFER approaches your school to collect pupil data, we may ask you to nominate an additional two pupils who you feel might benefit from the intervention. Nomination of a total of 10 pupils in such a scenario would help to accommodate any changes in the circumstances of the pupils you intend to nominate. For example, if the family of a pupil moves away and the pupil is no longer enrolled at your school, having two additional pupils to select from will give us the opportunity to reach the required target of 8 pupils per school. Please feel free to contact either Edge Hill University or NFER if you would like to discuss this any further.

Questions?

If you have any questions about the nomination process, please contact the evaluation team at 1CN1trial@nfer.ac.uk

Appendix 2: MoU document



Effectiveness Trial of 1stClass@Number 1

Memorandum of Understanding

This form sets out the responsibilities of Edge Hill University (EHU), the National Foundation for Educational Research (NFER) and schools that participate in this research. Please read the project summary below before signing this Memorandum of Understanding (MoU) on page 6. Please return the signed MoU to Edge Hill University by email: ecc@edgehill.ac.uk

The project

During 2023/24 Edge Hill University (EHU) is partnering with the Education Endowment Foundation (EEF) and the National Foundation for Educational Research (NFER) to evaluate the effectiveness of 1stClass@Number 1 (1CN1), a 10-week mathematics intervention for Year 2 pupils who are achieving at around 12 months behind age-related expectations. This project, funded by the Education Endowment Foundation, is part of wider DfE funded programme called the Accelerator Fund. The Accelerator Fund aims to increase access to evidence-informed programmes.

This is a pupil-randomised controlled trial (RCT) that will assess the impact of 1CN1 on maths outcomes for Year 2 children and especially those in receipt of Free School Meals (FSM). Within each school, 8 selected pupils will be randomly allocated to the intervention group (4 pupils) or the control group (4 pupils). An RCT is a research design where participants (pupils in this case) are allocated to the intervention and control groups at random, to ensure that, as far as possible, there are no systematic differences between the two groups for factors that may affect pupil outcomes. This design enables the evaluator to determine cause and effect relationships between the programme and pupil outcomes. It is essential that schools ensure that pupils adhere to their groups, assigned through the random allocation, and participate in all evaluation activities, in order to maintain the comparability of the two groups throughout the evaluation.

EHU is responsible for overseeing the delivery of the 1CN1 programme, including the training and support of Teaching Assistants required for implementation of the programme. EHU will also organise the supportive trainer visit to the school during the implementation of the intervention. NFER is the independent evaluator for the trial. NFER is responsible for the collection and analysis of data, including evaluation, administrative and assessment data required for the evaluation of the programme.

The effectiveness trial of 1CN1 is set to run from February 2023 to April 2025. Recruitment of schools will take place from February – June, 2023 and the final report is expected to be published in April, 2025. Pupils will be nominated towards the end of Year 1 in the summer term of 2022/2023. Pupils will be screened for eligibility in September 2023. Following the random assignment of pupils to intervention or control groups in October, 2023, the delivery of 1CN1 will take place in the Autumn/Spring terms of 2023/24. Further information about this trial can be found [here](#).

Expectations of schools

Participation in this project should be agreed by the headteacher. For your school to be eligible to participate, your school must agree to the following:

- Nominate a key contact with whom EHU and NFER can liaise throughout the course of the trial.
- Nominate 12 to 16 pupils from Year 1 who meet the nomination criteria to receive 1stClass@Number 1 (1CN1), and who will be screened for eligibility.
- Provide administrative data for nominated pupils in summer 2023.
- Nominate one Teaching Assistant (TA) to attend 6 x half-day intervention training sessions and one link teacher to attend 2 x half-day training sessions.
- Complete screening (Sandwell test) and baseline testing (Quantitative Reasoning Test, QRT) with the nominated pupils within the specified test window in early September 2023.
- Select 8 pupils for the trial as per NFER guidance. Note, 4 of these pupils will then be randomly allocated to the intervention group and 4 to the control group by NFER.
- Deliver 1CN1 to intervention group pupils and record pupil attendance for each session.
- Record brief information about any usual maths support received by the trial pupils.
- Complete surveys sent to TA and link teacher.
- If possible and where invited, host lesson observations, or TA and link teacher interviews and pupil focus groups by NFER researchers.
- Allow NFER test administrators to administer endpoint QRT test to pupils in March 2024.
- Not take part in these EEF-funded programmes during the trial: ARK Mathematics Mastery, Mathematical Reasoning

When will my school need to get involved?

Date	Activity	Further information
February–June 2023	<ul style="list-style-type: none"> • Schools should sign the MoU and nominate a key contact. <p>Schools provide:</p> <ul style="list-style-type: none"> • Headteacher details, key contact name, job role, e-mail address and phone number • Finance officer/business manager details 	For schools' payment purposes
April - July 2023	NFER will provide schools with guidance on how to nominate pupils, a parent information letter, and request administrative data for the 12-16 nominated pupils such as name, date of birth, UPN and FSM status. Schools will also be asked to nominate a TA and link teacher and provide their contact details.	<p>NFER will provide schools with a letter for parents that explains the trial and gives them the opportunity to withdraw their child from the data sharing for the study. This should be shared with all parents for the 12 to 16 pupils that schools intend to nominate ahead of sharing data with NFER. Only data for pupils who have not been withdrawn by parents should be shared with NFER.</p> <p>NFER will provide an online data template for schools to complete the required pupil data.</p> <p>Once the school has provided all the pupil data, NFER will provide guidance for teachers for screening and baseline</p>

		testing to be completed in the autumn term.
September 2023	<p>NFER will send pupil assessments (both Sandwell screening and QRT baseline tests) to schools.</p> <p>Schools complete screening and baseline testing for the 12 - 16 pupils in the testing window and return the test booklets to NFER by 20th September, also confirm TA and link teacher contact details.</p> <p>NFER will share the Sandwell scores with schools and the guidance on how to select 8 pupils for the trial.</p> <p>Schools confirm the 8 trial pupils with NFER.</p>	NFER will share the TA and link teacher information with Edge Hill who will write to them with the training information.
October 2023	<p>NFER will complete the pupil randomisation and notify schools of their 8 pupils' assignment to control (4 pupils) or intervention (4 pupils) group.</p> <p>EHU will invoice schools for the subsidised training cost of £200.</p>	
November 2023 – March 2024	<p>TA and link teacher training delivery starts in November.</p> <p>Intervention delivery to pupils from November 2023 – March 2024.</p> <p>NFER will conduct TA training observations, lesson observations and reflective interviews in some schools from November 2023 – March 2024.</p>	<p>EHU will share training attendance information with NFER.</p> <p>NFER will share a template for TAs to record pupils' attendance at 1CN1 sessions.</p>
March 2024	<p>NFER will share online surveys with TAs and link teachers.</p> <p>TA and link teacher interviews and pupil focus groups will be conducted in a small number of schools.</p> <p>TAs/link teachers return maths intervention record for the 8 pupils to NFER.</p> <p>TAs/link teachers share the pupil attendance register for the 4 intervention pupils with NFER.</p>	NFER will provide a template to share the attendance register for the intervention pupils and maths intervention record for both intervention and control pupils

	NFER Test Administrators will visit schools to complete endpoint QRT testing.	
March – July 2024	After completion of endpoint testing by NFER, schools may choose to deliver 1CN1 to control pupils and/or other eligible pupils.	
July 2024	Schools that shared all the trial data receive a payment of £500 from EHU.	
NFER will then conduct analysis, request further background data from the NPD (such as gender and SEND), and draft the report.		
March 2025	Published report to schools.	

Use of data

All data gathered during the trial will be held in accordance with the Data Protection Act 2018, and GDPR, and will be treated in the strictest confidence by NFER. Your school's key contact details for the study will be shared securely between Edge Hill University and NFER – so that NFER can get in touch with schools to provide guidance for pupil selection, collect pupil data, share surveys and arrange any observations or interviews. The details of the member of staff signing the MOU (name and work email) will be shared with the EEF. NFER will share the TA and link teacher contact details with EHU, so that important information related to training can be shared with them. NFER will not share any identifiable pupil-level data with Edge Hill University. NFER may share summaries of pseudonymised¹ data from TAs' or link teachers' interviews and aggregated anonymised data from the TA and link teacher surveys with Edge Hill University to support their research.

NFER will match the pupils' data to further background data available in the National Pupil Database (NPD) such as gender and SEND. This will be done via the Office for National Statistics (ONS) Secure Research Service (SRS).

All pupil-level and Teacher/TA level data that will be shared by schools with NFER will be done so via a secure school portal.

No school, teacher or pupil will be named in any report arising from this work, nor will we include any information that might mean that someone else could identify them.

Trial information and Privacy Notice is available [here](#)

Intervention information and Edge Hill University Privacy Notice is available [here](#)

For more information on how EEF processes and uses your data please see [EEF's privacy notice](#).

Who to contact

For any questions about the trial, please email NFER: 1CN1trial@nfer.ac.uk

Any questions about the intervention, please e-mail: ecc@edgehill.ac.uk

¹ Pseudonymisation is a technique that replaces or removes information (like names or other meaningful identifiers) in a data set that identifies an individual.

Memorandum of Understanding: Responsibilities Edge Hill University will:

- Provide a key contact who will be available to support schools with the intervention guidance and training information.
- Invoice schools for the subsidised training cost of £200.
- Provide schools with information for the intervention delivery and manage the training sessions for TA and link teachers.
- Provide 1 full day and 4 x ½ days of training at a named venue.
- Provide essential visit by the trainer to support delivery and management of 1CN1.
- Provide e-mail and telephone support.
- Provide NFER with training attendance information.
- Pay the £500 incentive to schools on completion of all trial data.

Please also note that schools may be contacted with an invitation to participate in Edge Hill University research after 1stClass@Number 1 delivery has taken place. This research will relate to the Teaching Assistant role and is not part of the evaluation.

NFER will:

- Provide a key contact who will be available to support schools during the trial.
- Provide templates and a secure means for schools to provide all trial data.
- Send pupil nomination, screening, baseline testing guidance and test booklets to the schools.
- Share the scores for the screening test with schools and provide guidance on selecting the final 8 pupils into the trial.
- Randomly assign pupils to intervention (4 pupils) and control (4 pupils) groups within each school.
- In March 2024, send NFER Test Administrators who are trained and have Disclosure and Barring Service (DBS) clearance to schools to complete endpoint testing with the 8 pupils.
- Analyse all data from the project using secure systems.
- Write the report and disseminate research findings.
- Provide schools with links to the published report in April 2025.

Our overall expectations of your school:

The following outlines our expectations from schools and teachers taking part in the project. Please read the following statements and sign below to confirm you have read the document. Please also sign and keep a copy for your reference.

The school will:

- Allocate a key contact for NFER and Edge Hill University to liaise with. They should have sufficient capacity to be able to respond promptly to requests and facilitate requirements as appropriate. If they leave the school or are no longer able to meet the requirements for the role, Edge Hill University and NFER must be informed of this and provided with details of a replacement contact.
- Nominate, screen, and select pupils to participate in the trial as detailed in the [school information sheet](#) and selection guidance.
- Share the nominated pupils' data (name, DOB, UPN, FSM eligibility) with NFER.
- Be a point of contact for parents/carers, including providing them with full information about the project and inform NFER about any pupil withdrawal requests from parents during the course of the trial.
- Administer the Sandwell screening test and the baseline QRT to all nominated pupils (tests to be provided and marked by NFER).
- Confirm the final 8 pupils who have been selected for the trial along with their class name.
- Nominate a link teacher and TA for the intervention and facilitate their attendance at the training sessions.

- Deliver the intervention to the 4 pupils randomly assigned to the intervention group by NFER.
- Not deliver 1CN1 to the control pupils during the trial period.
- Complete the maths intervention record for both intervention and control pupils during the trial period.
- Complete the pupil attendance record for each session and share it with NFER in March 2024.
- Agree for NFER Test Administrator to visit the school to complete the endpoint QRT assessment test with the 8 pupils participating in the trial.
- Complete the surveys sent to TAs and link teachers.
- Where invited, consider taking part in short trial observation visits and interviews involving TAs and link teachers.
- Where invited, take part in pupil focus group.
- Be able to retain the Sandwell testing kit (worth approx. £250) after completion of the trial and can use it thereafter to assess pupils by purchasing additional materials.
- Share with Edge Hill University school finance contact details to enable invoicing.

Confirmation

I confirm that I have read and understood the information provided about the project, and I have passed a copy of the School Information Sheet to my designated named key contact. I have had the opportunity to ask questions and have had these answered satisfactorily.

☐

I understand that if our school withdraws from the trial (i.e. decides not to engage in 1CN1 or complete the endpoint assessment), NFER will still use the trial data our school have provided and access NPD data for our school unless I tell them otherwise.

☐

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

☐

I agree to deliver the intervention only to the pupils randomly assigned to the intervention group by NFER during the trial period.

☐

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

☐

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

☐

Headteacher's signature: _____

Date: _____

Headteacher's name	
Headteacher's telephone number	
Headteacher's email	
School name	
Address and post code	
School URN	

DfE Number	
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Please provide details of key contact person for this research who NFER and Edge Hill University will primarily liaise with:

Key contact's name	
Key contact's phone number	
Key contact's email	
Key contact job role	

Please provide details of key contact person responsible for finance in the school to enable an invoice to be raised for the £200 charge by Edge Hill University (or alternatively a Purchase Order Number in the name of Edge Hill University):

Finance Officer name	
Finance Officer phone number	
Finance Officer email	
Purchase Order Number	

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

Please return the signed MoU to Edge Hill University by email: ecc@edgehill.ac.uk

Appendix 3: Parent Letter



Effectiveness Trial of 1stClass@Number 1

Dear Parent / Guardian,

We are writing to let you know that your child's school is participating in the effectiveness trial of 1stClass@Number 1 (1CN1). By taking part in the trial your child's school will demonstrate a commitment to supporting evidence-based practice.

1CN1 is a mathematics intervention that trains teaching assistants to provide additional maths support to year 2 pupils who are achieving at around 12 months behind age-related expectations. Your child in year 1 has been nominated by the school to be screened for eligibility for the trial which will start in Autumn 2023. If your child is selected to participate in the trial, they will be allocated to either the intervention (receives 1CN1 intervention) or control (does not receive 1CN1 intervention) group. No pupils or schools will be identified in the research reports. Further information about this trial can be found [here](#).

The [Privacy Notice](#) summarises what personal data will be collected, and how this data will be collected, used, shared and protected. We have robust procedures in place to make sure that we comply with the requirements of GDPR and keep data safe and secure.

If you are happy for your child's data to be used for this trial, **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 as soon as possible. If you would like to withdraw your child's data from the trial at any subsequent stages please inform your child's teacher. If you have any queries, please contact us via email at 1CN1trial@nfer.ac.uk

Yours sincerely,

Kathryn Hurd
Evaluation and Survey Operations Lead
National Foundation for Educational Research

Effectiveness Trial of 1stClass@Number 1: Withdrawal from data processing form 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 trial.

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

Your child's name.....Child's class.....

Name of school.....

Your full name.....

Your signature.....Date.....

Appendix 4: Parent PN



Effectiveness Trial of 1stClass@Number 1

Privacy notice for parents and carers

1 Why are we collecting this data?

The National Foundation for Educational Research (NFER) is collecting personal data to support the evaluation of the 1stClass@Number 1 (1CN1) intervention using a randomised controlled trial (RCT). The Education Endowment Foundation (EEF) has funded the National Foundation for Educational Research (NFER) to carry out an independent evaluation of 1CN1, with Edge Hill University (EHU) overseeing delivery of the intervention.

1CN1 is a mathematics intervention that trains teaching assistants to provide additional maths support to Year 2 pupils who are achieving at around 12 months behind age-related expectations. Your child has been nominated by your school to be screened for eligibility for the trial. After screening, if your child is then selected to participate in the trial, they will be allocated to either the intervention or control group.

This effectiveness trial will assess the impact of 1CN1 on maths outcomes/attainment for Year 2 children and especially those in receipt of Free School Meals (FSM).

2 What is the legal basis for processing activities?

NFER is the data controller for the trial and will make decisions about how and what personal data is used in accordance with the study objectives set by EEF. Edge Hill University is the data controller for the 1CN1 intervention delivery.

The legal basis for processing personal data is covered by GDPR Article 6 (1) (f):

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.

A legitimate interest assessment has been undertaken. Our legitimate interest for processing personal data for this trial is to both administer the RCT and to analyse the data that is collected as part of this RCT. The evaluation fulfills one of NFER'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 impact of teaching techniques used in the classroom. Research cannot be done without processing personal data but processing does not override the data subject's interests.

3 How will personal data be obtained?

NFER will obtain personal data for pupils in the following ways from the school, directly from pupils using tests administered in schools and in focus groups. We will also collect background data from the

Department for Education's (DfE) National Pupil Database (NPD). All data collected is shared using a secure portal.

- If your child has been nominated for screening for the trial by their school, their personal data will be collected directly from the school via a secure portal by NFER.
- In Autumn 2023, screening and baseline tests will be administered in schools to all pupils nominated for screening and shared with NFER for marking,
- In Spring/Summer 2024, pupil endpoint tests for all pupils selected for the trial (both intervention and control groups) will be administered by NFER test administrators. Attendance registers and test materials for endpoint testing will be shared with NFER test administrators using secure delivery methods.
- Background data including gender, FSM eligibility and SEN status will be collected for the trial pupils (both intervention and control groups) from the DfE's NPD using the DfE's secure data exchange portal and the Office of National Statistics' secure access procedures.
- Pupil focus groups conducted in a small number of schools by NFER researchers to gather pupils' views and perceptions of 1CN1 (schools will be invited to participate in pupil focus groups)

4 What personal data is collected for this project?

If your child has been nominated for screening for the trial, the following types of information about them will be collected:

- Name
- Date of Birth
- UPN
- Free school meal status
- Your child's Sandwell screening test scores and baseline Quantitative Reasoning test (QRT) scores

If your child is then selected for the trial, the following further types of information will be collected:

- Attendance record at this intervention delivery (if they are randomly allocated to receive the 1CN1 intervention)
- Details of any other intervention in which they may be taking part
- Class name
- Your child's QRT scores at endpoint.

When matching the trial pupils' data to NPD, the following types of information about your child will be collected:

- Special educational needs status
- Gender
- Free school meal eligibility

If participating in a pupil focus group, their views and perceptions of the programme will be collected.

5 Who will personal data be shared with?

Schools and NFER will share pupil data with each other.

If your child is selected for the trial, NFER will share a list containing pupils' details for endpoint testing with NFER's DBS checked Test Administrators.

If your child is selected for the trial, their full name, date of birth and UPN will be shared with the Department for Education's NPD team to request background data such as gender, FSM eligibility and SEN status where required for the analysis.

Three months after the publication of the evaluation report, pseudonymised² matched outcome data will be added to the EEF archive, which is managed by the Fisher Family Trust on behalf of EEF and hosted by the Office of National Statistics. 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. At this point, EEF becomes the data controller and is responsible for taking decisions about the means and purposes of processes. Further information about the EEF archive is available [here](#).

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

No personal data is stored or transferred outside of the EEA.

7 How long will personal data be retained?

NFER will delete any personal data within one year of publication of the final report, expected to be July 2025.

NFER will share all the data with the EEF's data archive processor within 3 months of trial completion. Once NFER archives the data, EEF will have the data controller responsibilities for the archived data. Please see EEF's privacy notice for more information on how EEF processes and uses your data.

8 Can I stop my personal data being used?

NFER handles personal data in accordance with the rights given to individuals under data protection legislation. If at any time you wish us to withdraw your child's data from the trial or correct errors in it, please contact NFER by email at 1CN1trial@nfer.ac.uk.

In certain circumstances, data subjects have the right to restrict or object to processing. They also have the right to make a subject access request to see all the information held about them. NFER will cooperate fully when a subject access request (SAR) is made of a data controller. To exercise these rights, please contact our Compliance Officer: compliance@nfer.ac.uk

9 Who can I contact about this project?

NFER is responsible for the day-to-day management of the project. If you have any queries about this trial, please contact NFER by e-mail at 1CN1trial@nfer.ac.uk.

² Pseudonymisation is a technique that replaces or removes information (like names or other meaningful identifiers) in a data set that identifies an individual.

If you have a concern about the way this evaluation processes personal data, we request that you raise your concern with us in the first instance (see the details above). Alternatively, 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/>.

The 1stClass@Number 1 programme privacy notice can be found [here](#)

10 Last updated

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 5: Staff PN



Effectiveness Trial of 1stClass@Number 1

Privacy notice for school staff and schools

1 Why are we collecting this data?

The Education Endowment Foundation (EEF) has commissioned the National Foundation for Educational Research (NFER) to carry out an evaluation of the effectiveness of the 1stClass@Number 1 (1CN1) intervention delivered by Edge Hill University (EHU).

This effectiveness trial will assess the impact of 1CN1 on maths outcomes/attainment for Year 2 children and especially those in receipt of Free School Meals (FSM). The delivery of 1CN1 will take place in the Autumn/Spring/Summer terms of 2023/24. A link to the programme privacy notice can be found [here](#).

2 What is the legal basis for processing activities?

NFER is the data controller for the study and will make decisions about how and what personal data is used in accordance with the objectives of the study set by EEF. Edge Hill University is the data controller for the 1CN1 intervention delivery.

The legal basis for processing personal data is covered by GDPR Article 6 (1) (f):

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.

A legitimate interest assessment has been undertaken. The trial fulfills one of NFER'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 impact of teaching techniques used in the classroom. Research cannot be done without processing personal data, but processing does not override the data subject's interests.

3 How will personal data be obtained?

Edge Hill University will collect expressions of interest using a Microsoft Form from schools interested in participating in the trial. They will collect school contact details. The headteachers of participating schools will then sign a Memorandum of Understanding (MoU) (sent by EHU to schools as an Adobe Form) which collects the details of the Headteacher and member of staff who will become the key contact for the trial. These contact information details will then be transferred to NFER via a secure portal and will be used by NFER to proceed with the trial.

During the trial, schools will provide details of a nominated Teaching Assistant (TA) and link teacher to NFER. NFER uses a secure online portal to collect data from schools electronically. The TA and link teacher details will be shared with EHU via NFER's secure data sharing portal. Their attendance at the intervention training sessions will be recorded by EHU trainers and shared with NFER via secure portal.

Teaching Assistant and link teacher surveys will be completed on a secure online survey tool, Questback.

4 What personal data is collected for this project?

For the headteacher and the key contact, the personal data collected in the MoU is:

- Names
- Contact details (e-mail and Telephone number)
- Job role

For the Teaching Assistant and link teacher, the personal data collected is:

- Names
- Contact details (e-mail and telephone number)
- Job role
- Training attendance information

For any staff participating in the surveys, interviews and/or lesson observations, the personal data being collected is:

- Names
- Contact details (e-mail and telephone number)
- Job role
- Views and opinions of the programme

5 Who will personal data be shared with?

The details of the key project contact at the school will be collected via the MoU shared with schools by EHU. EHU will share this data with NFER via a secure data portal.

The TA and link teacher personal data for the trial is collected directly from schools by NFER via a secure portal. NFER will share these data with EHU so that they can communicate directly with the TA and link teachers about the training sessions. EHU will share TA training attendance data with NFER.

The survey will collect information from Teaching Assistant and link teachers about their experience with the programme including costs involved in the delivery of the programme. NFER may share summaries of pseudonymised³ data from TAs' or link teachers' interviews and aggregated anonymised data from the TA and link teacher surveys with Edge Hill to support their research.

The survey data is collected via Questback and it stores data in the European Union.

³ Pseudonymisation is a technique that replaces or removes information (like names or other meaningful identifiers) in a data set that identifies an individual.

[Privacy policy for Questback](#)

TAs' training attendance data will be used to create compliance measures that will be linked to the pupil-level data collected as part of this trial. Additionally, specific variables from the TA and link teacher surveys that will be included in the moderation analysis will also be linked to this pupil-level dataset. This includes pupil-level data that will be shared with DfE for matching into the National Pupil Database (NPD). This dataset will not contain any TA or link teacher personal data. For information, three months after the publication of the evaluation report, pseudonymised matched pupil-level data including the compliance measures will be added to the EEF archive, which is managed by the Fisher Family Trust on behalf of EEF and hosted by the Office of National Statistics. 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. At this point, EEF becomes the data controller and is responsible for taking decisions about the means and purposes of processes. Further information about the EEF archive is available on page 11 of [EEF's Recruitment and Retention guidance](#). See EEF's privacy notice for more information on how EEF processes and uses your data.

TA/link teacher interview data and notes from the lesson observations will not be shared with EEF or archived.

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

No personal data is stored or transferred outside of the EEA.

7 How long will personal data be retained?

NFER will delete any personal data within one year of publication of the final report, planned for July 2025.

8 Can I stop my personal data being used?

NFER handles personal data in accordance with the rights given to individuals under data protection legislation. If at any time you wish us to withdraw your data collected during this study or correct errors in it, please contact NFER, by email at 1CN1trial@nfer.ac.uk. NFER will still use the personal data you have provided up to the point you wish to withdraw unless you tell us otherwise.

In certain circumstances, data subjects have the right to restrict or object to processing. They also have the right to make a subject access request to see all the information held about them. NFER will cooperate fully when a subject access request (SAR) is made of the data controller. To exercise these rights, please contact our Compliance Officer: compliance@nfer.ac.uk

9 Who can I contact about this project?

NFER is responsible for the day-to-day management of the project. If you have any queries about this trial, please contact NFER, by e-mail at 1CN1trial@nfer.ac.uk

If you have a concern about the way this trial processes personal data, we request that you raise your concern with us in the first instance (see details above). Alternatively, 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/>.

Further information on this trial and all privacy notices can be found [here](#).

10 Last updated

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 6: School information sheet



Effectiveness Trial of 1stClass@Number 1 2023 - 2024 School Information Sheet

About the evaluation

Edge Hill University (EHU) is partnering with the Education Endowment Foundation (EEF) and the National Foundation for Educational Research (NFER) to evaluate the impact of its 1stClass@Number 1 (1CN1) intervention on mathematics outcomes/attainment for Year 2 pupils and especially those in receipt of Free school Meals (FSM).

This is a randomised controlled trial where eligible pupils within each school will be randomly assigned to either the intervention group (receives the 1CN1 programme in addition to normal mathematics lessons) or the control group (receives only normal mathematics lessons). The Quantitative Reasoning Test (QRT) will be used as the primary outcome for this project. All participating pupils will complete the assessment at baseline (prior to randomisation) and at endpoint (after the intervention delivery is complete).

This EEF project is part of a wider DfE-funded programme called the Accelerator Fund. The Accelerator Fund aims to increase access to evidence-informed programmes.

About the programme

Developed by Edge Hill University, 1CN1 provides training to teaching assistants (TAs) to deliver the intervention to a group of 4 pupils in need of maths catch up over a period of 10 weeks. The lessons focus on number and calculation, developing children's numeracy and number talk skills alongside their mathematical thinking and comes 'readymade' with detailed plans and extensive resources. The intervention comprises 30 lessons of approximately 30 minutes which are delivered 3 times a week outside of normal mathematics lessons.

What is the benefit to my school participating in this trial?

Your school will contribute to the evidence relating to the impact of 1CN1 on mathematics outcomes for Year 2 pupils, especially for disadvantaged pupils. It will also help us understand how best to implement the programme in the future.

In addition to high quality training that TAs will receive as part of this trial, all schools will also receive the following:

- an essential visit by the trainer to support delivery and management of 1CN1
- email and telephone support
- online guidance and downloadable consumable resources, this will enable the delivery of 1CN1 to subsequent cohorts in your school.

What does the programme cost?

- As it will be subsidised by the EEF, on this occasion, schools will pay **£200** (usual cost £1,100).
- This payment will include training, teaching resources and the Sandwell Early Numeracy Test (this will be used in the pupil selection process and has a usual cost of approx. £250).
- All schools will receive a thank you payment of **£500** once all required data has been provided to NFER following the programme delivery.

Can my school take part in this trial?

In order to take part in this trial, schools must:

- be an Infant or Primary school with children in Year 2, as at 1st September 2023.
- NOT be taking part in the following EEF-funded programmes in the academic years 2023-24

ARK Mathematics Mastery or Mathematical Reasoning

- NOT have a TA currently working in the school who has already completed any 1CN1 training

NOT have delivered 1CN1 1 after 1st September 2019

- nominate a TA and a Link teacher who are able to access face-to-face training in one of the 16 training venues
- pay the subsidised training cost of £200 (usual cost is £1,100).

What does the training look like?

Face to face training is delivered by an Every Child Counts (ECC) Trainer accredited by Edge Hill University. It includes training for a

Teaching Assistant 6 x ½ days, focusing on

- how the intervention works
- delivering it to children who struggle with mathematics
- developing the Teaching Assistants own understanding of Mathematics

School Link Teacher* 2 x ½ days, focusing on

- managing and supporting 1stClass@Number 1
- sharing the lessons learned from it with colleagues

*ideally a member of the school leadership team

16 training groups will be set up at venues across the UK** and will include some of the 55 Education Investment Areas (EIA). At least 50% of successful schools will be based in the EIA and, in the event applications exceed demand, applications from EIA based schools will be prioritised particularly those with a high FSM percentage. All schools with a high number of FSM pupils in Year 1 during 2022-23 are encouraged to apply.

** venues will be confirmed in March 2023

When will the training take place?

November 2023 – March 2024

Which pupils can take part in the trial?

Schools will be asked to nominate 12 – 16 pupils in Spring/Summer 2023 who meet the following criteria:

- be achieving at around **12 months below age related expectations** towards the end of Year 1
- not be participating in other mathematics interventions at the same time.

The trial has a focus on how 1CN1 supports disadvantaged pupils, so **schools are encouraged to nominate FSM-eligible pupils** who meet the above criteria.

All pupils nominated by the school will be screened using the Sandwell test in September 2023 to objectively confirm that they are achieving below age-related expectations. Eight pupils who are confirmed to be eligible by this test will be entered by schools into the trial. These pupils will then be randomly assigned to either the intervention or control groups.

Upon completion of endpoint testing, the trained TA can deliver the intervention to the control pupils and/or other pupils who could benefit based on the eligibility criteria. This means that whilst the timing might not be optimal, no child misses out.

How should my school sign up for this trial?

Expressions of interest are currently being collected, please complete the short form [here](#). If your school is eligible for the trial, Edge Hill University will send the Memorandum of Understanding for your school's Headteacher to sign.

Who should I contact for more information?

For further information about:

- this trial, please contact NFER at 1CN1trial@nfer.ac.uk.
- 1stClass@Number 1, please contact Edge Hill University on 01695 657 133 or ecc@edgehill.ac.uk.

Who controls what data is shared?

NFER is the data controller for the trial and will make decisions about how and what personal data is used in accordance with the objectives of the study set by EEF. At the end of the trial, once the data is archived at EEF, they will become the data controllers. Edge Hill University are the data controllers for the intervention delivery.

Privacy

The ECC team at EHU use the information supplied by the school to record and manage the school's participation in this EEF subsidised RCT and to communicate with it about 1CN1 training. All personal data is held and processed by ECC in accordance with the Data Protection Act 1998 and the General Data Protection Act (the GDPR). Please see the privacy notice [here](#)

The details of the Headteacher signing the MOU and the key contact (name and work email) will be shared with the EEF and NFER.

Details of the NFER trial and privacy notice can be found [here](#)

For more information on how EEF processes and uses your data please see [EEF's privacy notice](#).

Timeline for key activities 2023-2024

Time	Event
February – June 2023	<ul style="list-style-type: none"> Head teacher commits to taking part in the project and signs MoU.
April - July 2023	<ul style="list-style-type: none"> Share parent letter with parents of all pupils that schools intend to nominate for screening and process any withdrawal requests. Nominate 12 – 16 pupils for screening (NFER to provide guidance on nomination) and share pupil data with NFER - pupil name, DOB, UPN, FSM eligibility.
September 2023	<ul style="list-style-type: none"> Complete Sandwell and baseline QRT tests and return assessments back to NFER. (All test resources to be provided by NFER.) Confirm 8 participating pupils based on Sandwell test scores provided by NFER. (NFER to provide guidance on selecting pupils.) Confirm link teacher and TA details with NFER.
October 2023	<ul style="list-style-type: none"> NFER complete randomisation and notify schools of their pupils' assignment to control or intervention group. EHU invoices schools for the subsidised training cost of £200 (usual cost is £1,100).
November 2023 – March 2024	<ul style="list-style-type: none"> Facilitate attendance of TA and link teacher at training sessions (6 x ½ day sessions for TAs and 2 x ½ day sessions for link teachers). Facilitate delivery of 1CN1 by TAs in school. TAs to maintain pupil attendance record at each session. Host lesson observation sessions by NFER researchers, if required.
March 2024	<ul style="list-style-type: none"> Liaise with NFER test administrator to complete endpoint QRT testing. Complete surveys sent to TA and link teacher. Share pupil attendance record with NFER. Facilitate case study visits by NFER researchers to conduct interviews with TAs and link teachers and focus groups with pupils. Return maths intervention record for all 8 participating pupils to NFER.

Please also note that schools may be contacted during the trial with an invitation to participate in Edge Hill University research after 1CN1 delivery has taken place. The research will relate to the Teaching Assistant role and is not part of the evaluation.

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Appendix 7: Dos and Don'ts Handout



Effectiveness Trial of 1stClass@Number 1

1stClass@Number 1 (1CN1) is a maths intervention delivered by Edge Hill University's Every Child Counts Programme. It targets pupils experiencing moderate difficulties at the level of the Year 1 maths national curriculum. The 10-week intervention will be delivered by trained teaching assistants (TAs) to groups of up to four pupils in Autumn 2023/Spring 2024.

The programme offers 30 half-hour sessions in addition to normal maths lessons to the pupils in the intervention group. Pupils in the control group should not receive the programme during the trial period. Schools can choose to deliver the programme to pupils in the control group after the trial period has ended and all endpoint testing has been completed. To avoid *contamination* between pupils in the intervention and control groups, please take note of these guidelines and follow them to the best of your ability.

- ❖ **Don't** let children switch groups. Especially, don't let control group pupils attend any 1stClass@Number 1 sessions.
- ❖ **Don't** use any of the content, terminology or techniques from 1stClass@Number 1 when talking to other staff who are not delivering the programme, or to control group children.
- ❖ **Don't** leave programme manuals, materials or displays of 1stClass@Number 1 on show to other staff or children outside of the intervention group.
- ❖ **Don't** let pupils or teachers/teaching assistants who are delivering the programme to the intervention group share resources or activities from the programme with pupils in the control group until all pupils in the trial have completed the endpoint testing.
- ❖ **Do** take the children receiving the programme out of normal classes – don't run sessions in the same room as the rest of the Y2 class.
- ❖ **Do** complete the pupil attendance log after every session and share the spreadsheet with NFER via the school portal after all 1CN1 sessions have been delivered.
- ❖ **Do** complete the maths intervention record for intervention and control pupils (to be completed by the key project contact) detailing all maths interventions received by trial pupils and share it with NFER after all 1CN1 sessions have been delivered.
- ❖ **Do** make a note of any potential contamination (E.g. if any control pupils received one or more sessions of 1CN1) and add it to the maths intervention record for intervention and control pupils.

Please email 1CN1trial@nfer.ac.uk if you have any queries.

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