

PATHS TO SUCCESS

www.pathstosuccess.info

3rd May 2012

Dear Colleague,

Thank you once again for agreeing to participate in the PATHS to Success research project. We are writing to inform you about "what happens next". Included in this letter are the key tasks and dates for project participation between now and the end of the summer term. Please read through this in detail and share with colleagues in your school.

What?	When?	Additional information
Memorandum of Agreement (MOA) to be signed and returned	If you have not yet signed and returned your MOA, please do so as soon as possible.	We cannot include schools in the study who have not returned a signed MOA.
Parental information and consent sheets (these need to go to parents/carers of all children in current Years 2, 3 and 4).	We will send 90 paper copies in envelopes per school to arrive by Friday 18th May . If you require additional copies these can be downloaded from the PATHS to Success project website. <u>Please send these to parents parents/carers of all children in current Years 2, 3 and 4 immediately.</u>	We strongly advise that you send this information directly to parents at their home address.
InCAS academic assessment materials and instructions from CEM (The Curriculum, Education & Management Centre).	We have already registered your school's details with CEM. They will send you the InCAS materials and instructions by Friday 18th May . <u>As soon as you have received your InCAS materials you are free to begin administering assessments with pupils in current Years 2, 3 and 4.</u>	If you experience any difficulties in using the InCAS materials there will be a CEM helpline to call. Alternatively you can also contact the PATHS to Success research team.

Usual Practice Survey.	This will go live online on Monday 14th May and needs to be completed by Friday 1st June (we will send instructions and a link to the survey to you separately).	One survey per school. The survey should take no more than 25 minutes to complete.
Passwords and instructions for pupil, parent and teacher surveys.	These will be sent by Friday 8th June so that you can begin completing surveys in the four week window immediately after half term (see below).	
Pupil, parent and teacher surveys.	<u>To be completed for all pupils in current Year 2, 3 and 4</u> in the survey window Monday 11th June to Friday 6th July.	All surveys are online. For parents without internet access we can provide paper copies. Alternatively we can also complete surveys over the telephone.
Random allocation to either a) PATHS group or b) usual practice group by Christie Clinical Trials Unit.	When you have completed 85% of pupil and teacher surveys (see above) we will pass on your school's details to Christie CTU who then randomly allocate you.	The earlier that your school reaches our 85% survey completion threshold, the sooner we will be able to tell you which group you have been allocated to. It is therefore in your school's interest in terms of planning to complete your surveys as soon as possible after half term.
Receipt of PATHS materials (for schools allocated to the PATHS group).	For schools allocated to the PATHS group, we will organise a mutually agreeable time for a member of our research team to drop off the materials before the end of the summer term.	When we drop off the PATHS materials we will also ask you to confirm which of the two available training days (3rd or 4th of September) your Year 3, 4 and 5 teachers will be attending.

If you have any questions please don't hesitate to contact us.

Yours sincerely,



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