



Department
for Education

Department for Education, Piccadilly
Gate, Store Street, Manchester,
M1 2WD

Cooper-Gibson Ltd., First Floor, 81-85 High Street,
Brentwood, Essex, CM14 4RR

05/09/2019

Dear [REDACTED]

**RESEARCH PROJECT: CURRICULUM PROGRAMME PILOTS RESEARCH PROJECT
PROJECT REFERENCE: DFERPPU/ 2018/062**

Please find attached a Variation of Agreement for this Research Contract.

I would be grateful if you could sign this for and on behalf of your organisation and return it to me by **06/09/2019** at the address below:

FAO [REDACTED] Department for Education, Piccadilly Gate, Store Street, Manchester, M1 2WD

A copy of the Variation will be returned to your organisation once it has been signed for and on behalf of the Department.

Yours sincerely

[REDACTED]

VARIATION TO THE CONTRACT WITH: CooperGibson Research

CONTRACT NUMBER: DFERPPU/ 2018/062

CONTRACT DATE: 31 January 2019

VARIATION NUMBER: 1

REASON

This contract variation is required as the pilot programme that is being researched under the current contract is being extended by the Department. The Department needs to extend the research concurrently to ensure that the longer term outcomes of the pilot are captured to inform the future development of complete curriculum programmes.

SCHEDULE ONE

Page 10

Work package 1: Design and preparation

Research tool design

To add:

For the research tools used for the pilot extension, a review will take place of the stage 2 survey and topic guides to establish if any amendments are required, taking into account the different delivery times and experiences of extended/new schools. Changes will be kept to a minimum (especially in the survey) to allow extended school data to be merged with current data.

Page 11

Work package 2: Online Survey

To replace:

The contractor shall conduct an online survey using a two-stage process to collate evidence of change in perception and in pupil outcomes and teacher workload. Due to the staggered start of lead schools within the pilot, each survey will be split across two time periods:

- A baseline survey (March & May 2019) – will focus on early implementation of the curriculum programme, gathering the current status on workload and outcomes.
- A follow-up survey (June & September 2019) – capturing progress in implementation, fidelity of usage, perceptions of effects on workload, pupil progress and engagement.

Sampling frame: The contractor will send the baseline and follow-up survey to all lead and partner schools. The contractor will aim for a 60% response rate to the surveys at both round 1 and 2.

With:

The contractor shall conduct an online survey using a three-stage process to collate evidence of change in perception and in pupil outcomes and teacher workload. Due to the staggered start of lead schools within the pilot, each survey will be split across two time periods:

- A baseline survey (March & May 2019) – will focus on early implementation of the curriculum programme, gathering the current status on workload and outcomes.
- A follow-up survey (June & November 2019) – capturing progress in implementation, fidelity of usage, perceptions of effects on workload, pupil progress and engagement.
- A final survey will be sent out to all lead and partner schools participating in the pilot extension. The survey will focus primarily on exploring the outcomes and impact of the programmes. This will take place towards the end of their delivery phase (April/May and June/July 2020). New schools joining the pilot from September 2019 will not be included in the survey.

Sampling frame: The contractor will send the baseline and follow-up survey to all lead and partner schools. The contractor will aim for a 60% response rate to the surveys at both round 1, 2 and 3.

Pages 12 & 13

Work package 3 - In-depth semi-structured interviews

To replace:

Work package 3 - In-depth semi-structured interviews

The contractor will conduct two stages of telephone interviews with lead schools and partners schools. Due to the staggered start of lead schools within the pilot, each round will be split across two time periods. The first round of these will be conducted in March/April 2019 and April/May 2019. The second round will be conducted in June/July 2019 and October/November 2019. The contractor will endeavour to arrange the depth interviews at the most convenient times for participants which could be during the day, evening or weekend.

Sample frame: Ten lead schools will be selected for involvement in the telephone interviews (using the sample framework below). The schools to be included will be agreed between the contractor and the Department and will include schools covering a range of different curriculum programmes.

The sample will be weighted towards round 2 of the research. This will allow a greater amount of evidence to be collected further into the implementation stage, which should yield more in-depth information on implementation, fidelity and the potential impact of the curriculum programme pilot.

Table 2 below provides the split of interviews across the two rounds of the research. The contractor shall conduct approximately 120 interviews across both rounds of the research.

Table 2 – Interview breakdown

	Round 1 (Feb/March 19 & April/May 2019)	Round 2 (June/July 19 & October/November 2019)
Lead schools (interviews with 2 staff - project lead, other teachers involved)	4	6
Partner schools (interviews with 2-3 staff e.g. class teachers, subject/department lead).	20	30
Total schools	24	36
Approximate number of interviews (based on 2 per school)	48	72

Design: The contractor will design the interviews to be semi-structured qualitative discussions that can be tailored to the specific context of each school setting. The contractor will produce separate topic guides for lead schools and partner schools, senior leaders and teachers/middle leaders, reflecting their different roles within the pilot. The length of the interviews will vary by type of role:

- For those leading the pilots, the interview will last 45-60 minutes
- For teachers no longer than 45 minutes to minimise burden and time out of normal working activity.

With:

Work package 3 - In-depth semi-structured interviews

The contractor will conduct three stages of telephone interviews with lead schools and partners schools. Due to the staggered start of lead schools within the pilot, each round will be split across two time periods. The first round of these will be conducted in March/April 2019 and April/May 2019. The second round will be conducted in June/July 2019 and October/November 2019. The third round will be conducted in April/May 2020 and June/July 2020. The contractor will endeavour to arrange the depth interviews at the most convenient times for participants which could be during the day, evening or weekend.

Sample frame: Lead schools will be selected for involvement in the telephone interviews (using the sample framework below). The schools to be included will be agreed between the contractor and the Department and will include schools covering a range of different curriculum programmes.

The sample will be weighted towards round 2 and 3 of the research. This will allow a greater amount of evidence to be collected further into the implementation stage, which should yield more in-depth information on implementation, fidelity and the potential impact of the curriculum programme

pilot.

For the research focusing on the pilot extension, extending schools will be interviewed to gather information about outcomes and impact. In addition, the participating schools new to the pilot in September will be included in order to explore whether and how lead schools have adapted how they approach implementation; and what effects this has had on the experiences of new schools.

Tables 2 and 3 below provides the split of interviews across the three rounds of the research. The contractor shall conduct approximately 164 interviews in total across all rounds of the research.

Table 2 – Interview breakdown for original pilot schools

	Round 1 - Baseline (Feb/March 19 & April/May 2019)	Round 2 – Follow-up (June/July 19 & Oct/Nov 2019)
Lead schools (interviews with 2 staff - project lead, other teachers involved)	4	6
Partner schools (interviews with 2-3 staff e.g. class teachers, subject/department lead).	20	30
Total schools	24	36
Approximate number of interviews (based on 2 per school)	48	72

Table 3 – Interviews with schools participating in the pilot extension

	Round 3	
	(Jan starts – April/May 2020)	(Apr/Sept starts – June/July 2020)
Lead schools (interviews with 1 staff - project lead)	2	2
Partner schools (interviews with 2 staff e.g. class teachers, subject/department lead).	10	10
Total schools	12	12
Approximate number of interviews (based on 2 per participant school)	22	22

Design: The contractor will design the interviews to be semi-structured qualitative discussions that can be tailored to the specific context of each school setting. The contractor will produce separate topic guides for lead schools and partner schools, senior leaders and teachers/middle leaders, reflecting their different roles within the pilot. The length of the interviews will vary by type of role:

- For those leading the pilots, the interview will last 45-60 minutes.
- For teachers no longer than 45 minutes to minimise burden and time out of normal working activity.

For the schools participating in the pilot extension, the length of the interviews will vary by type of role and whether the schools were involved in baseline/follow-up research or are new to the project. For existing schools, we would expect to minimise burden by reducing their interviews to 30 minutes. New schools may interview for 45-60 minutes (leads), and 45 minutes (teachers).

Page 14

Work package 5: Analysis

To add:

Delivery timeframes for schools participating in the pilot extension data will be similar (three of four terms) so data collected for these schools will be combined for overall analysis, with any differences between schools who have been piloting over different timeframes drawn out where relevant and feasible.

Page 15

Work package 6: Reporting

To replace:

Interim: The contractor will produce interim findings that include emerging findings from the baseline survey fieldwork and some of the first round telephone interviews with schools. A second interim reporting point will be used to present findings that include the schools starting the pilot at the later point in April. Outputs will include a face-to-face presentation at the Department and two interim findings reports.

Final: The contractor will produce a final report including findings from all stages of the project. Outputs will include a face-to-face presentation at the Department, a PowerPoint presentation pack and a findings report.

For both stages of reporting the contractor shall undertake changes to the text of the report suggested by the Department unless these are factually incorrect.

With:

Interim: The contractor will produce interim findings that include emerging findings from the baseline survey fieldwork and some of the first round telephone interviews with schools. A second interim reporting point will be used to present findings that include the schools starting the pilot at the later point in April. Outputs will include a face-to-face presentation at the Department and two interim findings reports.

Final: A full, publishable evaluation report will be produced, which provides an analysis of baseline and follow-up data (surveys, interviews and focus groups) of the original schools involved in the pilot. This will provide the data on implementation and (shorter-term) outcomes. A draft report will be produced for mid-February 2020 for the Department to review. It will refer to a later report that is

expected to be published later in 2020.

Following completion of the pilot extension, a shorter publishable report (word document) will be produced, which focuses on the extension activity – including new schools starting from September 2020 onwards and those schools extending and piloting for 3 or 4 terms. Analysis will differentiate the new schools (which will have been running for 2 terms) where necessary. This report will focus on longer term outcomes and will also include evidence of how new schools have worked with the programmes and any changes due to the lead schools having had more experience of delivery. A draft report will be produced for the end of September 2020.

For all stages of reporting the contractor shall undertake changes to the text of the report suggested by the Department unless these are factually incorrect.

Pages 15 and 16

SCHEDULE OF WORK

To add:

The additional and revised timings for the research on extension of the pilot programme are detailed below. Analysis and reporting dates specified here, including the final reporting date now supercede the dates previously cited in the original schedule of work.

Date	Task	Evaluation round	Sample / Notes
January 2020	Analysis of stage 2 data (follow-up)		Additional analysis/report to account for change in timescales
15th February 2020	Full evaluation report		Publishable word document
Early March 2020	Adapt surveys, topic guides, comms (extending and new schools)	Extension	
End March 2020	Finalise design of surveys, topic guides, comms and all contact details required (extending and new schools)	Extension	
April/May 2020	Run extension survey (Jan starts extending and new schools)	Extension	(Send to 5 lead schools; 34 existing participating schools)
April/May 2020	Complete extension interviews (Jan starts extending and new schools)	Extension	22 (2 lead schools; 10 participating schools - existing extending schools and new schools)
June/July	Run extension survey (April starts, existing	Extension	Send to 3 lead schools; 22 existing

2020	schools extending until July 20)		participating schools
June/July 2020	Complete extension interviews (existing schools extending until July 20)	Extension	22 (2 lead schools; 10 participating schools - existing extending schools and new schools)
End September 2020	Draft final extension report	All	Publishable word document
Mid October 2020	Dept feedback	All	
Mid-end November 2020	Final presentation and report	All	

SCHEDULE TWO

Page 20

To replace:





Project Milestone	Payment Date	Payment Amount
Survey design and topic guides agreed	28th February 2019	
Interim report 1 submitted	30th April 2019	
TOTAL FY1		£35,195.00
Interim report 2 submitted	31st July 2019	
Second stage survey and interviews completed	15th November 2019	
Final report submitted	31 st January 2020	
Total FY2		£58,010.00
GRAND TOTAL		£93,205.00

Expenditure for the financial year 2018-2019 shall not exceed **£35195** exclusive of VAT.
Expenditure for the financial year 2019-2020 shall not exceed **£58010** exclusive of VAT.

Total Project expenditure shall not exceed **£93205** exclusive of VAT.

With:

Project Milestone	Payment Date	Payment Amount
Survey design and topic guides agreed	28th February 2019	
Interim report 1 submitted	30th April 2019	
TOTAL FY1		£35,195
Interim report 2 submitted	31st July 2019	

Second stage survey and interviews completed	20th December 2019	
Full evaluation report	15 th February 2020	
TOTAL FY2		£58,010
Extension survey and interviews completed	31st July 2020	
Final extension report submitted	30th November 2020	
TOTAL FY3		£45,900
GRAND TOTAL		£139,105

Expenditure for the financial year 2018-2019 shall not exceed **£35195** exclusive of VAT.
Expenditure for the financial year 2019-2020 shall not exceed **£58010** exclusive of VAT.
Expenditure for the financial year 2020-21 shall not exceed **£45900** exclusive of VAT.

Total Project expenditure shall not exceed **£139105** exclusive of VAT.

We agree that all other terms and conditions of the Contract remain unaltered and that no other liabilities, financial or otherwise, shall accrue to the Department because of the above amendment. We confirm acceptance of the Variation of the terms specified above.

As witness the hands of the parties

**Authorised to sign for and on behalf of
the Secretary of State for Education**

Signature

Date 5th September 2019

Name in Capitals



Position and Address

Assistant Director
Curriculum Policy Division
Level 2, Sanctuary Buildings
20 Great Smith Street
London SW1P 3BT

**Authorised to sign for and on behalf of
the Contractor**

Signature

Date 5th September 2019

Name in Capitals



Position and Address

DIRECTOR
Cooper-Gibson Ltd, First Floor, 81-85
High Street, Brentwood, Essex, CM14
4RR

