# Pupil and Staff List Instructions

As part of Phase 1 of the trial, we are asking all schools to provide us with lists of pupils and their corresponding delivery groups. Delivery of school-based programmes can vary across contexts and between staff members, and these variations may influence the effects of the programme on pupils' outcomes. Therefore, it is important that we know which members of staff taught which pupils, so that we can accurately identify the effects of the programmes for individual pupils. In order to do this, we will need to be able to match the **delivery group** that pupils were taught in to the staff member that taught them.

Please note that all data will be collected and stored in line with the new GDPR.

1. There are three worksheets in the attached Excel document that need completing – **Pupils, Staff Member(s)** and **Safeguarding Lead**. Please click through the sheets using the tabs at the bottom left of the document.
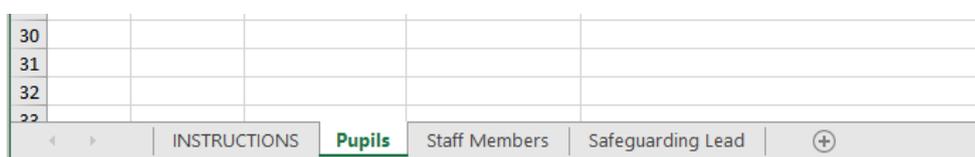
2. Please complete the 'pupils' sheet with a list of pupil names and their **delivery group.**

   The 'delivery group' is the class they will be taught in if your school is allocated to deliver one of the mental health interventions e.g. 7A1, 7D2, 8A1.

   Please ensure that all pupils in the same delivery group have the same name/code in column G. This is highlighted in the picture below.

   For example, if you decide the intervention will be delivered in PSHE classes, please provide the pupil list organised by PSHE classes. Alternatively, the intervention could be delivered in another class (e.g. extended tutor time). Please provide the **specific name** of the group in the *delivery group* column of the spreadsheet (see examples below).

	A	B	C	D	E	F	G	H
1	UPN	Pupil First Name	Pupil Last Name	Date of Birth	Gender	Year Group	Delivery Group	Name of School
2	A123456789012	John	Doe	01/01/1997	M	7	7AB	Example High
3	B246810121416	Jane	Smith	08/06/1997	F	7	7AB	Example High
4	C456873647583	Mo	Yelmaz	17/05/2003	M	8	8DEF	Example High
5	D696468467373	Gerrard	Maryon	23/12/2003	M	8	8DEF	Example High
6	E765736876877	Helema	Mall	27/07/2002	F	7	PSHE_AR	Example High
7	A123450126789	Jack	Brown	15/03/2002	M	7	PSHE_AR	Example High
8	B246214168101	Vivian	Zu	28/01/1998	F	7	PSHE_TM	Example High
9	C47364756883	William	Jones	01/08/1998	M	7	PSHE_TM	Example High
10	D696473768463	Daniel	Evans	25/09/2000	M	8	PSHE_Set1	Example High
11	A012123456789	Priya	Patel	09/12/2000	F	8	PSHE_Set2	Example High
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3. Please provide staff member information in the next sheet. We need to be able to match school staff to every delivery group – please provide information for each staff member who may deliver a programme to students (e.g. teacher, TA etc.). **Please ensure that each delivery group has a corresponding staff member.**

	A	B	C	D	E
1	Delivery group	Staff member first name	Staff member last name	Gender	Staff member email
2	7AB	Jane	Jones	Female	j.jones@school.com
3	8DEF	Steve	Brown	Male	s.brown@school.com
4	PHSE_Set1	Jennifer	Leung	Female	j.leung@school.com
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4. In the final sheet, please provide information for the staff member who is the safeguarding lead for your school.

	A	B	C	D	E
1	Staff member first name	Staff member last name	Staff member email	Direct Contact Number	Job Role
2	Jane	Roberts	jane.roberts@someschool.com	01415586663	Deputy head teacher
3					
4					
5					
6					

5. Once you have completed the Excel spreadsheet, **please password-protect** the document with your **school password**. This has been sent to via email to the **Second Contact** at your school.

   If you have lost or forgotten your password, please contact us at efwdata@manchester.ac.uk. To password-protect the document, go to *file*, *info, protect workbook, encrypt with password.*
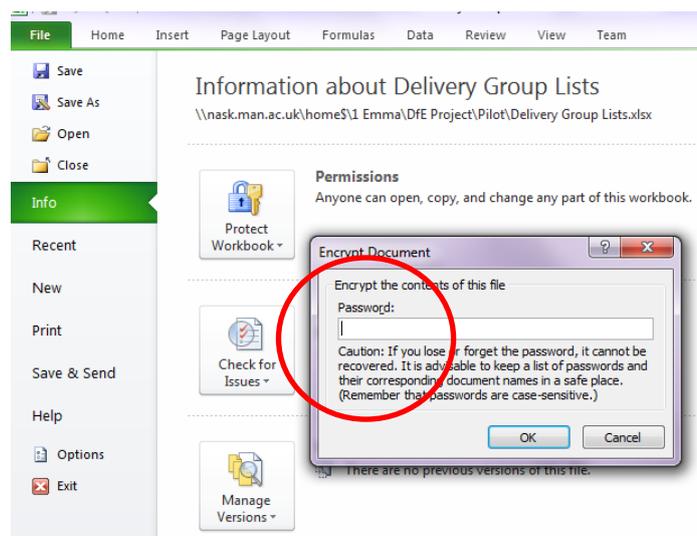
6. Finally, please send the document back to us at our **Manchester address** efwdata@manchester.ac.uk

We are aware that you may still be deciding the delivery groups, or that these may change closer to the time, so we will also offer you the opportunity to update this information following the training later this year. However, please try as much as possible to provide accurate groups at this stage.

If you have any questions, please do not hesitate to contact us at efwdata@manchester.ac.uk or call us on 0161 275 8290/8512. Thank you!

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