

## SEED Supplementary Materials: Invitations and participant information sheets

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Name,  
Company/Institution,  
Street,  
Town,  
County,  
Postcode

date

Dear \_\_\_\_\_

### Social and Emotional Education and Development (SEED) project

We have been given permission by \_\_\_\_\_ at \_\_\_\_\_ Education Department to approach you about this research and invite you to participate. We are excited to have received funding from the National Institute for Health Research (NIHR) to conduct a five year trial of a new primary school programme intended to improve young people's social and emotional development called SEED (Social and Emotional Education and Development). The programme itself is described in the enclosed document and aims to offer schools a useful tool in developing their annual School Improvement Plan, and in contributing to achieving the goals of *Curriculum for Excellence*.

In order to evaluate the effectiveness of the SEED programme we intend to compare schools that receive the programme with those that do not. Once we have recruited a number of schools that would like to participate in the trial, half of these will be selected at random to receive the programme and half will not but will remain part of the trial.

We have many years' experience conducting research in schools, and are aware of the many demands made on them. We would therefore make every effort to avoid unnecessary disruption. As described in more detail in the enclosed document (SEED Schools Participant Information Sheet v 231012), the trial will involve the collection of data from pupils, staff and parents in the current school year. In the schools that receive the SEED programme this information will inform the needs analysis of the school and in the following year we would work with the school to select and implement actions to address these needs. In all schools involved in the trial we would have three annual follow-ups where we would collect similar data to the first year to determine if there has been a significant change to the social and emotional wellbeing of pupils.

Given that involvement in the research will inevitably require some staff time, we can offer your school £1,000 by way of showing our appreciation, half payable at the start of the trial and half at the end of the project. Please note that this will be paid for your school's participation in the trial regardless of whether your school is randomly selected to receive the SEED programme or not.

We very much hope that you will consider this request and if you would like your school to participate please contact us on the number or email address below. We would be very happy to discuss any aspect of the research with you without obligation. If we don't hear from you in the next week we hope you don't mind if we contact you by email or phone.

Yours sincerely,

Dr Marion Henderson  
Chief Investigator for SEED

Sarah Tweedie  
Investigator Scientist  
for SEED

Susie Smillie  
Research Assistant  
for SEED

Children, Young People, Families and Health Team  
MRC Social and Public Health Sciences Unit,  
4 Lilybank Gardens,  
Glasgow G12 8RZ

telephone: 0141 357 3949 (switchboard)

e-mail: [SEED@sphsu.mrc.ac.uk](mailto:SEED@sphsu.mrc.ac.uk)



MRC/CSO Social and Public Health Sciences Unit, 4 Lilybank Gardens, Glasgow, G12 8RZ  
Tel: 0141 357 3949 Fax: 0141 337 2389 [www.sphsu.mrc.ac.uk](http://www.sphsu.mrc.ac.uk)

A Research Unit supported by the Medical Research Council and the Chief Scientist Office  
of the Scottish Government Health Directorates, at the University of Glasgow

## Trialling *Social and Emotional Education* *and Development (SEED)*



### What is the study about?

In response to an invitation from The National Institute for Health Research (NIHR), we have designed a programme to promote emotional and social wellbeing in Scottish primary school children, called Social and Emotional Education and Development (SEED). We have been awarded funding to conduct a large scale evaluation of this programme. This study will be the first rigorous evaluation of primary school interventions to promote social and emotional wellbeing in the UK. SEED will have three main components:

1. A pupils' needs assessment using questionnaires including the Strengths and Difficulties Questionnaire (SDQ), plus a school's assessment of organisational needs.
2. Educational psychologists' feedback of results to staff and pupils, aggregated at the school level (i.e. not individual students' SDQ scores), to help teachers to select initiatives to address pupil and school needs and to develop commitment to change.
3. The implementation of these initiatives.

### What will participation involve?

A crucial part of this research is that it will test whether the SEED programme improves social and emotional wellbeing compared to those schools that don't have SEED. To do this, we need to conduct a "randomised controlled trial". This means that half of the schools that agree to participate will receive the SEED programme (these are called "intervention" schools) and half will be "control" schools that carry on as normal. If your school agrees to participate you have a 50% chance of being asked to be an intervention school and a 50% chance of being a control school. Although Control schools will not receive the SEED programme in 2013, they will receive delayed feedback tailored to their school at the end of the trial. Here is what you would be asked to do if you were either an intervention or a control school:

#### **Both Intervention and Control schools:**

Jan-Feb 2013	Initial "baseline" administering of questionnaires to assess social and emotional wellbeing needs in the school: <ul style="list-style-type: none"> <li>• Teacher completed questionnaires for P1 and P5 pupils (Strengths and Difficulties Questionnaire)</li> <li>• Self completed questionnaires for P5 pupils. This includes the Strengths and Difficulties Questionnaire and other questions on areas such as confidence, attention, behaviour and relationships with other children and adults. The survey also includes some questions about how they feel about school and what they do in their spare time.</li> <li>• Staff questionnaires for all school staff (teaching and support staff)</li> <li>• Parents of P1 and P5 pupils</li> </ul> <p>Researchers from the study team will be on hand to facilitate administering these questionnaires.</p>
Jan-Feb 2015	First follow-up data collection: repeat of the initial questionnaires with the same groups of children who were included in the first year (now in P3 and P7), their parents and all staff.
Jan-Feb 2016	Second follow-up: questionnaires for children who will now be in P4 (we will also be surveying the older group who will now be at secondary school), their parents, and all school staff.
Jan-Feb 2017	Third and final follow-up: questionnaires for children who will now be in P5, their parents and all school staff.



#### **Control schools:**

Control schools will take part in baseline and follow up data collection but will not receive the SEED programme therefore will continue as normal throughout the research period. Of course, it's fine if control schools want to do their own development in the field of social and emotional wellbeing: participation in the trial won't restrict in any way what your school does within the life of the trial.

Control schools will not receive feedback on the results of their questionnaires in 2013 (as this forms a core part of the SEED programme) but will receive this feedback when the trial is complete, in 2017.

#### **Intervention schools:**

In addition to the data collection, intervention schools will be given the SEED programme. This entails:

1. Feedback of baseline findings and needs analysis, involving staff, pupils, project staff & educational psychologists. This will be arranged to fit in with your timetables but is intended to involve open reflection with all staff and to help support your School Improvement Planning process
2. Identification and selection of activities and initiatives to fit pupil and school needs
3. Implementation and maintenance of school initiatives

In addition to the above, we will also be inviting a small number of schools to act as "case study" schools. In these schools we will conduct interviews at each data collection time period with a small selection of staff (for example, one member of the Senior Management Team and two class teachers), and focus group interviews with a group of pupils. With your permission, we would like to audio record the interviews but only the research team will hear the recordings.

#### **Who are we?**

This study is being undertaken by a team of experienced researchers led by Dr Marion Henderson at the Medical Research Council's Social and Public Health Sciences Unit (MRC SPHSU). SEED researchers Sarah Tweedie and Susie Smillie are responsible for the day to day management of the project. The study is funded by the National Institute for Health Research (NIHR) and involves an international team of co-applicant. The MRC SPHSU is a recognised centre of health-related social science research. It has multi-disciplinary research staff with considerable expertise in health related research. The Unit has played a leading role in the study of young people's health and lifestyle for many years.

#### **What will happen to the data that we collect?**

All data will be treated with the strictest confidence and in accordance with legal requirements for data storage. Questionnaire data will be anonymised and neither the name of your school nor individual participants will ever be used in reports, presentations or academic publications. After the project is complete, your data will be securely archived and will be destroyed after ten years.

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

The research will be written up into a report which will be published by the MRC SPHSU. Edited versions of this may also be made available through paper and website reports, presentations and journal publications.

#### **What to do if you are interested in participating?**

Please contact a member of the research team on the number or email address provided below.

#### **Who to contact for more information:**

If you have any questions, please feel free to contact a member of the research team:

<b>Dr Marion Henderson,</b> Chief Investigator SEED	Children, Young People, Families & Health Team MRC Social & Public Health Sciences Unit
<b>Sarah Tweedie,</b> Investigator Scientist for SEED	Tel: 0141 357 3949
<b>Susie Smillie,</b> Research Assistant for SEED	Email: SEED@sphsu.mrc.ac.uk





[DATE]

Dear Parent or Guardian

**Social and Emotional Education and Development (SEED) Study**

Social and emotional wellbeing helps children in many ways, in particular to form and maintain friendships, deal with their emotions, cope with challenges and behave better. [School Name] is taking part in a research project to establish whether the Social and Emotional Education and Development (SEED) programme improves children's wellbeing.

The study is run by The Medical Research Council and will assess the needs of pupils and staff. We will be asking teachers to complete a well validated measure of social and emotional wellbeing for all children in P1 called the Strengths and Difficulties Questionnaire (SDQ). The SDQ is already used routinely throughout many UK schools. Parents of children who are included in the research will also be invited to complete a similar survey, this will be posted out to you and is completely voluntary. The SEED researchers will be following this group of children over the next four years so your child will have the SDQ completed for them again in P3, P4 and P5.

The enclosed document (SEED P5 Parent & Carer Participant Information Sheet v4 101212) gives more details about the study and what participation will involve. If you are happy for your child to take part in the SEED project you do not have to do anything. If you DO NOT want your child to complete the SEED questionnaire in class please return the tear off slip below to the school, or contact your school via email or phone as soon as possible.

Yours sincerely

Dr Marion Henderson,  
Chief Investigator for SEED  
Contact the SEED research team on: 0141 357 3949 or SEED@sphsu.mrc.ac.uk

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***Excluding my child from the SEED research***

**I DO NOT** want my child to take part in the evaluation of the SEED programme

Name of child \_\_\_\_\_

Signature of carer/parent \_\_\_\_\_

Date \_\_\_\_\_

*Please return to your child's school as soon as possible.*



MRC Social & Public Health Sciences Unit, 4 Lilybank Gardens, Glasgow, G12 8RZ  
Tel: 0141 357 3949 Fax: 0141 337 2389 [www.msoc-mrc.gla.ac.uk](http://www.msoc-mrc.gla.ac.uk)

A Research Unit supported by the Medical Research Council and the Chief Scientist Office of the Scottish Executive Health Department, at the University of Glasgow





## PI Parent/Carer Participant Information Sheet:

### Trialling *Social and Emotional Education and Development (SEED)*

*We are keen to include your child in a research study. It is important for you to understand why the study is being done and what it will involve. Please take time to read the following information carefully and discuss it with others if you wish. Ask your school or the researchers if there is anything is unclear or if you would like more information.*

#### **What is the study about?**

We have designed a programme to promote emotional and social wellbeing in Scottish primary school children, called Social and Emotional Education and Development (SEED). We are currently evaluating this programme in 36 primary schools across three Local Authorities. In order to evaluate whether the SEED approach is of value to schools we intend to collect information from a selection of schools who will receive the SEED programme immediately and compare that with schools that do not receive it. This means that a school may be participating in the evaluation but may not necessarily be receiving the SEED programme.

SEED will conduct a needs assessment in the school which includes measuring the emotional and social wellbeing of P1 and P5 pupils, a school staff survey and a parent survey. In a randomly selected 50% of schools within the trial project team will feed back the findings of this to the school so that, with the help of educational psychologists, the whole school can reflect on current practice and tailor their activities to address these needs, ultimately improving pupils' wellbeing. Following the end of the trial this feedback will also be given to the remaining 50% of schools.

XXXXXXXXX[NAME], XXXXXX [TITLE] at XXXX Council and your child's Head Teacher have approved this evaluation.

#### **Who is carrying out the study?**

This study is being undertaken by a team of experienced researchers led by Dr Marion Henderson at the Medical Research Council's Social and Public Health Sciences Unit (MRC SPHSU). The researchers on the project are Sarah Tweedie and Susie Smillie. The study is funded by the National Institute for Health Research (NIHR). The MRC SPHSU is a recognised centre of health-related social science research. It has multi-disciplinary research staff with considerable expertise in health related research. The Unit has played a leading role in the study of young people's health and lifestyle for many years.

#### **What does the study involve?**

We would like your child's teacher to complete a short survey about your child which looks at areas such as confidence, attention, behaviour and relationships with other children and adults. This is a well tested and commonly used measure of social and emotional wellbeing called "The Strengths and Difficulties Questionnaire". Your child's school has a copy of it and you can ask at the school office to see it.

We would also like to ask you to complete a similar survey about your child's social and emotional wellbeing and if you agree for your child to participate we will send a copy of this to you by post. This survey would help us get a fuller picture of your child's needs and would help the school select the best initiatives and actions but it is completely voluntary; you do not need to answer it if you do not want to.



**Who will see the answers to the questionnaires?**

Teachers will not put children's names on the questionnaires and completed questionnaires will be put in sealed envelopes. Only the researchers will see the answers and these answers will be held separately from any information that could identify your child. While the school will get feedback on the total scores for all children in the same age group, they will not get feedback on any individual child.

**How long does the study last?**

In order to fully evaluate SEED we will repeat the questionnaires three times over the next four years. We will ask your child's teacher to do this when your child is in P3, P4 and P5 and will ask your child to complete a questionnaire themselves when they reach P5. At each stage participation remains voluntary.

**What will happen to the data that we collect?**

All data will be treated with the strictest confidence and in accordance with legal and ethical requirements for data storage. Questionnaire data will be coded (we use ID numbers to identify participants rather than names) and school names will never be used in reports, presentations or academic publications. In order to ensure that we can follow up individuals over the course of the study it is essential that we store participants' names but these are held separately and securely from any questionnaire answers we collect. All data we collect is stored in securely locked filing cabinets and in password-protected databases. After the project is complete, all data will be securely archived and will be destroyed after ten years. The SEED evaluation study has been granted ethical approval by The University of Glasgow College of Medical, Veterinary & Life Sciences Ethics Committee.

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

The research will be written up into a report which will be published by the MRC SPHSU. Edited versions of this may also be made available through paper and website reports, presentations and academic journal publications. Ultimately we hope that the results will help give schools across Scotland guidance on how best to address social and emotional wellbeing.

**If you are happy for your child to take part in the research:**

If you are happy for your child to take part in the SEED project you do not have to do anything. If you DO NOT want your child to have the SDQ completed on their behalf please complete and return the slip on the attached letter to your child's school as soon as possible. Alternatively, please phone or email your school office to inform them of your decision to opt-out. If, during the course of the study you would like to withdraw your child you can contact the research team to do this.

**Who do I contact for further information about the study?**

If you have any questions regarding any aspect of SEED, please feel free to contact a member of the research team:

<b>Dr Marion Henderson:</b>	Senior Investigator Scientist & SEED Chief Investigator
<b>Sarah Tweedie:</b>	Investigator Scientist for SEED
<b>Susie Smillie:</b>	Research Assistant for SEED

Children, Young People, Families & Health Team  
MRC Social & Public Health Sciences Unit  
Tel: 0141 357 3949  
Email: SEED@sphsu.mrc.ac.uk

[DATE]



Dear Parent or Guardian



**Social and Emotional Education and Development (SEED) Study**

Social and emotional wellbeing helps children in many ways, in particular to form and maintain friendships, deal with their emotions, cope with challenges and behave better. [School Name] is taking part in a research project to establish whether the Social and Emotional Education and Development (SEED) programme improves children's wellbeing.

The study is run by The Medical Research Council and will assess the needs of pupils and staff. We will be asking P5 pupils to complete a confidential questionnaire in the next few weeks, which covers their social and emotional wellbeing, friendships, family life and leisure activities. Parents of P5 and P1 children will also be invited to complete a similar survey. The SEED researchers will be following this group of children over the next four years to see whether the SEED programme helps them with their move to secondary school. This means your child will be invited to participate again in P7, S1 and S2.

The enclosed document (SEED P5 Parent & Carer Participant Information Sheet v4 101212) gives more details about the study and what participation will involve. If you are happy for your child to take part in the SEED project you do not have to do anything. If you DO NOT want your child to complete the SEED questionnaire in class please return the tear off slip below to the school, or contact your school via email or phone as soon as possible.

Please feel free to contact the Research team or school if you wish to discuss any aspect of the study before deciding whether or not you are happy for your child to participate.

Yours sincerely,

Dr Marion Henderson,  
Chief Investigator for SEED  
Contact the SEED research team on: 0141 357 3949 or SEED@sphsu.mrc.ac.uk

✂

***Excluding my child from the SEED research***

**I DO NOT** want my child to take part in the evaluation of the SEED programme

Name of child \_\_\_\_\_

Signature of carer/parent \_\_\_\_\_

Date \_\_\_\_\_

*Please return to your child's school as soon as possible.*



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Tel: 0141 357 3949 Fax: 0141 337 2389 [www.msoc-mrc.gla.ac.uk](http://www.msoc-mrc.gla.ac.uk)

A Research Unit supported by the Medical Research Council and the Chief Scientist Office of the Scottish Executive Health Department, at the University of Glasgow





## **P5 Parent/Carer Participant Information Sheet:**

### **Trialling Social and Emotional Education and Development (SEED)**

*Your child is being invited to participate in a research study. It is important for you to understand why the study is being done and what it will involve. Please take time to read the following information carefully and discuss it with others if you wish. Ask your school or the researchers if there is anything is unclear or if you would like more information.*

#### **What is the study about?**

We have designed a programme to promote emotional and social wellbeing in Scottish primary school children, called Social and Emotional Education and Development (SEED). We are currently evaluating this programme in 36 primary schools across three Local Authorities. In order to evaluate whether the SEED approach is of value to schools we intend to collect information from a selection of schools who will receive the SEED programme immediately and compare that with schools that do not receive it. This means that a school may be participating in the evaluation but may not necessarily be receiving the SEED programme.

SEED will conduct a needs assessment in the school which includes measuring the emotional and social wellbeing of P1 and P5 pupils, a school staff survey and a parent survey. In a randomly selected 50% of schools within the trial the project team will feed back the findings of this needs assessment to the school so that, with the help of educational psychologists, the whole school can reflect on current practice and tailor their activities to address these needs, ultimately improving pupils' wellbeing. Following the end of the trial this feedback will also be given to the remaining 50% of schools.

XXXXXXXXXX, Director of Education at XXXXXXXXXX and your child's Head Teacher have approved this evaluation.

#### **Why is social and emotional wellbeing important?**

Evidence suggests that social and emotional wellbeing leads to a range of positive outcomes for young people including greater emotional balance, better behaviour, the development of healthy and respectful relationships, improved academic attainment and better mental health in adolescence. We really hope that SEED will help the young people of Scotland and contribute to longer term societal benefits such as healthier, happier and more employable citizens.

#### **Who is carrying out the study?**

This study is being undertaken by a team of experienced researchers led by Dr Marion Henderson at the Medical Research Council's Social and Public Health Sciences Unit (MRC SPHSU). The researchers on the project are Sarah Tweedie and Susie Smillie. The study is funded by the National Institute for Health Research (NIHR). The MRC SPHSU is a recognised centre of health-related social science research. It has multi-disciplinary research staff with considerable expertise in health related research. The Unit has played a leading role in the study of young people's health and lifestyle for many years.

#### **What does the study involve?**

We would like your child to complete a short survey in class which includes a well tested measure of social and emotional wellbeing called "The Strengths and Difficulties Questionnaire". The SDQ is already used routinely throughout many UK schools and looks at areas such as confidence, attention, behaviour and relationships with other children and adults. The survey also includes some questions about how they feel when they are at school, their friendships and what they do in their spare time. Your child's school has a copy of it and you can ask at the school office to see it. Your child's teacher will also complete the Strengths and Difficulties Questionnaire element on behalf of your child.

We would also like to ask you to complete a similar survey about your child's social and emotional wellbeing and if your child participates we will send a copy of this to you by post. This survey would help us get a fuller picture of your child's needs and would help the school select the best initiatives and actions but is completely voluntary; you do not need to answer it if you do not want to.



**How will the children complete the questionnaire?**

Your child will complete the questionnaire on their own in class supported by the study researchers. The questionnaire takes about 30 minutes to complete. Your child will be given the choice to complete the questionnaire, does not have to answer any questions he or she doesn't want to and will be given the option to withdraw at any time.

**Who will see the answers to the questionnaires?**

Children will not put their names on the questionnaires and will put them in sealed envelopes. Only the researchers will see the answers and these answers will be held separately from any information that could identify your child. The school will receive feedback on the total scores for all children in the same age group but they will not get feedback on any individual child.

**How long does the study last?**

In order to fully evaluate SEED we will repeat the questionnaires three times over the next four years. Your child will be invited to do this when he or she is in P7, S1 and S2 but at each stage participation remains voluntary.

**What will happen to the data that we collect?**

All data will be treated with the strictest confidence and in accordance with legal and ethical requirements for data storage. Questionnaire data will be coded (we use ID numbers to identify participants rather than names) and school names will never be used in reports, presentations or academic publications. In order to ensure that we can follow up individuals over the course of the study it is essential that we store participants' names but these are held separately and securely from any questionnaire answers we collect. All data we collect is stored in securely locked filing cabinets and in password-protected databases. After the project is complete, all data will be securely archived and will be destroyed after ten years. The SEED evaluation study has been granted ethical approval by The University of Glasgow College of Medical, Veterinary & Life Sciences Ethics Committee.

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

The research will be written up into a report which will be published by the MRC SPHSU. Edited versions of this may also be made available through paper and website reports, presentations and academic journal publications. Ultimately we hope that the results will help give schools across Scotland guidance on how best to address social and emotional wellbeing.

**If you are happy for your child to take part in the research:**

If you are happy for your child to take part in the SEED project you do not have to do anything. If you DO NOT want your child to complete the SEED questionnaire in class please complete and return the slip on the attached letter to your child's school as soon as possible. Alternatively, please phone or email your school office to inform them of your decision to opt-out. If, during the course of the study you would like to withdraw your child you can contact the research team to do this.

**Who do I contact for further information about the study?**

If you have any questions regarding any aspect of SEED, please feel free to contact a member of the research team:

<b>Dr Marion Henderson:</b>	Chief Investigator for SEED
<b>Sarah Tweedie:</b>	Investigator Scientist for SEED
<b>Susie Smillie:</b>	Research Assistant for SEED

Children, Young People, Families & Health Team  
MRC Social & Public Health Sciences Unit  
Tel: 0141 357 3949  
Email: SEED@sphsu.mrc.ac.uk

## Classroom Introduction – P5 data collection

### 1. Introduce researchers (using first names)

“My name is XXXXX and these are my colleagues XXXX, etc.

We work for an organisation called the Medical Research Council and we are doing a project that we would like you to take part in.”

### 2. Read to children:

“This project is about your health and the health of all primary school children in Scotland. However, it is about a particular kind of health. What kind of health can you think of?”

*[Encourage all responses; try to draw out responses for bodily and mental health]*

“Excellent, so we can see there are lots of different kinds of health. Sometimes when we think of health we think of our bodies, e.g. broken leg, tummy ache, asthma, bad hip, etc. But another kind of health is to do with our minds: what’s going on in our heads. It is about how we feel. This is just as important as the health of our bodies, and it affects the health of our bodies. We call it wellbeing, or, in full, social and emotional wellbeing, and it is this kind of health that we are really interested in for this project”

“What this project tries to do is to improve children’s wellbeing: how you feel. In order to do this we need to measure how you feel, and then your teachers will see if they can change anything in the school to improve your wellbeing. So what we’d like you to do is to complete this questionnaire about your wellbeing for us, but there are a few important things for you to know:”

- ★ Your parents or carers have agreed to you taking part. However you don’t have to do this questionnaire at all and if you don’t want to do it then please tell one of the researchers. ...Even if you do start to do it you can still choose not to answer any of the questions if you don’t want to, or you can decide to stop doing it at any point. You can skip any questions you don’t like or are not sure about. |
- ★ There are no right or wrong answers to any of these questions (so you don’t need to try to work out what we want). We just want to know what you really think and feel.
- ★ It’s important to us that you understand the questions. Please ask any of us if you would like help with any of the questions, for instance if you don’t understand what the question is asking or if you find any of the words confusing.
- ★ Your answers are private so you do not need to write your name anywhere on the questionnaire.
- ★ Please don’t talk or chat about the questionnaire to your friends.
- ★ When you have finished, we will give you an envelope to put the questionnaire in so no one else can see it.
- ★ Only the study researchers will see what you have written and they won’t tell anyone else. We won’t show your answers to your teachers or your parents.
- ★ Do you have any questions about what we are asking you to do? You can ask us anything at any time while completing this.

**Note:** When reading the script to children, it is important to be as engaging as possible, so fieldworkers should try to learn as much in advance as possible, and paraphrase where necessary to keep this exchange natural while ensuring all essential information is provided.

**3. Show Pupils the questionnaire and give example of how to complete a question with 4 options.**

**4. Invite questions** (SEE FAQ section for responses)

**5. Distribute Questionnaires and Collect 'Name Pages'**

The TL (or Survey Assistant where the team is split over more than one classroom) will then take the register by reading from the Class List (see APPENDIX E) and will mark who is present (this should also be backed up by a head count). While this is happening the other fieldworkers should be handing out the questionnaires to the appropriate pupil, double checking their name as they do so.

**6. Read to children:**

"We're now going to give out the questionnaires. I'm going to read out the register so please let me know that you're here and XXXX and XXXXX [fieldworkers] will give you out your questionnaire. Your name will be on the front sheet but this just helps us make sure everyone gets the right questionnaire. Please check that your name is right on the front and then tear off this top sheet and put it in the middle of the table. We'll collect and destroy these so there will be nothing left with your name on it."

(One of the fieldworkers can demonstrate how the page can be detached while this is being explained)

On the front of each questionnaire will be a label with the pupil's name.

Ask the pupil for their name or approach the pupil as the TL reads them from the register and give them the correct questionnaire.

Ask them to double check their name on the front and then if they are happy that the questionnaire is for them they should detach the cover sheet that has their name written on it and place that sheet in the middle of the table.



## Instructions for absentees



### SOCIAL AND EMOTIONAL EDUCATION AND DEVELOPMENT (SEED) EVALUATION

telephone: 44 (0) 141 353 7500  
email: SEED@mrc.sphsu.ac.uk

#### SEED P5 Self-complete Questionnaire: Teachers' Instructions for Absentees

These questionnaires are for completion by pupils who were absent when we administered the questionnaires or who did not finish completing their questionnaire during the session and require additional time to do so.

We would be very grateful if you would:

- \* find as private a place as possible for the pupils to complete the questionnaires
- \* reassure the pupils that the questionnaires are **confidential, anonymous and private and that they do not need to complete all of the questions if they do not want to, or take part in the questionnaire if they do not want to.**
- \* **For Pupils completing the questionnaire from the start:**
  - \* check that the name on the front sheet matches the pupil's name and then detach and destroy the page showing the pupil's name;
  - \* ask the pupils to detach the first page of their questionnaire ('About Me' section) and seal this page and their completed questionnaire in the separate MRC business reply envelopes provided
- \* **For pupils who are completing the remaining part of the questionnaire**
  - \* If a pupil partially completes the questionnaire during the class session we will take the partially completed questionnaire away and leave you with a new blank copy. We will mark on this where the pupil should start from – please make sure the pupil realises that they do not need to start from the beginning again.
  - \* ask the pupils to detach the first page of their questionnaire ('About Me' section) and seal this page and their completed questionnaire in the separate MRC business reply envelopes provided
- \* **Finally (all pupils completing questionnaires after the classroom session):**
  - \* please ensure that each pupil takes their sealed envelopes to the school office for posting (or arranged collection by MRC staff).

Thank you for your help.



28<sup>th</sup> February 2013

Dear Staff Member,

**Social and Emotional Education and Development (SEED) Study**

[REDACTED] Primary School is taking part in a research project to establish whether SEED improves children's wellbeing. It has the full support and backing of your Head Teacher. SEED involves collecting information about social and emotional wellbeing at your school and then feeding back the results to help you further improve pupils' wellbeing. However, for the purposes of this study, if your school is allocated (by random) to become a control school the results will only be fed back at the end of the study. The information will come from P1 and P5 pupils, their parents and all staff. We are therefore asking all teaching and non-teaching staff within your school to complete the enclosed survey and would be very grateful for your participation. This is a great opportunity to share your thoughts about how your school addresses social and emotional wellbeing.

We have also included a Participant Information Sheet that gives more details about the study and issues of confidentiality. Please contact a member of the SEED research team or discuss with your Head Teacher if you have any questions.

If you are happy to take part please complete the questionnaire, seal it in the envelope provided and return to the school office for collection by the SEED team. If you would prefer to post your completed survey directly to us, the envelope we have provided is prepaid and can be posted as normal.

Many thanks for your help.

Yours sincerely

Dr Marion Henderson,  
Chief Investigator for SEED  
Contact the SEED research team on: 0141 357 3949 or [SEED@sphsu.mrc.ac.uk](mailto:SEED@sphsu.mrc.ac.uk)



MRC Social & Public Health Sciences Unit, 4 Lilybank Gardens, Glasgow, G12 8RZ  
Tel: 0141 357 3949 Fax: 0141 337 2389 [www.msoc-mrc.gla.ac.uk](http://www.msoc-mrc.gla.ac.uk)

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## Evaluating the Social and Emotional Education and Development (SEED) Programme

### Information sheet for school staff

Your school is participating in the **SEED** study. As part of the study we would be grateful if all staff could complete a questionnaire about social and emotional wellbeing in the school. This sheet should provide you with the information you might need to decide whether or not to take part.

#### What is SEED and the SEED study?

SEED is a programme to promote emotional and social wellbeing in primary schools. It has three stages:

1. Needs assessment: measuring the social and emotional wellbeing of P1 and P5 pupils, the wellbeing of school staff and parent-child relationships
2. Feed back: the findings of this needs assessment will be fed back to the school so that teachers and wider school can decide what would best improve pupils' and teachers' wellbeing.
3. Action: the school will adopt whichever programme or initiative it thinks most appropriate and implement it/them.

We are now evaluating this programme in a randomised controlled trial involving 36 primary schools. Half will receive the SEED intervention and half will be comparison or "control" schools. This will be decided entirely randomly: we will tell you whether your school is a Programme or Comparison school by the end of once we have finished collecting data from your school. Although Control schools will not receive the SEED intervention in 2013, they will receive delayed feedback tailored to their school at the end of the trial in 2017.

#### Who is carrying out the study?

Experienced researchers led by Dr Marion Henderson at the Medical Research Council's Social and Public Health Sciences Unit (MRC SPHSU). The main researchers are Sarah Tweedie and Susie Smillie. The study is funded by the National Institute for Health Research. The MRC SPHSU has conducted health-related social research for over 25 years and has considerable experience with school-based research.

#### What data will be collected?

In all schools we will collect the following information:

Jan-Feb 2013	Initial "baseline" administering of questionnaires to assess social and emotional wellbeing needs in the school: <ul style="list-style-type: none"> <li>• Teacher completed questionnaires for P1 and P5 pupils (Strengths and Difficulties Questionnaire)</li> <li>• Self completed questionnaires for P5 pupils, including the Strengths and Difficulties Questionnaire plus other questions on confidence, attention, behaviour, relationships with others and feelings about school.</li> <li>• Staff questionnaires for all school staff (teaching and support staff)</li> <li>• Questionnaire completed by parents of P1 and P5 pupils</li> </ul>
Jan-Feb 2015	First follow-up data collection: repeat of the initial questionnaires with the same groups of children who were included in the first year (now in P3 and P7), their parents and all staff.
Jan-Feb 2016	Second follow-up: questionnaires for children who will now be in P4 (we will also be surveying the older group now in S1), their parents, and all school staff.
Jan-Feb 2017	Third and final follow-up: questionnaires for children who will now be in P5 (plus the older group now in S2), their parents and all school staff.



### **What will be involved for intervention schools?**

In addition to the data collection, in intervention schools there will be:

1. Feedback of baseline findings and needs analysis, facilitated by educational psychologists and likely to include all staff. This is intended to involve open reflection with staff and to help support your School Improvement Planning process
2. Identification and selection of activities and initiatives to fit pupil and school needs
3. Implementation and maintenance of school initiatives

In addition to the above, we will also be inviting a small number of schools to act as "case study" schools. In these schools we will conduct interviews at each data collection time period with a small selection of staff (for example, one member of the Senior Management Team and two class teachers), and focus group interviews with a group of pupils.

### **What will happen to the data that we collect?**

All data will be treated with the strictest confidence and in accordance with legal requirements for data storage. Information that you provide in this questionnaire will be fed back to your school in aggregated form along with responses from other staff members. You will not be named in any feedback and every effort will be taken to ensure no individual members of staff are identifiable within the feedback data we give to schools. Questionnaire data will be coded and neither the name of your school nor individual participants will ever be used in reports, presentations or academic publications. After the project is complete, your data will be securely archived and will be destroyed after ten years. The SEED study has been granted ethical approval by The University of Glasgow College of Medical, Veterinary & Life Sciences Ethics Committee.

### **Do I have to take part?**

Your school has committed to taking part in the SEED study until 2017 however your individual participation is voluntary. The more responses we are able to collect from school staff the more comprehensive the feedback we are able to provide your school so we would value your participation.

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

The research will be written up in the form of reports, briefing papers and journal articles which will be disseminated in paper form and on the web. Presentations will be made to policy makers and at conferences. We hope that the results will guide schools across Scotland on how best to improve social and emotional wellbeing.

### **Who to contact for more information:**

If you have any questions, please feel free to contact a member of the research team:

**Dr Marion Henderson**, SEED Chief Investigator  
**Prof. Daniel Wight**, SEED Co-Investigator  
**Sarah Tweedie**, SEED Investigator Scientist  
**Susie Smillie**, SEED Research Assistant

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MRC Social & Public Health Sciences Unit  
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