



MEMORANDUM OF UNDERSTANDING (MoU)

Agreement to participate in the THE ONE Project (Orchestrating Numeracy and the Executive)

This form is to be completed by a member of the senior leadership team of the setting. Please read carefully and, if you are happy to take part, please tick the box beside each statement.

☐ I confirm I have read the Memorandum of Understanding for the ONE Project. I agree that the setting will take part in the study and I accept the terms and conditions outlined in this document.

☐ We commit to participating in The ONE study as detailed below.

☐ [Large settings / settings belonging to a company or large group only, where staff move across settings] We commit to dedicating one preschool room alone / one setting alone [delete as appropriate] and its staff and children to the evaluation of The ONE. Note: Staff from more than one class or setting will be able to attend professional development if they wish to / are able to do so.

☐ We confirm that we are not participating in other SPH funded projects.

☐ We are / are not (delete as appropriate) participating on other EEF funded projects.

Name of EEF funded project: _____

SCHOOL INFORMATION

Signature of authorised officer of the Setting: _____ Date: _____

Full name: _____ Position: _____

Contact email: _____

Proposed Maths Project Champion (if different to authorised officer named above):

Name: _____

Job title/role: _____

Expected number of 3-4-year-olds entering Reception in September 2024, for the chosen nursery class in 2023/2024: _____

WE WILL EMAIL YOU A COPY OF ALL THE INFORMATION PROVIDED ON THIS FORM FOR YOUR OWN RECORDS. THANK YOU FOR YOUR SUPPORT OF THE ONE EVALUATION!



MEMORANDUM OF UNDERSTANDING (MoU)

This Memorandum of Understanding (MOU) sets out the roles and responsibilities of settings participating in, and the parties involved in delivering and evaluating, the “Orchestrating Numeracy and the Executive” (The ONE) programme aimed at improving early numeracy via professional development and play-based numeracy and executive functions activities for pre-schoolers in the year before entering Reception.

This document is being sent to your setting because you have indicated interest in participating in the project.

1. The project

The ONE aims to improve early numeracy via professional development and play-based numeracy and executive functions activities for pre-schoolers in the year before entering Reception. The project involves the evaluation of the ONE programme through a randomised controlled trial (RCT), along with an implementation and process evaluation. Settings will be randomly chosen to either receive or not receive the intervention from January to April 2024 (roughly a 50:50 split). Using randomly assigned groups is the best way of evaluating if a programme has an impact on children's outcomes, as the two groups can then be assumed to be the same, therefore any differences in outcomes found can be attributed to the programme. Settings not receiving the programme in January to April 2024, will receive the programme in the academic year 2024/2025 instead, so all settings will receive the intervention.

2. Teams and their roles

The project is a collaboration between the Education Endowment Foundation (EEF), the Stronger Practice Hubs (SPH), The ONE team (comprising the University of Oxford, the University of Sheffield and Ulster University). Together, these parties are referred to as the **“ONE team”** in this MOU. The ONE team, led by the University of Oxford, will be responsible for designing and delivering professional development to educators in settings and supporting them in delivering The ONE to children in the year preceding entry into Reception. Once RAND have completed their report, the University of Oxford will follow children as they enter Reception to collect further data and conduct further analyses to understand whether there are benefits of the programme once children are in primary school. This study will form part of Rosie O'Connor and Bethan Grimes's PhD research on what works to improve early learning outcomes for children and why. If you would like to know more about this research, you can contact Gaia Scerif, their PhD supervisor, directly at: gaia.scerif@psy.ox.ac.uk.

There is an accompanying independent evaluation being managed by RAND Europe (RAND) with the support of Qa Research. Together these parties are referred to as the **“evaluation team”**. RAND Europe will evaluate the programme's impact on pupil outcomes in numeracy and executive functions. They will also explore practitioners' perceived feasibility, acceptability and impact of the programme. They will also assess whether the programme could be implemented at a larger scale.

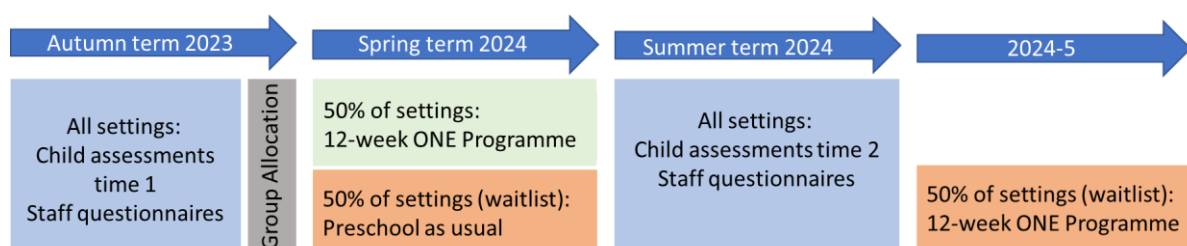
Additional partners include the EEF and the Department of Education's Stronger Practice Hubs (SPH), who are funders of the evaluation, intervention delivery and support recruitment of settings.

3. Project requirements

All participating settings will be required to:

1. Receive the intervention programme if randomly allocated to the intervention arm in January 2024
2. Participate in all evaluation activities (detailed further below) regardless of whether they are assigned to receive the intervention in January 2024 or from September 2024
3. Distribute an information letter and privacy notice to parents

4. Delivering the intervention



The ONE Programme – Key dates and milestones:	
Parent information sheets sent out (September 2023)	<ul style="list-style-type: none"> Information about the trial and opt out forms shared with parents / carers
Pre-Test (Oct – Nov 2023)	<ul style="list-style-type: none"> Children complete short 30 mins assessments with independent assessors, Qa Research Staff complete short questionnaires
Group Allocation (Dec 2023)	<ul style="list-style-type: none"> Schools are assigned to either the treatment or waitlist group
The ONE programme (Jan-May 2024)	<ul style="list-style-type: none"> TREATMENT GROUP ONLY (50% of settings) Activities to be played with children for 12 weeks Professional Development training for preschool staff during first 4 weeks
Preschool as usual (Jan – May 2024)	<ul style="list-style-type: none"> WAITLIST GROUP ONLY (50% of settings) Preschool as usual
Post-Test (May – July 2024)	<ul style="list-style-type: none"> Children complete short 30 mins assessments with independent assessors, Qa Research Staff complete short questionnaires and interviews
The ONE programme (Academic year 2024-5)	<ul style="list-style-type: none"> WAITLIST GROUP ONLY (50% of settings) Activities to be played with children for 12 weeks Professional Development training for preschool staff during first 4 weeks



5. Participating in evaluation activities

As part of the evaluation, setting practitioners will be asked to:

- Complete a short, online survey prior to the intervention
- Provide selected information about participating children (a template will be provided by the evaluation team)
- Facilitate the assessments of children by Qa Research, at the start of the evaluation (September-November 2023) and towards the end of the evaluation (May-July 2024)
- Complete a short online survey towards the end of the evaluation, focusing on practitioners' experiences of the programme and any perceived impacts on children, other practices within the classroom, and the wider setting
- Participate in brief, face to face interviews at the end of the evaluation. Staff will be selected from a small number of settings (c.12 in total) to participate in this stage of the research

Settings will be asked to allow children to complete short assessments in September-November 2023 and May-July 2024. The assessments will be collected by an independent test administrator, Qa Research. In addition, setting practitioners will be asked to complete a short questionnaire in September-November 2023 and one in May-July 2024. The practitioner questionnaires will be collected by RAND Europe.

6. Distributing information letter

All participating settings will be required to distribute an information letter and adjoining privacy notice to parents of children entering reception in September 2024. This letter will provide parents/carers with full details on their rights under data protection laws and contact details. This letter will be provided by the project team and shared with settings shortly.

The letter and privacy notice will inform parents/carers of the nature of the project, the personal data that will be collected about their child and how this data will be processed. It will also give them the opportunity to withdraw the data of their child from the project if they so wish. This step ensures that we all provide due consideration for their privacy and rights in relation to their data.

Settings should allow parents/carers an initial two weeks to respond if they wish to withdraw their child's data from the study. In cases where parents/carers inform the setting that they do not wish to participate in the evaluation, Settings should remove data of these pupils from the data they share with the project team.

Beyond the initial two-week period, parents/carers will be able to withdraw from the project any point during the project by contacting the evaluation team directly at TheONE@randeurope.org, through the duration of the research project, and after 2025 by contacting the delivery team at theone@psy.ox.ac.uk.



7. Funding

In recognition that there are costs associated with undertaking and implementing professional development, additional funding has been made available by the EEF to reimburse nurseries for 50% of their staff's time/cover cost to attend training sessions (at £15 per staff member). In addition, to support engagement with research activities (e.g. organising days researchers can visit to complete child assessments, educators completing surveys or interviews), every setting involved will receive a payment of £300, to thank you for completing the activities. The payment will be provided in two instalments, September 2023, and August/September 2024 after the final set of child assessments and surveys.

8. Data sharing and data protection

For the purposes of conducting the evaluation to assess the impact of The ONE, the teams will have the following roles:

- **RAND** will be **data controllers** of personal data of setting staff and children obtained from settings. RAND will securely delete all personal data within six months of the project finishing.
- **Qa Research** will be **data processors** of personal data of children in order to collect pupil assessments before and after intervention delivery. They will be subcontracted to RAND. Qa assessments will delete all data once data has been transferred to RAND and checked for quality.
- For the purpose of delivering the intervention to all settings, the **University of Oxford** and the **University of Sheffield** will be **data processors** of personal data of setting staff. After publication of the evaluation report of The ONE, The University of Oxford will **become data controller**, in order to collect further data in primary school. The University of Oxford will retain personal data from this project until Spring 2028 to permit further analysis.
- The evaluation data will be submitted by RAND to the EEF's data archive which is managed by the Fischer Family Trust (FFT). At this point, **EEF** will become a data controller and FFT will be a data processor.
- The legal basis for processing data for this project is legitimate interests (RAND Europe, Qa Research) and public task (University of Oxford, University of Sheffield). Data collected from your setting will be treated with the strictest confidence and will be transferred securely and saved in secure locations only accessible by the project team in line with GDPR and the Data Protection Act 2018. We will not use names or the name of your setting in any report arising from this project.



9. Responsibilities

a. The project team as a whole will:

- Produce an information sheet and privacy notice for parents which settings will distribute to parents. This will set out the full details of the project and the anticipated personal data processing.
- Ensure that any parental opt-out forms or data withdrawals (once the programme is live) are attended to as quickly as possible.
- Ensure that practitioner informed consent is secured for information about themselves.

b. The ONE Team will:

- Deliver the ONE programme to settings that have been selected at random to receive the programme as part of the RCT from January until May 2024, and to all other settings from September 2024 to June 2025.
- Act as the main point of contact for settings for anything to do with the intervention delivery.
- Provide an information letter for setting staff regarding the project, explaining what will be required of them, providing information on data security and specifying a main point of contact for any questions.
- Carry out online surveys of setting staff in autumn 2023.

c. The evaluation team will:

- Share a data collection template with settings and assist settings with data collection where necessary.
- Conduct the randomisation of settings to the treatment (receiving The ONE from January – April 2024) and waitlist group (receiving the programme from Sept. 2024-June 2025).
- Act as the main point of contact for settings regarding data collection.
- Keep a log of parents who withdraw from the study (by emailing the project email address), and share this log with the evaluation team.
- Facilitate data sharing with other members of the project team as necessary for the implementation and evaluation of the project.
- Coordinate with settings to help arrange testing in September-November 2023 and May-July 2024.
- Carry out online surveys of setting staff in autumn 2023 and summer 2024.
- Visit a sample of settings and carry out case study interviews with staff.
- Send out a brief questionnaire for settings to complete about each pupil, which will be collected by the independent test administrators so that children can be assessed before and after the intervention.
- Collect and analyse the data from the project and write up the findings.
- Disseminate findings from the study - the final summary report for this project will be shared with all participating schools and will be available online on the EEF's website.



d. The settings will:

- Inform The ONE team if the setting is taking part in another EEF and Strong Practice Hubs funded project.
- Name an 'Early Maths Champion' to serve as the main point of contact for the setting with the project team.
- Send parents of pupils entering reception in September 2024 the parent information letter, privacy notice and intervention opt-out form.
- Provide the evaluation team with the data required to evaluate the project (ensuring accuracy of the data and removal of parents and pupils who have withdrawn).
- Allow time for each assessment phase and liaise with Qa Research to find appropriate dates and times for assessments to take place for both pre-testing in 2023 and post-testing in 2024.
- Ensure that staff are briefed about the programme and their role in it and support them to complete the surveys at the beginning of the project, professional development sessions and delivery of The ONE activities, as well as surveys end of the project.
- Ensure the shared understanding and support of all staff for the project and personnel involved.
- Liaise with the delivery team to plan professional development sessions and planning of The ONE activities in 2023-24 or 2024-2025.
- Ensure that the trained practitioners deliver the ONE activities over 12 weeks in their allocated term (delivery group in 2024, waitlist control group in 2024 / 2025), to complete programme prior to post-trial assessments.
- Allow time for staff to complete the brief online surveys in September-November 2023 and May-July 2024.
- Liaise with the evaluation team and assist in the arrangement of case study and focus group visits, if selected to take part, enabling short face to face interviews with relevant staff and providing a suitable space for a focus group with parents.

e. All parties will:

- Provide such assistance to each other as is reasonably required to enable all parties to comply with requests from parents and pupils who are involved in the project to exercise their rights under data protection legislation.
- Comply with EU data protection laws including the General Data Protection Regulation and the data protection laws of the UK including the Data Protection Act 2018.
- Use all reasonable endeavours to work together collaboratively and productively, in particular in relation to meeting key dates and timeframes set out in the School Information sheet.