

This is an agreement between Number Sense Charitable Incorporated Organisation (“Number Sense”) and [NAME OF SCHOOL] (“The School”).

This agreement is entered into in good faith by both parties, but is not legally binding on either party except for the sections in the box headlined “Legally binding commitments”.

For the school year 2018/2019 Number Sense will provide 3 volunteers to the School. For each volunteer, the School will provide 3 children, ideally from the same school year, who are having difficulty in acquiring basic maths skills and who the school believe could benefit from one-to-one support. Number Sense may provide additional volunteers by mutual agreement.

Responsibilities of Number Sense

- To provide contacts to be available to liaise with the School as needed.
- To select suitable volunteers and to provide training in working with children to support them with mathematics skills. Also to maintain and implement appropriate policies and training in safeguarding.
- To monitor the performance of the volunteers
- To provide administrative support.
- Through training and monitoring, to procure that the Volunteers
 - Agree a schedule of sessions with the school and advise any absences in advance
 - Minimise absences
 - Behave appropriately at all times on or near the School premises, taking the behaviour of teachers as a standard.
 - Follow all School policies as advised by the School, including the Safeguarding Policy.
 - Work sympathetically, carefully, and with imagination with the children so as to help them improve their understanding of mathematics.

Responsibilities of the School

- To provide a central staff contact who will be available to liaise with Number Sense as needed.
- To coordinate communication with Number Sense. All forms should be given by the teacher to the School and forwarded to Number Sense.
- To have a formal meeting with Number Sense in June or July to evaluate the success of the scheme during the year.
- To procure that Teachers
 - Select children who have mathematical skills below what would be expected for their age and who seem likely to improve their skills with one-to-one sessions.
 - For each child, provide in advance a brief written comment on needs and any specific information which would be helpful to the volunteer on a form as attached below “Selection of child”.
 - Give feedback on each child at least (i) informally and probably verbally during the first term (ii) formally in January and June on a form as attached below “Teacher’s feedback on outcomes”.
 - To give feedback on each Volunteer in June on a form as attached below “Teacher’s feedback on volunteer”.

Legally binding commitments

1) Safeguarding

Number Sense shall ascertain the identity of each volunteer, interview him or her to evaluate suitability, and take up at least one personal reference. It shall provide the volunteer with training on safeguarding.

The School shall facilitate the volunteer being checked by the DBS, shall give the volunteer a copy of its safeguarding policy, and will take reasonable steps to ensure that the volunteer complies with the School's safeguarding policy including giving immediate feedback if the volunteer is seen to carry out any action which may not be in compliance.

2) Data Protection

In all written documents and as far as possible in all other communication, the School will give each child's name only as their first name, plus, if necessary, the minimum leading letters of the surname to identify the child uniquely on the class role.

Number Sense will record each child's name as above, and if it discovers any record containing the child's full name it will remove the full name immediately. Number Sense will instruct volunteers on legal requirements on privacy and will ensure that each volunteer signs a confidentiality agreement.

Number sense will redact all documents and electronic files a year after the end of the school year in which they are created to (a) remove the name of each child and (b) change the class name to the school year. This will mean that all records held are anonymised.

Number Sense will comply with the Data Protection Act 2018 and all relevant privacy legislation. It makes the following disclosures required under the Act regarding the data it will hold on children at the School.

Data to be held:

- Class
- First name and the minimum leading letters of the surname needed to allow the School to identify the child uniquely from the class role
- Gender
- Quarter of birth (Sep/Oct/Nov, Dec/Jan/Feb, Mar/Apr/May, or Jun/Jul/Aug)
- School year of birth
- Form "Teacher's selection of child" giving the teacher's evaluation of the child's needs for support with maths skills at the start of the school year.
- Forms "Teacher feedback on outcome" giving the teacher's evaluation of the child's progress in maths skills in January and June of the school year.

Purpose:

To enable Number Sense to administer its scheme supporting children in acquiring and improving maths skills and to provide statistical information for analysis to allow evaluation of the scheme.

Basis of Lawfulness:

To fulfil a contract with the School.

Retention of data:

The name will be held for the school year of acquisition and the following school year, and will then be deleted. The class will be held for the same period and then overwritten with the school year, so as further to prevent the data being linked to the individual child. The remaining data, which will not contain personal data, will be kept indefinitely for analysis and research,

Transfer of data:

Number Sense will not transfer personal data to any third party. It will make data excluding personal data available for educational research.

Signed for and on behalf of

[NAME AND ADDRESS OF NUMBER SENSE] [NAME AND ADDRESS OF SCHOOL]

[NAME AND ROLE OF SIGNATORY]

[NAME AND ROLE OF SIGNATORY]

Date

Date

Number Sense

Teacher's selection of child

A copy to be completed by the teacher for each child selected for the scheme.

(The child's name should be first name only plus, if necessary, the minimum leading letters of the surname to identify the child uniquely on the class role. Birth "quarter" and school year is requested to allow analysis of age effects while limiting identification of individual children.)

School:

Teacher:

Class:

Child:

Quarter of birth (Sep/Oct/Nov, Dec/Jan/Feb, Mar/Apr/May, or Jun/Jul/Aug):

School year of birth (ie for Sep to Dec the calendar year, and for Jan to Aug year minus 1:

- 1) In what way does the child's ability in maths fall behind what would be normal at his or her age?**

- 2) Are there specific areas of improvement which you would like the volunteer to focus on?**

- 3) Is there any specific feedback you would like from the volunteer?**

- 4) Is there any information about the child which it would help the volunteer to know?**

Number Sense

Teacher's feedback on outcomes

Copies to be completed by the teacher for each child in January and June. In June the teacher should also complete a separate evaluation of the volunteer. The school should collate all these and send them directly to the Number Sense administrator. THE CHILD'S NAME SHOULD BE FIRST NAME ONLY PLUS IF NECESSARY THE MINIMUM LEADING LETTERS OF THE SURNAME TO IDENTIFY THE CHILD UNIQUELY ON THE CLASS ROLE

School Year 2018/2019

Date

School

Teacher

Class

Child

Volunteer

**Compared with other pupils, since taking part in Number Sense, has [name]'s progress in understanding and confidence with basic mathematical concepts and procedures been:
(Put X against one option.)**

- Very much better?
- Noticeably better?
- A little better?
- The same?
- Worse?

**If the teacher advised that there were specific "areas for improvement", have these improved?
(Put an X against one option.)**

- Not applicable
- Yes – totally
- Yes – totally for some but not for others
- Yes – noticeably
- Yes – a little
- No

Please give any feedback which you feel would be useful, both as regards expanding the evaluations above and as regards the scheme as a whole.

Number Sense

Teacher's feedback on volunteer

Copies to be completed by the teacher for each volunteer in June and given to the school office for collation and sending to the Number Sense administrator.

School Year 2018/2019

Date

School

Teacher

Class

Number of children volunteer is working with in class

Volunteer

Has the volunteer been successful in working with the child/children to improve maths understanding?

(Put X against one option)

<input type="checkbox"/>	Exceptionally well
<input type="checkbox"/>	Well
<input type="checkbox"/>	Partly
<input type="checkbox"/>	No

Please give any feedback which you feel would be useful, both as regards explaining the evaluations above and as regards the volunteer's performance as a whole. Feedback is particularly valuable when it can assist the volunteer in improving his or her performance in future.