Memorandum of Understanding

National Tutoring Programme –
Tuition Partners

This Memorandum of Understanding (MoU) outlines our expectations of your school's participation in the National Tutoring Programme – Tuition Partners (the TP Programme) and its evaluation. It should be agreed by the Headteacher in consultation with the member of staff nominated to be the contact person for the TP Programme (TP School Lead).

If your school would like to participate in the TP programme, please:
- Read the information below
- Complete all fields in the Memorandum of Understanding section of the online order form
- Confirm that your Headteacher agrees to your school's participation in the TP Programme
- Keep a copy of this form for your reference.

Your Tuition Partner, Pearson, will be responsible for the delivery of the tutoring sessions. The Evaluator (consisting of the National Foundation for Educational Research, Kantar and the University of Westminster) will independently evaluate the TP Programme.
If you have any questions please contact:
- Your Tuition Partner for queries relating to the delivery on: ntpmanager@pearson.com
- The Evaluator for any queries relating to the evaluation on: TuitionPartners@nfer.ac.uk

You can also find out more at https://nationaltutoring.org.uk/ntp-tuition-partners/for-schools

Overall expectations of your Tuition Partner, your school and the Evaluator:

Your Tuition Partner will:

- Provide a key project contact who will be available to support your school.
- Work collaboratively with your TP School Lead to schedule the timetable for the tutoring sessions.
- Inform your TP School Lead of the pupil/tutor allocation and provide regular updates on the timetable for tutoring sessions.
- Provide secure means and templates for your school to provide all required data, including a list of participating pupil data.
- Allocate tutors to tutees, schedule and deliver the tutoring sessions.
- Share any required data for the evaluation via a secure portal with the Evaluator
- Provide regular feedback to your school/teachers/pupils.

Your school will:

Facilitate the delivery of tuition sessions by:

- Allocating a TP School Lead whose responsibility will be to act as a a point of contact for the entire duration of the TP programme with:
  - The Tuition Partner.
  - Participating pupils and their parents/carers.
  - The Evaluator.
- Selecting pupils for tuition, following guidance provided by EEF and the Tuition Partner.
- Identifying the subject(s) pupils will need tutoring sessions for and work collaboratively with your Tuition Partner to schedule a timetable.
- Providing IT equipment and space within the school for pupils, to enable tuition delivery.

Facilitate the evaluation of the TP programme by:

- Collecting requests from parents/pupils to withdraw pupils from data processing and informing your Tuition Partner of these requests.
- Providing the Tuition Partner with pupil background data before tuition starts.
- Providing tutoring attendance data at the end of each term during the intervention period as requested.
- Understanding that the Evaluator may continue to access NPD data for your school's pupils if your school withdraws from the tuition programme, unless you inform the Evaluator otherwise
- Making reasonable efforts to share existing pupil attainment data held by the school or a test provider, or to administer new tests, where appropriate, as per section 5 of the Evaluation Information Sheet – **this is only required where schools wish to do this**.
- Making reasonable efforts to administer surveys and facilitate interviews (if required), as per section 5 of the Evaluation Information Sheet – **this is only required where schools wish to do this**.

The Evaluator will:

- Provide a key project contact who will be available to answer any questions on the evaluation, from either your school or your Tuition Partner.
- Liaise with your TP School Lead and Tuition Partner contact to collect any data required for the analysis of the impact of the programme.
- Comply with current legislation in relation to data processing and storage.
- Provide information sheets, privacy notices and other documents making participants aware of their rights.
- Ensure the evaluation has appropriate ethical approval.
- Conduct online surveys with your school staff.
- Conduct interviews with a sample of participating schools.
- Administer financial incentives to schools, where appropriate.
- Analyse all data from the project using secure systems.
- Write reports and disseminate research findings.

Use of data

All data gathered during the evaluation will be held in accordance with the legal framework established by the Data Protection Act 2018 and General Data Protection Regulation (GDPR) 2016/679, and will be treated in the strictest confidence by the Tuition Partner and the Evaluator. The EEF, Department for Education, the Evaluator and TP, as joint data controllers, have identified the legal basis for processing the general data (legitimate interests). The legitimate interest for processing personal data is to deliver the tutoring and to administer the research by the Evaluator. Further information is available in our privacy notices (details below).

All personal data will be shared via an online secure data portal or via secure courier. Personal data gathered during this programme and evaluation will only be used for the purposes of evaluating the National Tutoring Programme and conducting other research related to the impact of COVID-19 and school closures on pupils attainment and other outcomes. The evaluation report will be published on the EEF and NFER websites. The findings may also be disseminated at educational research conferences and in academic or professional journals. No individual school, teacher or pupil will be named in any report arising from this work.

For the purpose of research, pupils' UPNs will be shared with the DfE using a secure email system, and the data will then be encrypted and saved to secure servers. DfE will match this data with information about the pupils from the National Pupil Database (NPD), and transfer the matched de-identified dataset to the Secure Research Service (SRS) for analysis. After three months from the completion of the study, all of the pseudonymised[1] matched data will be added to the EEF archive. The EEF archive is hosted by the Office of National Statistics (ONS) and managed by the EEF archive manager. This data is archived to allow for further research. Other research teams may use the de-identified data as part of subsequent research through the ONS Approved Researcher Scheme. They may relink this data to the NPD or other datasets after archiving.

A privacy notice for school staff is attached to the Pearson Tutoring Programme online order form.

Further information and privacy notices (for parents, KS4 pupils and tutors) will also be provided.

All data shared on the Tuition Partner's platform will be subject to the privacy policy available at:
https://www.pearson.com/uk/educators/schools/pearson-tutoring-programme/ntp-and-privacy.html

What's next

Once your Tuition Partner has received your MoU, they will:

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[1] Pseudonymisation is a technique that replaces or removes information (like names or other meaningful identifiers) in a data set that identifies an individual. In this example names and dates of birth are replaced with a reference number.

- Outline the next steps for both delivery and evaluation.
- Share the details above with the Evaluator.

The Evaluator will contact you to request further pupil and attainment data, as per section 4 of the Evaluation Information Sheet.