

To be sent out in an email



Department
for Education

Department for Education
Sanctuary Buildings
London, SW1P 3BT
02073408079

Anna Freud Centre
12 Maresfield Gardens
London, NW3 5SU

6th March 2019

Dear [REDACTED]

**RESEARCH PROJECT: CHILDREN AND YOUNG PEOPLE'S MENTAL HEALTH
RESEARCH AND EVALUATION PROGRAMME
PROJECT REFERENCE: EOR/SBU/2017/015**

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

I would be grateful if you could print off two copies and sign and date both copies for and on behalf of your organisation and return them to me by **31st March 2019** at the address below:

[REDACTED]

One 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]

[REDACTED]

VARIATION TO THE CONTRACT WITH: The Anna Freud Centre

CONTRACT NUMBER: EOR/SBU/2017/015

CONTRACT DATE: 19th September 2017

VARIATION NUMBER: 3

REASON

- **To update the value of the contract to include an additional [REDACTED] for a second stage of school recruitment and intervention delivery, including activities to maximise recruitment of schools and minimise the risk of attrition (detailed in Schedule 1). This additional payment has been agreed by the Research Board, policy budget holders, and had Ministerial sign-off.**
- **To extend the contract end date to from August 2020 to August 2021 to incorporate this second stage of recruitment and intervention delivery.**
- **To add to the payment schedule of the contract for this extension (Schedule Two).**

SCHEDULE ONE

In addition to the activities detailed in Schedule 1 of the contract dated 19th September 2017, the contractors will undertake a second stage of schools recruitment for both Trial 1 and Trial 2. To minimise the risk of both underrecruitment and attrition of schools, the contractor shall endeavour to complete the below activities as part of the second stage of recruitment.

1. Obtaining Expressions of Interest (Eols) from schools

- Endeavour to overrecruit schools for both trials at the Eol stage, as agreed with DfE, to maximise the number of schools retained for intervention delivery.
- Use of multiple advertising routes to maximise school numbers at the Eol stage, including:
 - Recruitment tweets via, for example, the Anna Freud National Centre for Children and Families, UCL, DfE, and personal tweets.
 - Use of Facebook advertisements and messages.
 - Where possible, place advertisements (e.g. in TES as per the first stage of recruitment).
- Use of multiple routes for school-based recruitment, including:
 - National Institute of Health Research (NIHR) to support on school-based recruitment.
 - Draw on schools in the Schools in Mind network, with eligible schools being emailed about the trial.
 - Use the schools database purchased as part of the first stage of recruitment to contact further eligible schools within each hub from this database.
 - Recontact schools who expressed interest in taking part during the first stage to follow up for participation in the second stage.
 - Use personalised networks the Anna Freud team have through their previous work with schools.
- Prioritise administrative and liaison roles to engage with schools through the Eol stage.
- Reporting back to DfE on Eol progress at biweekly meetings, to recognise the risk of not meeting the Eol recruitment target early and draw in additional capacity to recruiting schools if needed.

2. Completing Memorandums of Understanding (MOUs) and Data Sharing Agreements (DSAs)

- Endeavour for schools to sign MOUs and DSAs at the same time, to minimise drop-out between the MOU and DSA stage.
- Ensure there is space in the recruitment timeline to approach additional schools if schools drop out at the MOU/DSA stage.
- Work through MOU and DSA signing closely with schools to understand early if there is a risk that a school may drop out (for example, if the school cannot commit to randomisation, may have timetabling difficulties, or does not want to deliver one of the interventions).
- This will capitalise on the learning from the first stage of recruitment to address these issues with schools where possible, to minimise attrition both after the EoI and after the MOU/DSA stage.
- Report back to DfE on school numbers at biweekly meetings, to identify early if there is a risk of underrecruiting at the MOU/DSA stage and put mitigation in place if possible.

3. Completing baseline data collection and pre-randomisation

- Prioritise engaging closely with schools, to keep them engaged and prepared for baseline data collection and to participate in the trial.
- This will involve field workers (PhD students, research officer, trials manager) being in regular contact with schools to ensure survey sessions are scheduled.
- Recognise risks of attrition learnt in the first stage of recruitment, and work closely with schools to address these where possible. For example, this could involve: understanding if there are capacity issues, class changes meaning the baseline survey cannot be arranged, or concerns about the content of the baseline data collection.
- Continue sending newsletters to schools to keep them engaged in the trial.
- Use proactive communications to raise the profile of the trials, to help schools' commitment to the EfW programme.

4. Post-randomisation

- Continue engaging with schools as outlined above.
- Be aware of risks to attrition learnt during the first stage, including mid year structural changes and being unable/unwilling to timetable YAM. These may not be realistically possible to address in all cases, but the Anna Freud team should endeavour to work closely with schools to retain them where possible.

5. During intervention delivery

- Delivery with agreed YAM safeguarding procedures in place.
- Reporting to DfE at brief weekly keeping-in-touch meetings about how delivery is progressing, and to monitor the delivery of the YAM trial in AWARE with the agreed safeguarding provisions in practice.

SCHEDULE TWO

The payment schedule of the contract will be updated as follows for the second stage of school recruitment.

Project Milestone	Payment Amount	Payment Date
<i>Initial payment*</i>	██████████	30-Oct-17
<i>Intervention materials signed off for piloting</i>	██████████	05-Dec-17

Mainstage trial schools recruitment complete	██████████	30-Apr-18
Trial 1: baseline data collection complete	██████████	02-Aug-18
Trial 2: baseline data collection complete	██████████	31-Oct-18
Additional YAM training	██████████	7-Dec-18
Trial 1: initial follow-up data collection complete	██████████	28-Feb-19
Stage 1: first follow up data collection complete	██████████	31-Jul-19
Stage 2 baseline - interim	██████████	31-Sep-19
Stage 2 baseline complete	██████████	30-Nov-19
Stage 2 delivery and stage 1 second follow up complete	██████████	31-Mar-20
Stage 2 first follow up - Interim payment	██████████	31-May-20
Stage 2 first follow up complete	██████████	31-Aug-20
Stage 2 second follow up	██████████	31-Mar-21
Draft reports submitted	██████████	30-May-21
Final reports submitted	██████████	30-Aug-21
	£2,563,592	

Expenditure for the financial year 2018-2019 shall not exceed ██████████ exclusive of VAT.

Expenditure for the financial year 2019-2020 shall not exceed ██████████ exclusive of VAT.

Expenditure for the financial year 2020-2021 shall not exceed ██████████ exclusive of VAT.

Expenditure for the financial year 2021-2022 shall not exceed ██████████ exclusive of VAT.

Total Project expenditure shall not exceed **£2,563,592** 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



18/3/19

Name in Capitals



Position and Address

Deputy Director - Life Skills
DFE
Sanctuary Buildings
London
SW1P 3BT

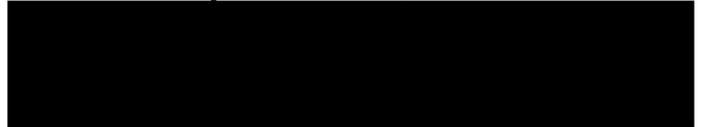
Authorised to sign for and on behalf of
the Contractor



Date

6.3.19

Name in Capitals ROS BIDMEAD



Position and Address

Chief Operating Officer
Anna Freud Centre
12 Maresfield Gdns
London
NW3 5SU

