

Evaluation of the Kids, Adults Together programme (KAT)

Information for head teachers

Cardiff Institute of Society and Health is undertaking an evaluation of the KAT programme to obtain evidence about the potential impacts of the programme, how it is implemented and the views of those involved. The evaluation will assist in planning the expansion of the programme into other areas of Wales and improve understanding of how young people learn about and use alcohol. We would like to invite your school to participate in the evaluation. The evaluation will employ a randomised controlled trial design and will be conducted across 8 schools.

During the current academic year only schools which agree to participate in the evaluation have a possible chance of receiving the KAT programme. Schools will be randomly allocated to either '*intervention*' or '*control*' status. Schools allocated to the intervention status will run the KAT programme. Schools allocated to the control group will not receive the KAT programme and will just carry on as normal. Control status schools play a crucial role in this study as they allow us to compare changes in their pupils with those in pupils who have been involved in the KAT programme.

It is important to remember that allocation to these groups is random. There is a 50% chance of your school being in the intervention group. If your school is selected to be part of the intervention group you will receive details from the programme delivery team about the KAT programme and how it will work in your school.

As part of the evaluation your school would be asked to:

- Address and post documents in stamped envelopes supplied by CISHE to parents of all pupils in Year 5/6 to inform parents about the research and to seek their participation and consent for their children's involvement. A second reminder letter may need to be sent to some parents.
- Allow us to ask Year 5/6 pupils to complete a written questionnaire during school time on two occasions – when the study first starts, and then 6 months

later. The questionnaires are mainly about how families get on together, and also ask pupils about attitudes and behaviours in relation to alcohol

- Allow us to invite relevant teaching staff to take part in an interview

And if your school is in the intervention group:

- (Following the fun evening) Address and post questionnaires in stamped envelopes to parents of all pupils in Year 5/6 who have not previously returned contact details to the research team.
- To provide space within the school for us to conduct a focus group and to allow 6-8 children to take time out of lessons to participate in each focus group.
- Allow one of our researchers to sit in on classroom preparation for the KAT fun evenings
- Allow one of our researchers to attend fun evenings

All planning and implementation of the evaluation will be undertaken by University staff/students, who have undergone a CRB check. It is not envisaged that the evaluation will impact on current teaching commitments in any significant way.

Parents will be informed before the study is carried out that their children's school is to take part in the research. Pupils will receive verbal and written information about the study and will be informed that participation is voluntary, before being asked to give formal consent. Pupil questionnaires will take about 15 minutes to complete. Researchers have enhanced clearance from the Criminal Records Bureau. Parents will be asked to inform the school if they do not wish their children to complete questionnaires or if they do not wish the research team to observe the classroom work and/or KAT fun evening which their child is involved with.

Note-taking will be used as a method of recording data during attendance at classroom preparation and fun evenings. No-one outside the project team will have access to these notes. Any personal statements made by participants during the evaluation will not be divulged. Your school, and individuals in the school, will remain anonymous. All comments quoted in any reports or papers that are produced as a result of the evaluation will be anonymised. Focus-group discussions will be

recorded and transcribed with the permission of those taking part. Audio and written records will be stored and disposed of in accordance with the requirements of the Data Protection Act 1998.

Should any information be revealed about circumstances which may result in harm to someone, the evaluation team have a duty to report this to the appropriate authorities and in this special case the researchers will not be bound to preserve confidentiality.

Data will be used to write a project report and academic papers. Findings will be presented at an event for participants, practitioners and policy makers and to children at the schools taking part (provided this is authorised by their Head teachers). Presentations will also be made at international conferences and to other interested groups.

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Date

Dear

Evaluation of the Kids, Adults Together programme (KAT)

Thank you very much for agreeing to participate in the KAT evaluation. We very much appreciate your school's involvement and the time you have spent discussing details of the work we plan to do. I am writing to confirm these arrangements.

Brief information about the research is provided overleaf, along with details of the work involving your school. I would be grateful if you could sign one copy of this statement and return it to me as soon as possible. Please retain the other copy for your own records.

Thank you again for your interest in this important study. We look forward to working with you and your staff, and to visiting your school.

If you have any questions regarding this letter, do not hesitate to contact Jeremy Segrott by telephone on 02920 875360 or email: at SegrottJ@cardiff.ac.uk

Yours sincerely,

Jeremy Segrott
Principal Investigator

School commitment

I have read and understood the documents received from CISHE and I wish formally to commit our school to taking part in the KAT evaluation.

I understand that individual members of staff have the right to refuse to participate in the study and in these circumstances the evaluation team will make alternative arrangements to collect the necessary data.

I am happy with the procedure which asks parents to inform the school if they do not want their child(ren) to complete questionnaires or if they do not want the researchers to attend the classroom preparation or fun evening for KATFF.

The following arrangements have been agreed:

- The school will address and post documents in stamped envelopes supplied by CISHE to parents of all pupils in Year 5/6 to inform parents about the research and to seek their participation and consent for their children's involvement. A second reminder letter may need to be sent to some parents.
- The research team is permitted to ask Year 5/6 pupils to complete a written questionnaire during school time on two occasions – when the study first starts, and then 4 months later
- The school will address and post questionnaires in stamped envelopes supplied by CISHE to parents of all pupils in Year 5/6 who have not previously returned their contact details to the research team.
- The school will provide space for Anna Flicker and a co-facilitator to conduct a focus group during the school day. Six to eight pupils whose parents have given them permission will be allowed to take time off from lessons to take part in each group.
- Anna Flicker is permitted to attend classroom preparation for the fun evening and to take notes, provided the teachers, pupils and pupils' parents do not object.
- Anna Flicker is permitted to attend the fun evening and to take notes, provided the facilitator, pupils and pupils' parents do not object.
- The school will inform Anna Flicker in advance of the dates and times of classroom preparation and fun evenings.

(greyed area is only for inclusion in leaflets for schools in the intervention group)

INFORMATION AND CONSENT

School responsibilities

The school will be responsible for ensuring that parents receive letters, information sheets, questionnaires and consent forms regarding the evaluation. To comply with the requirements of the Data Protection Act 1998, the school will mail pre-printed letters, information sheets, questionnaires and consent forms on behalf of the evaluation team to the homes of pupils taking part in the research.

CISHE responsibilities

CISHE will provide pre-printed letters, information sheets, questionnaires, envelopes and stamps for the school to post to the homes of pupils taking part in the KAT programme.

CISHE will be responsible for ensuring that teachers and pupils involved in classroom preparation and facilitators and families at fun evenings have understood information about the study and do not object to the researcher's attendance during these events.

CISHE will be responsible for administering questionnaires to Year 5/6 pupils, and will ensure that only those pupils have given consent (and whose parents) have given consent are asked to complete a questionnaire.

CISHE will be responsible for checking that parents of pupils attending focus groups have given consent for them to take part and for obtaining informed assent from the pupils, after ensuring that they have understood information about the study and are aware of their right to refuse to participate.

Signed: (Head teacher)

Name:.....

School name

Date: