

## Parent /Guardian Information Sheet: Whole School SEND Review Process Evaluation

The school your child attends has agreed to take part in a two-year research project funded by The Education Endowment Foundation (EEF) to undertake a review of their Special Educational Needs and Disability (SEND) provision and produce an action plan. The Whole School SEND Review (WSS Review) process is designed to support this and was developed by the Whole School SEND Consortium at the National Association for Special Educational Needs (nasen). Below, we describe why we are doing this research project, and what is involved for you and your child.

### What is the WSS Review process?

The WSS Review process enables School Leaders to improve SEND provision in the school. The process was created in partnership with forty outstanding special and mainstream schools, parents and carers of children with SEND and organisations such as Ofsted.

The WSS Review provides a framework that enables school leaders to evaluate the effectiveness of current SEND provision through a structured self-evaluation and peer review from another school also undergoing a review. The WSS Review helps schools identify areas for improvement within their SEND provision, equips schools to review and create improvement plans for SEND provision and helps embed a focus on SEND into normal school improvement practices. The WSS Review outlines eight areas for review:

- Outcomes for pupils with SEND;
- Leadership of SEND;
- The quality of teaching and learning for pupils with SEND;
- Working with pupils and parents/carers of pupils with SEND;
- Assessment and identification;
- Monitoring, tracking and evaluation;
- The efficient use of resources;
- The quality of SEND provision.

An evaluation of the WSS Review (2016) found that teachers engaged in the process demonstrated a clear understanding of the importance of assessment for learning and targeted teaching for pupils with SEND. Furthermore, some participants improved their attainment scores and there was evidence of accelerated progress for learners with SEND.

### What is involved if my child takes part?

The EEF regularly evaluates its projects through an established evaluation process called a Randomised Controlled Trial (RCT). In an RCT, participation in the intervention (in this case a school doing the WSS Review) is determined by random selection from a group of schools that decide to participate in a study. For this project, that means each school's involvement in the WSS Review process will depend on whether it is randomly assigned to the intervention group (doing the WSS Review) or the control group (not doing the WSS Review). Once the intervention has been completed, outcomes (eg GCSE scores, well-being) for pupils in the intervention group will be compared to those in the control group to find out whether the intervention has made a measurable difference.

Irrespective of whether or not your child's school is assigned to the intervention group or control group, your child will complete the Strengths and Difficulties Questionnaire (SDQ) to measure any impact on student well-being, and this data will be shared with each school. The SDQ consists of 25 statements (eg 'I usually do as I am told') and takes 5-10 minutes to complete. Your child will complete the SDQ in the next few weeks and then in July 2021 if your child is currently in Year 9 or July 2022 if your child is currently in Year 8. Your child will be presented with a short video explaining the purpose of the SDQ and the potential benefits of the project. Your child's teacher will also talk about the project and the importance of the SDQ. Your child will then be able to choose whether or not to complete it.

Also, the school will also provide assessment and behaviour data (for example, SATs scores, SEND status, authorised/unauthorised absences) relating to your child in the next few weeks to FFT Education (FFT), part of the Fischer Family Trust, who are responsible for collecting data from your school on behalf of Manchester Metropolitan University (Manchester Met). FFT will collect similar data (and GCSE scores) in September 2022 if your child is currently in Year 9 or may collect it in September 2023 if your child is currently in Year 8.

If your child attends a school that is allocated to the control group, then the school will carry on as usual and will not undertake the WSS Review process.

If your child attends a school that is allocated to the intervention group, then the school will undertake the WSS Review process. As a result, some changes may be made at your child's school such as re-arranging classes or re-deploying classroom assistants.

10 schools in the intervention group will be recruited as case study schools. If your child is involved in any research conducted in a case study school, you will receive further information.

### **What are the potential benefits for my child?**

All participating schools have the opportunity to be part of a high-quality research project, working with experienced researchers from Manchester Met – the independent evaluators - that will provide insights into whether and how the WSS Review process leads to improvements in attainment and other outcomes for all pupils and SEND pupils in particular.

If your child attends a school that is allocated to the intervention group, it may positively impact on their well-being, behaviour and attainment. Although the WSS Review process is concerned with students who have SEND, it is likely that all students will benefit as initiatives that your school puts in place will be inclusive, targeting all learners in the school.

### **What are the potential risks for my child?**

When your child completes the Strength and Difficulties Questionnaire (SDQ), he/she may be made more aware of their personal well-being issues. Your child will be told to tell his/her teacher if they have any concerns as a result of completing the SDQ and staff will be made aware of the support required for students in these circumstances. We will put clear procedures in place to make sure that this happens and that any students who need support are directed to the right services.

### **Does your child have to take part?**

It is up to you and your child to decide. Please read the information carefully, discuss the project with your child and keep this sheet for future reference. If you are happy for your child to be involved in

the research, you do not have to do anything. If you decide that you do not want your child to be involved in the research, then please sign the attached form and return it to the school. You are free to withdraw your child from this research project at any time.

## Organisations involved

The programme is being run by the Whole School SEND Consortium, which is committed to ensuring that every child with SEND can achieve their potential at school. The Whole School SEND Consortium is hosted by nasen, a charity that supports practitioners by providing relevant information, training and resources to enable staff to meet all pupils' needs.

Manchester Met is independently evaluating this programme. FFT will be collecting data about your child's behaviour and attainment on behalf of Manchester Met. FFT will also arrange for the SDQ questionnaires to be completed. The evaluation is not an assessment of individual pupils or schools but is about understanding how effective the programme is overall.

EEF is funding the delivery of the WSS Review process by nasen and the evaluation by Manchester Met.

## What will happen with the data that is collected?

We will collect information from your school relating to students in Year 9 and Year 8 as of September 2019 including their names and dates of birth (that is information from which they can be identified). We are leaving open the possibility of also collecting data from Year 7s but we will only request this if delays are encountered in getting the scheme up and running across schools.

Manchester Met is registered with the Information Commissioner's Office (ICO), and manages personal data in accordance with the General Data Protection Regulation (GDPR) and Manchester Met's Data Protection Policy.

Data will be transferred and stored securely, and only retained for as long as is necessary. If you withdraw from the study at any time, we will destroy any information about your child that we have already obtained.

It is Manchester Met's policy to only publish anonymised data (with no personal data that can identify an individual). **Manchester Met never sells personal data to third parties.**

Please read the privacy notice which explains in more detail how your students' data will be processed and stored ([https://www.mmuperu.co.uk/assets/uploads/files/Privacy\\_Notece\\_WSS\\_Review\\_Evaluation.pdf](https://www.mmuperu.co.uk/assets/uploads/files/Privacy_Notece_WSS_Review_Evaluation.pdf)).

For further information about use of your child's personal data and your child's data protection rights please see Manchester Met's Data Protection Pages (<https://www2.mmu.ac.uk/data-protection/>).

## What will happen to the results of the study?

The results of the main phase of the research, focusing on students in Year 9 as of September 2019, will be published in a report in January 2023. The results of the additional phase of the research, focusing on students in Year 8 as of September 2019, may be published in a report in January 2024. The evaluation team may publish articles in academic journals once the main reports have been published. All participants and schools will be fully anonymised in any reporting (that is your child will not be identifiable in the project reports or any articles that are published).

## Who has reviewed this research project?

This research project has been reviewed by the funder, the EEF, and has received ethical approval. Detailed design documents will be produced and reviewed by colleagues who understand what should be covered in these documents. This ensures that the design is the best that it can be and that all participants (that is your child) are treated with respect and provided with information so that the ways in which personal data are collected and used are clear to everyone concerned.

## Who do I contact if I have concerns about this study or I wish to complain?

If you have any concerns about the Whole School SEND Review process, please contact the Project Directors Katherine Walsh or Margaret Mulholland at [wssapply@nasen.org.uk](mailto:wssapply@nasen.org.uk) or telephone 020 3925 3581. Nasen are the organisation that is helping schools to go through this process and to reconsider how the school provides for students with SEND.

If you have any concerns about the evaluation please contact Professor Cathy Lewin at [c.lewin@mmu.ac.uk](mailto:c.lewin@mmu.ac.uk), or telephone 0161 247 5191, or in writing to: Faculty of Education, Manchester Metropolitan University, Brooks Building, 53 Bonsall Street, Manchester, M15 6GX.

If you have any concerns regarding the ethical procedures adopted during this research, please contact the Faculty Head of Research Ethics and Governance, Professor Ricardo Nemirovsky at [R.Nemirovsky@mmu.ac.uk](mailto:R.Nemirovsky@mmu.ac.uk), or telephone 0161 247 2023, or in writing to: Faculty of Education, Manchester Metropolitan University, Brooks Building, 53 Bonsall Street, Manchester, M15 6GX.

If you have any concerns regarding the personal data collected from you, the Data Protection Officer at Manchester Met can be contacted at [legal@mmu.ac.uk](mailto:legal@mmu.ac.uk), or telephone 0161 247 3331 or in writing to: Data Protection Officer, Legal Services, All Saints Building, Manchester Metropolitan University, Manchester, M15 6BH. You also have a right to lodge a complaint in respect of the processing of your personal data with the Information Commissioner's Office as the supervisory authority. Please see: <https://ico.org.uk/global/contact-us/>

**THANK YOU FOR GIVING CONSIDERATION TO YOUR CHILD PARTICIPATING IN THIS PROJECT**

**RESEARCH PROJECT WITHDRAWAL SLIP**  
**THE WHOLE SCHOOL SEND REVIEW EVALUATION**

If you are happy for your child's data to contribute to this project, then you do not have to do anything.

Please only complete if you **DO NOT** want your child's data to be used in this research project.

If you **DO NOT** want your child's data to be used for this evaluation, you can withdraw your child by returning this form to the school.

I, the undersigned, hereby **DO NOT** give permission for my child's data to be used for the purposes of the evaluation of the WSS Review process.

Child's full name: \_\_\_\_\_

School: \_\_\_\_\_ Class/form \_\_\_\_\_

Parent/guardian name: \_\_\_\_\_

Parent/guardian signature: \_\_\_\_\_

Date: \_\_\_\_\_