

## Evaluation of the Alex Timpson Attachment and Trauma Programme in Schools Instructions for the pupil survey

Your school is taking part in the Alex Timpson Attachment and Trauma Programme in Schools. This is a national programme that, through training and research, aims to: raise understanding of the role of attachment and trauma in young people's education; and help schools to improve strategies to address the needs of vulnerable young people.

Schools that sign up to the programme agree to administer an annual survey to pupils from selected years on behalf of the Rees Centre. The email from the programme lead in your school should explain which school years have been selected for the survey and the deadline for completing it.

Below are the instructions for administering the pupil survey. Do get in touch if you have any questions by calling 01865 274 050 or emailing [timpsonprogramme@education.ox.ac.uk](mailto:timpsonprogramme@education.ox.ac.uk)

Thank you in anticipation for your help with this very important project.

### The pupil survey – step by step instructions

1. Some parents or carers may have asked for their child/foster child not to be involved in the survey. You should have been told about any pupils who should not be asked to take part.
2. It takes young people about 5-10 minutes to complete the survey. The questions pupils will be asked to answer are suitable for their age and the questions for younger pupils include pictures to make them child-friendly.
3. The survey should be completed by pupils individually, without conferring with others, but pupils may ask for help if they need clarification.
4. The school lead should have provided you with the link to complete the survey. This is unique to your school. When pupils click on the link they will see a button that says "Start Survey".
5. Before beginning the survey, pupils should be told the following:  
*Teachers and other staff who work in our school are doing some training to make sure that all our pupils enjoy school and enjoy learning new things. Researchers from the University of Oxford want to find out if this training is helpful. The researchers are asking pupils in many schools around the country to answer some questions about what they like or don't like about school. This is called a survey and needs to be done on a computer. Once we have logged in, you will be asked if you want to take part in the survey, which school year you are in and some questions about how you feel when you are at school. There will be either some faces or words to explain how you feel.*

*Remember that there are no right or wrong answers, you just say what is true for you. You can skip any questions that you do not want to answer and stop if you do not want to finish the survey. Nobody will know what answers you give in the survey.*

6. Once you have asked pupils to log in, the questions below will appear on their screen and you need to go through them to make sure pupils understand and answer them:

- Has somebody explained this project to you? Yes / No
- Do you understand what this project is about? Yes / No
- Have you asked all the questions you want? Yes / No
- Have you had your questions answered in a way you understand? Yes / No
- Do you understand it's OK to stop taking part at any time? Yes / No
- Are you happy to take part? Yes / No

If any answers are "no" or pupils don't want to take part, that's OK! No one will mind.