

Preparing for the main survey

Do these things by the end of February

1. We are going to use an online forum to discuss the surveys and any questions that come up, so that everyone can see the questions and the answers. To set this up, we need a list of the names and email addresses of all participants (students and teachers) **immediately** - please make sure there are no typos in the email addresses!
2. From your experience and from listening to other schools in VC2, think about how you could improve your survey. Remember that it will need to be suitable for students in your school and for primary school children. It is good practice not to ask questions unnecessarily, so think carefully about what you see as important: the purpose of this survey is to find about the movements of school age children during a holiday period and during term time. Make sure that your questions are easily understood and straight-forward to answer.
3. Think about how you will carry out the survey in practice. How much prompting and explaining will be needed? How will you want to handle it with older children, what about younger children? How many visits to the primary school(s) will you need to make? You might well need to go more than once - in advance to explain the survey and to give out questionnaires, and a second visit to answer any questions/to remind participants to fill it in. How will you collect surveys back from participants?
4. Based on 1 and 2, **revise your survey and make a plan for carrying it out**. Circulate this to us **by the end of February**, please. Once you've done that, the research team will work with everything you send us to bring it together into a single draft survey and a plan that everyone will use. We will then ask you to go through this to let us know if anything isn't practical or if there are improvements that could be made.
5. You need to **contact primary schools** now to recruit them. We have prepared a template introductory letter which you can adapt for this.

Do these things before VC3 (March 23)

6. You'll need to work out how many/which classes you are going to survey - in large schools, maybe one class from each year group would be better than trying to survey everyone.
7. Don't worry about siblings. The rule is: everyone in a survey class is included, everyone not in a survey class is excluded.
8. Consent letters will need to be sent out to parents of all participants - including parents of the student researchers. We are preparing templates that you can adapt as appropriate for them and for the primary parents. This will need to be done in good time - you will need to have the replies back before carrying out the survey, because you can't involve anyone for whom you don't have permission.

VC3

9. VC3 is on the 23rd of March, starting at 10.15 am. We will let you know nearer the time what preparation you need to do for this.

Carrying out the survey

10. You will need to go into the primary schools before the Easter holidays to explain what it is all about and to brief teachers and children, as we want data collected for the second week of the holidays and the first week of the summer term.