

## HeppSY+ Data and Evaluation tasks: summer-autumn 2018

Task	Notes	Whose task?	Deadline
1. Send Data Sharing Agreement (DSA) to schools/colleges	DSAs have been updated in light of GDPR, and are <b>pre-populated</b> with your institution's name, address and ICO number.	HeppSY+	13 <sup>th</sup> July 2018
2. <b>Sign DSA</b> and email back to HeppSY+	Please email DSA back to Programme Manager Sharon Woodward-Baker at <a href="mailto:S.Woodward-Baker@shu.ac.uk">S.Woodward-Baker@shu.ac.uk</a> and Senior Business Administrator Nicola Nibbs at <a href="mailto:N.Nibbs@shu.ac.uk">N.Nibbs@shu.ac.uk</a> . <b>It is important to send this before you send your student data.</b>	Your school or college	by end of summer term
3. <b>Survey preparations</b> for September	The survey will run <b>electronically</b> this year. Consider whether computer rooms need to be booked and how you will <b>plan</b> this logistically. The <b>link works on mobile phones</b> , so this may be an option. Please note that the survey will be <b>running with Year 10 and above</b> (not Year 9 this time).	Your school or college	by end of summer term
4. Email information sheets/privacy notice to schools and colleges	HeppSY will send before end of term schools/colleges can be ready to send out first thing in the Autumn term. Can be sent out through your normal method of communicating with parents/carers.	HeppSY+	by 1 <sup>st</sup> August

Task	Notes	Whose task?	Deadline
5. Send data template	Template for inputting student data to be sent from HeppSY+ to all participating schools and colleges, please note that there will be some amendments from the version used in 2017/18.	HeppSY+	by 31 <sup>st</sup> August 2018
6. Send guidance on college data	HeppSY+ to send guidance to colleges on exactly what data they are required to send.	HeppSY+	by 31 <sup>st</sup> August 2018
7. Electronic survey link sent to schools and colleges	HeppSY+ to send out electronic survey link and guidance out to schools and colleges	HeppSY+	by 31 <sup>st</sup> August 2018
<b>8. Send out information sheets/privacy notice</b>	Send out the information sheet/privacy notice to the parents of all students (Y7-11), and to the students themselves (Y12 and above). <b>Please send out a week before you send your student data.</b>	Your school or college	by 14 <sup>th</sup> September 2018
<b>9. Send student data</b>	Schools to send student data for all students Y7-Y13. We will send some guidance on what colleges need to send at the end of August. Please send securely, referring to HeppSY+ guidance if required. Please email to Stef at <a href="mailto:s.williamson@shu.ac.uk">s.williamson@shu.ac.uk</a>	Your school or college	by 28 <sup>th</sup> September 2018
10. Filtered data sent back to schools and colleges	HeppSY+ will strip out the NCOP students from your data and send it back to you.	HeppSY+	Within one week of the data being sent to HeppSY+

