



National Foundation For Educational Research



EVALUATION OF THE BIG LOTTERY FUNDS NATIONAL SCHOOL FRUIT AND VEGETABLE SCHEME

EVALUATION DOCUMENTS

August 2004

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Big Lottery Fund is the joint operating name of the New Opportunities Fund and the National Lottery Charities Board (which made grants under the name of the Community Fund). The Big Lottery Fund, launched on 1 June 2004, is distributing half of all National Lottery good cause funding across the UK.

Published by:
Evaluation and Research Team
Big Lottery Fund
1 Plough Place
London EC4A 1DE

Tel: 0207 211 1800
Fax: 0207 211 1750
Email: er.enquiries@biglotteryfund.org.uk

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CONTENTS

	page
DOCUMENT 1. LEA LETTER	1
DOCUMENT 2. SCHOOL INVITE LETTER (COMPARISON)	3
DOCUMENT 3. SCHOOL INVITE LETTER (INTERVENTION)	5
DOCUMENT 4. ADMINISTRATOR LETTER	7
DOCUMENT 5. BRIEFING SESSION PROFORMA	9
DOCUMENT 6. PARENTAL CONSENT LETTER	12
DOCUMENT 7. PARENTAL CONSENT CHASE LETTER	14
DOCUMENT 8. PUPIL DATA LIST	15
DOCUMENT 9. ADMINISTRATOR INSTRUCTION PACK	17
DOCUMENT 10. SCHOOLS COORDINATOR GUIDANCE	41
DOCUMENT 11. PARENTAL CADET LETTER	50
DOCUMENT 12. PARENTAL CADET CHASE LETTER	51

DOCUMENT 1. LEA LETTER

RDS\3942-3\1

LEA Reference No:

Date:

«School_Lea_No»

Contact Name

Address

Address

Town

Post Code

Dear

Evaluation of the National Schools Fruit Scheme

The National School Fruit Scheme (NSFS) will provide a free piece of fruit to every child aged between 4 and 6 years in maintained schools in England. It is currently being piloted on a regional basis, with funding from the New Opportunities Fund (NOF). The NFER, together with a team of nutritional experts from the University of Leeds, has been commissioned by NOF to carry out the first large-scale evaluation of the impact of the scheme. Two samples of schools have been selected for this purpose and I should like to invite the school(s) on the attached list to help us with this work.

The first sample, 3942, contains schools in the North East which are due to receive fruit as part of this scheme, beginning March 2004. The second sample of schools, 3943, is drawn from schools in Yorkshire and Humberside who will not receive fruit until next academic year and this second group of schools will act as a comparison group.

The evaluation will seek to identify the impact on children and their schools resulting from the introduction of the National School Fruit Scheme. We will ask participating schools to allow one class of their Year 2 children to complete a pictorial questionnaire. In addition, parents of children in reception year, Year 1 and Year 2 will be asked for their consent for their child to participate in the completion of a 24-hour food diary. Pupils whose parents consent will be provided with diaries which will be completed by adults at school and will go home with the children for parents/carers to complete. Diaries will then be returned to the schools and sent back to NFER in prepaid envelopes.

Questionnaires and food diaries will be completed in March, June and November 2004. We will be monitoring changes in those children in the pilot area, and therefore need to compare their food intake, and their attitudes to healthy eating, before and after they receive the free fruit. Comparison group children will be assessed during the same time periods, in order to distinguish the impact of the scheme from the effect of maturation. This initial evaluation will take place between **1 and 12 March 2004**.

In accordance with the NFER code of practice, all information relating to this project will be kept confidential and no individual school or pupil will be identified in any way outside the NFER.

I propose to write to the schools during the first week of the Spring term to invite them to take part. Please do let me know if you have any concerns about the participation of any of the schools listed.

If you have any queries about this project please do not hesitate to contact me.

Yours sincerely

Maria Charles
Head of Research Data Services

DOCUMENT 2. SCHOOL INVITE LETTER (Comparison)

RDS\3943\2

NFER No:

Date

The Headteacher

Dear Headteacher

Evaluation of the National School Fruit Scheme

The National Schools Fruit Scheme (NSFS) will provide a free piece of fruit to every child aged between 4 and 6 years old in maintained schools in England. It is currently being piloted on a regional basis, with funding from the New Opportunities Fund (NOF). The NFER, together with a team of nutritional experts from the University of Leeds has been commissioned by NOF, to evaluate the impact of the National School Fruit Scheme.

This evaluation is the first large-scale exploration of the NSFS and it is therefore of critical importance. In order to carry out the evaluation we need to be able to identify the impacts on pupils and schools in comparison with those not yet receiving the free fruit. We would be very grateful if your school would be part of this important comparison group.

There are two strands to the evaluation. Firstly, Year 2 children will complete a pictorial questionnaire. This questionnaire will take between 20-25 minutes for pupils to complete; it has already been trialled in schools to ensure that it is suitable for Year 2 children. Secondly, children from Years Reception, 1 and 2 will participate in the completion of a 24-hour food diary. Diaries will be prepared for each child whose parents/carers give consent. They will be completed by staff at school (with the support and guidance of an NFER representative) and will go home with the children for parents/carers to complete. The children will bring the diaries back to school for return to the NFER in prepaid envelopes.

If your school has more than one class in any year group, please note that only one class will need to be involved in the research.

Questionnaires and food diaries will be completed in March, June and November 2004. We will be monitoring changes in those children in the pilot area, and therefore

need to compare their food intake, and their attitudes to healthy eating, before and after they receive the free fruit. It is essential that a comparison group of children are assessed at the same time periods, and we do hope that you will agree to your school being involved on these three occasions. It is hoped that the exercise will be fun for the children and interesting for you.

We will do everything possible to minimise disruption for your school. An NFER administrator will visit you at a convenient time in February, to introduce the research, make arrangements for the first survey (reflecting your school requirements) and initiate the parental consent process. The same NFER representative will bring the food diaries and questionnaires into school, help school staff with the administration of the food diaries and be responsible for administering the pupil questionnaire, with the support of classroom staff.

The first phase of the evaluation will take place between **1 and 12 March 2004**. Questionnaires and food diaries will be completed on a day within that period which is convenient for your school (the exact date will be agreed with the administrator).

In accordance with the NFER Code of Practice, all information relating to this project will be kept confidential and no individual school or pupil will be identified in any way to anyone outside the research team. At the end of the evaluation, we will be pleased to send you a summary of the research findings.

Please could you complete the enclosed reply form and return it in the pre-paid envelope. I very much hope that you are able to help us and look forward to receiving your reply.

If you have any queries about this project please do not hesitate to contact me or my colleague Frances Reed on 01753 637376.

Yours sincerely

Jennie Jupp
Deputy Head of Research Data Services

DOCUMENT 3. SCHOOL INVITE LETTER (Intervention)

RDS\3942\2

NFER No

The Headteacher

Date

Dear Headteacher

Evaluation of the National School Fruit Scheme

The NFER together with a team of nutritional experts from the University of Leeds has been commissioned by the New Opportunities Fund (NOF) to evaluate the impact of the National School Fruit Scheme.

We understand that your school has been invited to participate in the scheme, when it is introduced in the North East in March 2004. Your school is part of a random sample of schools which we hope will agree to help us with the evaluation. (If for any reason you have decided not to participate in the fruit scheme, I would be grateful if you could indicate this on the enclosed reply form, and we will not trouble you again.)

There are two strands to the evaluation. Firstly, Year 2 children will complete a pictorial questionnaire. This questionnaire will take between 20-25 minutes for pupils to complete; it has already been trialled in schools to ensure it is suitable for Year 2 children. Secondly, children from Reception, Years 1 and 2 will participate in the completion of a 24-hour food diary. Diaries will be prepared for each child whose parents/carers give consent. They will be completed by staff at school (with the support and guidance of an NFER representative) and will go home with the children for parents/carers to complete. The children will bring the diaries back to school, for return to NFER in prepaid envelopes.

If your school has more than one class in any year group, please note that only one class will need to be involved in the research.

Questionnaires and food diaries will be completed in March, June and November 2004. We will be monitoring changes in children in the North East, and therefore need to compare their food intake, and their attitudes to healthy eating, before and after they receive the free fruit. We do hope that you will agree to your school being involved on these three occasions. It is hoped that the exercise will be fun for the children and interesting for you.

We will do everything possible to minimise disruption for your school. An NFER administrator will visit you at a convenient time in February, to introduce the research, make arrangements for the first survey (reflecting your school requirements) and initiate the parental consent process. The same NFER representative will bring the food diaries and questionnaires into school, help school staff with the administration of the food diaries and be responsible for administering the pupil questionnaire, with the support of classroom staff.

The first phase of the evaluation will take place between **1 and 12 March 2004**. Questionnaires and food diaries will be completed on a day within that period which is convenient for your school (the exact date will be agreed with the administrator).

In accordance with the NFER Code of Practice, all information relating to this project will be kept confidential and no individual school or pupil will be identified in any way to anyone outside the research team. At the end of the evaluation, we will be pleased to send you a summary of the research findings.

Please could you complete the enclosed reply form and return it in the pre-paid envelope. I very much hope that you are able to help us and look forward to receiving your reply.

If you have any queries about this project please do not hesitate to contact me or my colleague Frances Reed on 01753 637376.

Yours sincerely

Jennie Jupp
Deputy Head of Research Data Services

DOCUMENT 4. ADMINISTRATOR LETTER

RDS/3942-43/Adm-2

Date

Dear

Evaluation of the National School Fruit Scheme

Thank you for agreeing to help with this evaluation. I enclose details of the schools allocated to you together with some other information.

The research aims to evaluate what (if any) impact the National School Fruit Scheme has on the diet of pupils aged 4-6 years. The evaluation will be repeated with the same schools in June 2004 (probably 7th-18th June) and again in November 2004.

The Evaluation will consist of:

1. A Food Diary (which may also be referred to as a 'CADET Diary' or 'CADET') to be completed over a 24-hour period for those pupils, for whom parental consent has been received, in each of the **Reception class, Year 1 and Year 2**. Note that parental consent is **ESSENTIAL** for this task
2. A short pictorial questionnaire to be completed by one **whole class of Year 2** pupils. Parental consent is **NOT** required for this task.

Your Task is to:

1. Contact each of your schools by **telephone** followed by **2 visits** to each school.
2. The first visit will be called the '**Briefing Session**'. You should agree the date for this with the school and it should take place approximately **two weeks before** the Administration Day
3. The second visit will be called the '**Administration Day**' or 'Cadet Day'. On this visit you will help the school staff to complete the pupils' food diaries and will also administer the questionnaire to the selected Year 2 class

As soon as you receive this letter, please telephone each school to make the arrangements for the Briefing Session with the named contact person. Please leave your **own telephone number** so the school can contact you directly if necessary.

When you telephone the school:

1. Speak to the nominated contact ('school co-ordinator') in the school who will have already received a letter from NFER giving details of the classes to be evaluated and the selected date for the main 'Administration Day'. The contact will also have been given your name and will be expecting a telephone call from you.

2. The purpose of this initial contact is to arrange a date and time, convenient to you and to the school, when you can visit the school to undertake the Briefing Session.
3. The **Briefing Session** should take place **approximately two weeks before** the Administration Day and will probably be a fairly short visit. Its purpose is:
 - firstly** to explain the structure of the Administration Day to the school co-ordinator and to those staff whose classes will be involved, and
 - secondly** to arrange for the distribution and collection of the parental consent letters.

Depending on the time of day arranged for your visit, it may be possible for you to visit more than one school in a day.

Enclosed with this letter are the following items:

- a. Contact details of the schools allocated to you.
- b. A '*Briefing Proforma*' for each of your allocated schools.
- c. *Administrator Instructions* containing instructions as to how to conduct the briefing session and how to administer the CADET food diary and the Year 2 questionnaires.
- d. Examples of the CADET diary and the pupil questionnaire
- e. An example of a *Parental Consent letter*

Further materials that you will require **before your briefing sessions**, will be delivered to your home address by **City Link on FRIDAY 6th FEBRUARY**. Please note that the delivery may take place at ANY TIME BEFORE 6pm on that day.

It is **essential** that someone is available to sign for the delivery, as the package will not be left without a signature, although NFER will be charged for this attempt at delivery. If it is not possible for anyone to be at home, I would be quite happy for the package to be delivered to an alternative address (this does not necessarily have to be your next door neighbour). If you would like me to arrange this, please let me know the address details, including postcode and telephone number, on **Wednesday 4th February**. If more convenient, my e-mail address is: j.walker@nfer.ac.uk. I do apologise for the short notice given to you for this delivery

If you have any queries, please do not hesitate to contact me (01753 63 73 80) or my colleagues Frances Reed (01753 63 73 76) or Jennie Jupp (01753 63 73 56)

Yours sincerely,

Janice Walker
Senior Administration Officer
Research Data Services

B. Record of Staff Involvement in CADET and Questionnaire Administration
(negotiate during initial phone call to school)

Name of member of staff	Year group R/1/2	Class	Attended briefing?	Activity responsible for e.g. morning break/lunch completion of CADET

C. Sequence of events for briefing session

Use the space below to note arrangements for the briefing day agreed during the initial telephone contact with school coordinator e.g. who you have agreed to see and when.

D. Lunch time arrangements for administration of CADET

[In space below, make a note of the arrangements made for the administration of CADET at lunch time e.g. staggered lunch break for Year groups? Separated children? Staff responsibilities?]

E. Administration of Year 2 questionnaire

[In the space below, make a note of the arrangements for the administration of the Year 2 questionnaire. Specific arrangements need to be made if the school has mixed Year 1 and 2 classes only (see instructions). Note: It might be easier to fit in the administration of the questionnaire in the afternoon, after lunch]

Class:

Time slot:

Staff supervising:

Mixed Y1/Y2 class? Yes/No

Specific arrangements:

F. Person responsible for collating parental consent letters and for returning CADET diaries to NFER (e.g. school coordinator/school administrator)

--

DOCUMENT 6. PARENTAL CONSENT LETTER

RDS/3942-3/3pc

Date

National School Fruit Scheme Evaluation

Dear Parent

You may be aware of the National School Fruit Scheme which will provide a free piece of fruit in school for children between 4 and 6 years old. Your child's school will be receiving fruit as part of this scheme very soon, or later this year.

I am writing to you today because your child's school has been chosen to take part in a study of the scheme and **I would like your consent for your child to take part in this study.**

The aim of the study is to look at the impact on children and their schools, resulting from the introduction of this scheme. In order to do this I should like you to allow your child to take part in the completion of a simple 24-hour food diary. Your child will be provided with the food diary, which will be completed by the staff at school and will come home with your child for you to complete as well. Your child will then return the diary to school. Children in Year 2 will also complete a 'pupil questionnaire' in class.

The headteacher of your child's school is fully aware of the evaluation and is happy for pupils to participate. All information will be treated as confidential in that results of our study will not be reported for individual pupils or schools.

Whether you are happy for your child to participate or not, I would appreciate it if you would return the form below on the next school day. If you would like to talk to someone before making your decision please do not hesitate to contact me on 01753 637356.

We hope that you will allow your child to take part in this important evaluation.

Yours sincerely

Jennie Jupp
Deputy Head of Research Data Services

✂.....

PLEASE RETURN THIS FORM TO SCHOOL ON THE NEXT SCHOOL DAY WHETHER OR NOT YOU AGREE TO YOUR CHILD'S PARTICIPATION IN THIS PROJECT.

I have read the letter regarding the study of the National School Fruit Scheme and agree to my child's participation in the food diary. **Yes/No** Please delete as applicable

Print child's name:

Signature of parent/carer: Date:

If you do not wish for your child to participate in this study, we would be very grateful if you would outline your reasons below:

.....

NFER No:

DOCUMENT 7. PARENTAL CONSENT CHASE LETTER

RDS/3942-3/3pcrem

Date

National School Fruit Scheme Evaluation

Dear Parent

As part of this study, we recently wrote to ask you to allow your child to complete a simple 24-hour food diary. As yet your child has not returned the consent form attached to the letter and we would be very grateful if you could return the form below. Please return it to school whether or not you want your child to take part in the study.

If you agree, your child will be provided with a food diary, which will be completed by the staff at school and will come home with your child for you to complete as well. The diary should then be returned to school on the next school day.

Children in Year 2 will also complete a 'pupil' questionnaire in class.

Yours sincerely

Jennie Jupp
Deputy Head of Research Data Services

✍️

PLEASE RETURN THIS FORM TO THE SCHOOL WHETHER OR NOT YOU AGREE TO YOUR CHILD'S PARTICIPATION IN THIS PROJECT.

I have read the letter regarding the study of the National School Fruit Scheme and agree to my child's participation in the food diary. **Yes/No** Please delete as applicable

Print child's name:

Signature of parent/carer:

Date:

If you do not wish for your child to participate in this study, we would be very grateful if you would outline your reasons below:

.....

NFER No: «NFER_No»



National School Fruit Scheme Evaluation

Pupil Data List

Summer Term 2004

General Guidance:

This sheet should **only** be used to record details of any new pupils involved in the evaluation, if their names do not already appear on the printed class lists. Parental consent must have been received for any pupil completing a CADET food diary.

Guidance for Completing Chart:

Please enter the following information:

•School name	
•NFER number	
•Class	
•Pupil's name	
•Sex	<i>Enter as M or F</i>
•Date of Birth	<i>Enter as day, month and year eg enter 5 June 1988 as 05.06.88</i>
•Year Group	<i>Enter as R, 1 or 2</i>
•Pupil Number	<i>This will be entered by the NFER once the materials are returned.</i>

Confidentiality:

The information gathered on this sheet will remain CONFIDENTIAL. It will be used for the purposes of the evaluation only. No individual pupil or school will be identified in any report.

Returning Pupil Data Lists:

Please return to the NFER with the completed questionnaires for the relevant school.

For additional copies, please photocopy this sheet.

If you have any queries contact Jennie Jupp at NFER on 01753 637356

THANK YOU VERY MUCH FOR YOUR HELP

DOCUMENT 9. ADMINISTRATOR INSTRUCTION PACK



National Foundation for Educational Research

Evaluation of the New Opportunities Fund's National School Fruit Scheme

Administrator Instructions

1. Background and Purpose
2. Research Instruments
3. The Role of the Administrator
4. Documents Included in this Pack
5. The Briefing Session
6. Administering the CADET Diary
7. Administering the Pupil Questionnaire

1. BACKGROUND AND PURPOSE

A consortium led by The National Foundation for Educational Research (NFER) with the Nuffield Institute for Health (NIH) has been jointly commissioned by the New Opportunities Fund (NOF) to evaluate the impact of the National School Fruit Scheme (NSFS).

A key component of the Department of Health's plan to '*improve health and reduce inequality*' in the UK population is to improve diet and nutrition. The Government's national 5-a-day programme forms part of the strategy to raise awareness of the health benefits of fruit and vegetable consumption, and to improve access to fruit and vegetables. One aspect of the 5-a-day programme is the NSFS, which will provide a free piece of fruit to children aged 4–6 years in selected regions each school day. The scheme will be rolled out nationally by September 2004, and will involve distributing around 440 million pieces of fruit each year to over 2 million children in 18,000 schools across England. NOF's pilot of the NSFS provides a unique opportunity to evaluate the impact upon schools and pupils of the provision of fruit on a daily basis for a substantial period of time.

The research aims to evaluate the impact of the NOF-funded pilot of the NSFS on children and schools and identify changes to:

- ◆ children's consumption of fruit and vegetables
- ◆ children's overall dietary patterns
- ◆ children's nutrient intake
- ◆ children's knowledge, awareness and attitudes relating to the benefits of increased fruit and vegetable consumption.

We will be collecting this information by administering food consumption diaries to selected classes of pupils in each of Reception, Year 1 and Year 2. Pupils in Year 2 will also be asked to complete a questionnaire.

2. RESEARCH INSTRUMENTS

CADET Diary

The Children and Dietary Evaluation Tool (CADET) diary measures changes in total daily consumption of fruit and vegetables and overall diet amongst children aged 4-6 years. The diary records what children eat and drink over a 24-hour period (morning break until morning break the following day) by means of ticks which are placed next to all food and drink consumed at meal and snack times. The diary is completed by adults on behalf of the children. The diary will be completed on **three separate administration days** (March, June and November 2004) in treatment schools (those involved in the NSFS fruit scheme) and comparison schools (those not yet involved in NSFS). Although the administration day lasts for 24 hours, you will only be involved during the school day, after which it goes home to parents/carers to complete and return the following school day.¹ For further details of how the CADET diary will be administered, see Section 6.

Pupil Questionnaire

A simple questionnaire (based mainly on pictures) will be administered (by you) to a class of Year 2 pupils in treatment and comparison schools on all three **administration days**. The aim will be to measure any change in children's knowledge and awareness of healthy eating, focusing particularly on fruit and vegetables. More details on the questionnaire, and administration, can be found in Section 7.

3. THE ROLE OF THE ADMINISTRATOR

Your role involves the following:

- ◆ Organise and run a **briefing session** for each school, which will primarily involve briefing all relevant staff on how to administer the CADET diary and how to support in the administration of the pupil questionnaire on administration day (see Section 5)
- ◆ Assist staff in administering the CADET diary and administer the pupil questionnaire (see Sections 6 and 7) on the three **administration days**
- ◆ **Collect required data for pupils** on pupil data lists.

Details are given in this document.

¹ If the administration day is a Friday, parents will be asked to return the CADET diary the following Monday.

4. DOCUMENTS INCLUDED IN YOUR PACK

In order to carry out your role as administrator, you should have the following documents in your pack:

- ◆ Instructions on the briefing session and how to administer the CADET diary and the pupil questionnaire (this document)
- ◆ Instructions for school coordinators on how to administer CADET (can be photocopied for staff involved) (to be given out at briefing session)
- ◆ Briefing proforma, to log the outcomes of the initial telephone contact with schools and the briefing session (including staff involvement and agreed procedures)
- ◆ Parental consent letters (to be taken to the briefing session)
- ◆ Parental consent reminder letter template (can be photocopied by staff if required when reminding parents to return consent slips), which needs to be taken to the briefing session
- ◆ Pupil data list, to record the details of the selected pupils and whether parental consent is given (one copy for each class) (to be taken to the briefing session)
- ◆ Samples of the CADET diary to assist your briefing session (note: the pupil questionnaire should not be shown to staff in schools). Full copies will be sent to you prior to the administration day
- ◆ Parental instruction letter to accompany the CADET diary (take on administration day)
- ◆ Parental reminder letter template for parents who do not return their child's CADET diary after administration day (take on administration day)
- ◆ Parcel Force will be used for school coordinators to return research instruments to NFER (to be taken on administration day).

5. THE BRIEFING SESSION

The aims of the briefing session are as follows:

- ♦ To initiate the parental consent process
- ♦ To brief the school coordinator and relevant school staff on their roles and responsibilities in terms of administering the CADET diary and assisting with the administration of the pupil questionnaire
- ♦ To agree arrangements with the school for the administration day.

Details of how to arrange and run the briefing session are given below.

5.1 Pre-briefing session activities

5.1.1 Selection of schools and classes

Research Data Services (RDS) at NFER have already selected a number of schools for the treatment and comparison groups and invited them to take part. The school invitation outlined the responsibilities for schools agreeing to take part, and mentioned that an administrator will be contacting them to discuss the purpose of the briefing session and arrange a suitable date.

Schools taking part have been asked by RDS to provide details of the number and sizes of classes in Reception, Year 1 and Year 2. One class in each of the three relevant year groups (Reception, Year 1 and Year 2) has been pre-selected by RDS to take part in the evaluation.

5.1.2 Initial contact with schools to arrange briefing session

RDS will provide you with the contact details for your schools (including address, telephone number and name of key contact/school coordinator). As soon as these details are available, you should make initial contact with the schools to arrange the briefing (see Section 5). The following issues should be discussed with the school coordinator:

- ♦ **Confirming size of classes:** as discussed above, classes will have been selected by RDS. You should confirm the size of the classes so that you know how many parental consent letters are required.
- ♦ **Arranging date of briefing session:** note the date on the **briefing proforma**. Please note that the date of the briefing session needs to leave enough time before the administration day for parental consent to be received (see 5.2.2 below)
- ♦ **Arranging to see staff:** the school coordinator needs to be aware that you need to brief *all* relevant staff during the briefing day. Ideally, this should include the coordinator, the teachers of the selected classes and a learning support assistant for each class if possible. It may also include lunchtime and after-school club supervisors. **Note down the names of relevant staff on the briefing proforma**

- ♦ **Arranging the sequence of activities:** explore the most appropriate method of briefing staff. Ideally, all staff should be briefed together in one group, although if this is not possible, arrange to see them in small groups or one-to-one, although this is more time consuming. **Make a note of the arrangements on the briefing proforma**
- ♦ **Arranging procedures for mixed classes:** Where there are *only* mixed Year 1 and Year 2 classes or Year 2 and Year 3 classes, you should agree a strategy for the administration of the Year 2 questionnaire. See Section 7 for guidance.

5.2 The Briefing Session

This section gives you instructions on the activities to be undertaken during the briefing session. The sequence of activities will depend on arrangements made to suit the school.

5.2.1 Logging pupil names on the pupil data list

Before the briefing session, one class in Reception, Year 1 and Year 2 will have been selected by RDS (see above). For each of the three classes, the names of **all pupils** should be logged on the **pupil data list** (this could be done prior to the briefing session if RDS or the school supplies the information). Preferably, **a copy of the pupil data list (one for each class) must be given to the class teacher**, as they will be responsible for logging consents when returned by pupils (see Section 5.2.2 below). However, this depends on the agreement of the schools and teachers involved and it may be that they prefer to use their own class registers to log consent returns. If this is the case, you must transfer this information on to the pupil data list.

5.2.2 Gaining parental consent for participation in CADET

As the administration of CADET includes parental involvement, it is very important to have parental consent for pupils to participate. The **consent process** is as follows:

- ♦ **Sending consent letters:** you will have been provided with parental consent letters. A letter needs to be given to **all** pupils in the selected three classes and should be taken home to parents via **pupil post**. **You must remind teachers that all pupils need a parent consent letter to take home**. Pupils should be told that these need to be returned the next day, or as soon as possible. You must leave letters with class teachers for absent children
- ♦ **Reminders:** class teachers should be asked to remind parents who have not returned consent letters in the following few days. This can either be a verbal reminder, or teachers can photocopy the reminder letter template provided
- ♦ **Recording consent:** each of the three class teachers will be responsible for recording positive or negative parental consent. They can either do this by recording a **‘yes’ or ‘no’** on a copy of the **pupil data list** which you can provide, or recording it on their own class list or register (**but you MUST then transfer this information on to the pupil data list yourself**). Once completed, these lists should be returned to the school coordinator (this needs to be agreed during the briefing session and logged on the briefing proforma). You must ask teachers to

keep returned consent letters as you will need to collect them and return them to NFER for our records. Verbal consent is not adequate

- ♦ **Checking returns before administration day:** ideally, if there is time before the administration day, you should telephone the school coordinator and check that sufficient consent forms have been returned
- ♦ **Returning consents to NFER:** on the administration day, you should collect and check the returned consent letters and send them back to NFER.

IMPORTANT: This consent procedure does not apply to the **pupil questionnaire**, as the administration does not involve parents.

5.2.3 Briefing the school coordinator

The school coordinator/key contact should be briefed about how the **CADET diary and pupil questionnaire** are administered, describing the roles of those involved in the process (see Section 6, which gives instructions on the administration of CADET, and Section 7, which gives details about administering the pupil questionnaire). It should be noted that there are written instructions available for school coordinators on how to administer the CADET diary. They include a summary/checklist, which can be completed with the names of the staff who have responsibility for activities and photocopied and given to staff involved. Coordinators should be made aware of these documents, and encouraged to give the summary/checklist to relevant staff. As you, the administrator, are responsible for the pupil questionnaire, no such written instructions for schools exist, although you should still brief coordinators on how other school staff will be involved in the administration of the pupil questionnaire.

Coordinators also need to be briefed about staff responsibilities for the **parental consent process** (described above in Section 5.2.2). You should emphasise that they need to **collect the pupil consent letters** from class teachers and **retain** them for you to collect on the administration day. Proof of consent needs to be retained for NFER records.

School coordinators should be provided with the **administrator's telephone number** and the **NFER helpline** number, in case they (or staff) require additional support from NFER: they can call Jennie Jupp at NFER on 01753 637356.

5.2.4 Briefing staff

The staff who will be responsible for administering the research instruments need to be briefed about the process:

CADET

The process of administering the CADET diary should be clearly explained to all staff involved. This may include class teachers, teaching assistants, lunchtime supervisors, and after-school club supervisors². For details of the process, see **Section 6** below. It is your role to be available if

² Although you will be available to support staff during the school day on administration day, it may not be necessary for you to support after-school club supervisors if only one or two pupils completing CADET attend

necessary to answer queries during the administration of CADET, and help with the process where you can.

It needs to be explained to the teachers of the three selected classes, that it is their responsibility to initially **collect parental consent letters** (verbal consent **can not be accepted**) and to remind parents who have not returned consent (see consent process in Section 5.2.2 above). Class teachers should then record consent (as described above in 5.2.2) and give the letters to the school coordinator.

It should be explained to staff that if they have any queries on the administration day, they should contact the administrator and/or school coordinator (they can also contact the NFER helpline if necessary). You need to point out that you will be available on the day but it will not be possible for you to assist with all classes at the same time.

The pupil questionnaire

The pupil questionnaire will be administered to the selected **Year 2 class only**, thus only the Year 2 teacher (and possibly a teaching assistant) needs to be briefed about the administration of the pupil questionnaire. You will be responsible for administering the questionnaire (see Section 7 for details), although you will need the teacher and/or TA to support you in this role, and thus they need to be informed about how the pupil questionnaire will be administered. At the briefing session, the following issues need to be discussed and negotiated with the Year 2 class teacher (possibly in consultation with the school coordinator) in preparation for the administration day:

- ♦ **General arrangements:** The questionnaire can be administered at any time during the administration day (although you might have more time after lunch). The questionnaire takes about **25 minutes** to administer.
- ♦ **Arrangements for mixed aged classes:** in some small schools, there might only be mixed year groups (e.g. Years 1 and 2 or Years 2 and 3) (if this is the case, RDS should already have this information and will have indicated this to you). If so, arrangements for the administration of the questionnaire should be negotiated with the teacher during the briefing session (this might already have been discussed during your initial contact with schools). Pilots of the questionnaire revealed that it is not appropriate for pupils in Year 1; Year 1 pupils found it difficult and required a lot of additional support and supervision. Therefore, it is preferable that Year 2 pupils are separated from Year 1 pupils to complete the questionnaire. Similarly, as it is aimed at Year 2, if any Year 3 pupils are in the same class we would want them to be separated, if possible. If this is agreed, arrangements need to be made for the supervision of the Year 1 or Year 3 pupils who will be removed from the class. However, if staff do not agree to splitting classes, enough questionnaires will be supplied so they can be administered to the whole class, and the process should be managed as carefully as possible.

clubs. You should negotiate this with the school coordinator. If you will not be present, it is very important that the club supervisor is briefed on how to administer CADET.

It should be noted that the Year 1 and/or Year 3 questionnaires will not be included in analysis. The agreed process should be logged on the briefing proforma

- ♦ **Supervision:** as the questionnaire is administered to a whole class from Year 2, it is important to arrange (**at the briefing session**) for school staff to support you in your role on administration day. Pupils with English as an Additional Language (EAL) or pupils with Special Educational Needs (SEN) may need particular support, and staff should be made aware of this on the briefing day
- ♦ **Arranging the session:** it is important to stress that we are interested in each child's individual answers and that it is important that they should be prevented from copying each other where possible. Therefore, you should explore the possibility of arranging the classroom in order to avoid copying, (this should be negotiated during the briefing session). Pupils will need to have a sharpened pencil and a rubber on hand.

For further details, see Section 7.

5.2.5 The briefing proforma: logging arrangements

At the end of the briefing session, all agreements regarding the process for the administration day should be logged on the briefing proforma. A copy should be given to the school coordinator at the end of the briefing session.

6. THE CADET DIARY: ADMINISTRATION DAY

The following instructions relate to your role in supporting school staff who will be administering the CADET diary. Minimum requirements for the administration process are set out in this document. Examples of good practice are given as a guide in some places, although the process must be negotiated with the schools (during the briefing session) with the primary aims of causing as little disruption as possible, while ensuring that the research instruments are completed as intended.

6.1 Preparation before the administration day

Prior to the administration day, remember to confirm the day and time of arrival with your school contact. The date will have been arranged by NFER, and you should have confirmed it with the school during the briefing session, although whenever possible it is always useful to confirm by telephone closer to the administration day.

Before the administration day, if there is time you should telephone the school to confirm the number of positive consents have been received. If returns are very low (between 1-5 per class) please contact Jenny Jupp at RDS for further instructions. For each child, their name, date of birth and gender should be completed on the **pupil data list**. **The pupil ID number for that diary should be logged next to the child's name on the pupil data list (note that for Year 2 pupils, the CADET diary and pupil questionnaire MUST have the same ID number – see questionnaire instructions in Section 7).** If the information is not available prior to the administration day this could be done when you arrive at the school.

6.2 Arriving at the school on administration day

Arrangements for the administration day will have been discussed and agreed at the briefing session, and you should have recorded the outcomes on a proforma which you should take to the school. When you arrive at the school, check with your contact that arrangements have not changed for any reason such as staff absence. Check the following:

- ◆ Briefing proforma, to clarify events of the administration day
- ◆ The names of the members of staff who you will be working with to administer the CADET diaries
- ◆ Parental consents.

6.3 Supporting information on administration

The CADET diary has been designed as a pre-coded dietary assessment tool to make it quicker and easier to complete than many other methods of capturing information about what children eat. Most of the foods that children between the ages of 4 and 6 years commonly eat has been categorised and listed in the left-hand column of the food diary. This data has been obtained from a large national survey of children's eating habits in the UK.

Many foods currently consumed by children today are branded e.g. Big Feet (a type of jelly sweet), and, as such, brand names do not always tell us much about what type of food the product is. Therefore, the important thing to note about recording food which you are not sure of is to think about which **category** it fits into, e.g. whether it is a breakfast cereal, plain biscuit, chocolate biscuit, a predominantly cheese product etc. You may find it helpful to look at the CADET diary now and familiarise yourself with the categories of foods and drinks listed on the left-hand side.

6.4 How to complete the CADET diary

The CADET diary is to be completed on behalf of each child taking part in the study by staff in school and parents/carers at home. The children taking part will be in Reception, Year 1 and Year 2 (for whom parental consent has been received). The CADET diary is designed to record what a child eats over a specified 24-hour period by means of a simple tick list completed at each meal and snack time by an adult on behalf of a child. It is the responsibility of school staff to complete the diary during the school day (and at after-school clubs on school premises), and your role will be to support them in that process. It is therefore important to **ask members of school staff if they could please be available during meal/break times and at after-school clubs if relevant** to help complete the relevant sections of the CADET diary during the school day (this should have been arranged at the briefing session). Again, you should have arranged and agreed this process with schools during the briefing session.

Please note: the administration day lasts for 24 hours, although your involvement only lasts during the school day, after which the diary is sent home to parents and returned the following school day for teachers to check and complete the process. You should issue the CADET diary to the relevant members of staff (see below) at the beginning of the administration day. It then remains at school until the child concerned is ready to leave school. At this point the diary is packed in the child's school bag with a letter for the parent/carer. Parents/carers record all food/drink consumed once the child leaves the school premises that day, and also breakfast on the following morning, if consumed at home. In some cases, if the administration day is a Friday, parents/carers will need to record Saturday's breakfast. The CADET diary is returned to school

the following school day (if breakfast was recorded on a Saturday, and the diary is returned on Monday, teachers should still undertake the same checking process as described below). The CADET diary should be returned to school the following the administration day.

As shown in the CADET diary example below, the 24 hour period or administration day has been subdivided into **seven** separate meal 'events' namely: 1. Morning break; 2. Lunchtime; 3. Afternoon break; 4. Before tea/after school; 5. Evening meal/tea; 6. After tea/during night; 7. 'Breakfast/before school' (note: completed the following morning, which in some cases might be a Saturday). The responsibility for recording food at these meal events is illustrated in the following example (and is explained further at the end of this document).

Example
If your child ate a bowl of Rice Krispies with milk and sugar at breakfast - tick ✓ Rice Krispies and milk in the column labelled 'Breakfast/before school'. The sugar that was added can be ticked in the diary (see Q9 on page 13).

To be ticked ✓ by parents (or school staff if child goes to after school club on the school premises or if breakfast is consumed outside the home).

To be ticked ✓ by school staff (or parent if child attends half days only)

To be ticked by parent ✓

A CEREAL		Morning break (1)	Lunch time (2)	Afternoon break (3)	Before tea (after school) (4)	Evening meal/tea (5)	After tea/ during night (6)	'Breakfast' before school (7)
1	Cornflakes, Rice Krispies etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Sugar coated e.g. Frosties, SugarPuffs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Hi-fibre e.g. Branflakes, Weetabix, Shreddies, Muesli	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Milk on Cereal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Porridge, Ready Brek	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

All sugar eaten is recorded in Q9 on page 13

Please look through the pages of this diary and then you are ready to start

Firstly, the meal event to be recorded in the CADET diary should be identified. Then, a tick should be placed in the column next to the food or drink consumed. Completion of each meal event should take a maximum of 15 minutes (lunch) and ten minutes (break) for the whole class (based on one member of staff observing eight children). Many schools do not allow refreshments (except water) during the afternoon break in which case 'nothing to eat' should be ticked on page 11. Children may use this opportunity to have a drink of water and this should be recorded if observed, or 'nothing to drink' should be ticked on page 11. If the exact food or drink a child consumed is not listed in the CADET diary the nearest match should be ticked, as indicated below:

- Fruit Winder is: → sweets, crisps etc
- Spaghetti Bolognese is: → pasta with meat, fish (sauce)
- Milk shake is: → milk, milky drink
- Popadom is: → crisps/savoury snack

Please note:

- ◆ There are some additional questions that parents have been asked to complete about their child's diet at the end of the CADET diary.
- ◆ If a child does not have anything to eat or drink at a mealtime, please tick 'nothing to eat' and/or 'nothing to drink' on page 11 of the CADET diary.
- ◆ If the child ate or drank with someone else after school, parents/carers should ask what the child ate/drank and record this in the diary.
- ◆ Breakfast will be recorded on the **morning following the main administration day**, by a parent/carer if consumed at home. Parents are then asked to return the diary on the following school day and teachers should then check breakfast has been recorded, and record anything else that the child has eaten since leaving home that morning (this will allow for breakfast consumed off school premises). **Note:** if the main administration day was a Friday the process is slightly different; any food/drink consumed up to 10 a.m. on the Saturday will have been recorded by parents/carers. On the Monday, teachers should check that the diary has been completed by parents/carers.
- ◆ It is important to obtain as complete a record as possible of what the child ate over the full 24 hours, so try to ensure that adults completing the diary do not leave out anything a child has eaten and drunk either at home or school. **Even water counts.**
- ◆ If for some reason the child is not at school on the day after the administration day, please ask school staff to return the diary as soon as possible. All late diaries should be posted back to NFER together on or before the **2nd April 2004.**

Speed ticking at lunch time

The CADET diary has been used before and experience has shown that to keep things simple at lunch time, it helps to **separate** the children involved in the CADET diary from other children. Keeping all children taking a packed lunch on one table and all children eating a school lunch on one table also helps to simplify the ticking process. This will make it easier for the staff completing the diaries to undertake this activity, and speeds up completion. Schools should be encouraged to give **stickers with names on** to all children participating in the CADET diary, making identification easier. This aids staff in identifying pupils involved in the evaluation and would be particularly helpful for administrators, who will not be familiar with the names of pupils.

Who does what when?

Before CADET is administered it is important that you complete/check the following:

- ◆ that the pupils' names and class name are recorded on the front cover of the CADET diary
- ◆ that each Year 2 pupil has a CADET diary and a pupil questionnaire with the same ID number on. For Year 2 pupils, pupil questionnaires and CADET diaries have the same ID numbers printed on the front covers (these must match for each Year 2 pupil); administrators must ensure that they first enter the CADET number against the pupils name on the pupil data list. When administering the pupil questionnaire administrators must ensure that each pupil is

given a questionnaire with the same number as the one entered against their name for CADET.

The CADET diary is designed to capture data on children's food and drink intake for one day (24 hours from morning break to morning break the following day, or until 10 a.m. if the following day is a Saturday). The CADET diary must be completed on behalf of a child during each meal event from the moment they arrive at school to the time they leave. The CADET diary must then be sent home for parents/carers to take over recording. You will arrive at the school with diaries for **all** children in each selected class. However, **only those children who have returned a written parental consent form (saying 'yes')** should be allowed to complete a CADET diary. Check parental consent returns with the class teacher and write children's names and class in the boxes provided. You will then give the diaries out to each member of staff who will be completing them. Note that as breakfast is recorded by parents/carers on the following morning (see below), the first meal event in school is morning break.

- **Morning break** – ideally, the children should be observed during morning break by a teaching assistant and/or teacher, who should then complete the diary by ticking all food and drink consumed. If this is not possible, a classroom assistant and/or teacher will need to ask each child after break what they ate/drank and tick the appropriate box (on average ten minutes for the whole class). If this approach is required it should take place immediately after the end of break. After break you will need to confirm with the designated member of staff that all CADET diaries have been completed (ticked).
- **Lunch** - on the administration day, there will need to be **one member of staff to complete the CADET diary for every eight children** (these could be teachers/classroom assistants/extra lunchtime staff; staffing should have been discussed and agreed beforehand so that all of those involved can be briefed). CADET diaries will need to be transferred to staff responsible for their completion during lunchtime. The completion of the lunchtime section of the CADET diary is fast, as a tick is simply placed next to every item of food/drink as soon as a bite/drink is taken. Schools may run a staggered mealtime system depending on year group. It may be possible to stagger the school meal for children taking part in CADET to allow the lunchtime CADET diary recorder to oversee more children. It may help if children taking packed lunches and school meals could be grouped together to facilitate more rapid completion of the CADET diaries. You and the designated member of staff will need to check that all CADET diaries have been completed (ticked). CADET diaries will then need to be transferred to the classrooms of children taking part in the study.
- **Part-time pupils** – if a child is part-time and leaves school at lunchtime, parents/carers should record all food/drink consumed after their child leaves school.
- **Afternoon break** (if applicable) – ideally, the children should be observed during afternoon break by a classroom assistant and/or teacher, who should then complete the diary by ticking all food and drink consumed. If this is not possible, a classroom assistant and/or teacher will need to ask each child what they ate/drank after break and tick the appropriate box. You need to confirm with the designated member of staff that all CADET diaries have been completed.

The diaries will then need to be put into children's school bags so they are sent home at the end of the day (unless children go to after-school clubs).

- **After-school club on school premises** – Children taking part in the study and attending an after school club on school premises will need to be identified in advance (preferably at the briefing session) and their CADET diaries taken to the club for completion by the allocated teacher/staff member. All food and drink consumed must be recorded in the CADET diary for each child taking part in the study. Diaries will then need to be put in children's school bags so that they are sent home at the end of the day. Although you will be available to support staff during the school day on administration day, it may not be necessary for you to support after-school club supervisors if only one or two pupils completing CADET attend clubs. You should negotiate this with the school coordinator. If you will not be present, it is very important that the club supervisor is briefed on how to administer CADET. [Note: if any children attend an after-school club off the school premises, parents should complete the diary retrospectively after the club. In such cases, the diaries will need to be put into children's school bags so they are sent home at the end of the day.]
- **Home** – CADET diaries will be sent home with children taking part in the study. The parent/carer will complete the CADET diaries on behalf of their child. This will include any food/drink consumed after the child leaves school and during the evening (tea/evening meal).
- **Breakfast** – breakfast is recorded on the following morning (in some cases, if the administration day is a Friday, this will be a Saturday). If breakfast is consumed at home, this will be recorded by parents/carers. If not, school staff should ask the child what he/she consumed and record breakfast retrospectively (this will include food/drink consumed at breakfast clubs). Staff should also record anything that the child ate/drank on the way to school. See staff guidance for more details.

What if a child is part-time (e.g. is only at school for half a day)? In some schools, children in reception classes attend school part-time. If this is the case, the CADET diary should be sent home with the child, and parents should record all food and drink consumed once they leave school.

What if a child is sent home sick? If this is the case, the CADET diary should be sent home with the child and parents will be given instructions to record all food and drink consumed once they leave school.

Returning the CADET diaries

Children should bring the completed CADET diary back to school the following school day. Schools should note any non-returned CADET diaries. On the administration day, you should provide schools with pre-typed reminders which should be sent home via pupil post two days after the study to encourage parents to return any outstanding CADET diaries. CADET diaries should then be posted back to NFER by the school using Parcel Force. All CADET diaries should be returned on or before the **2nd April 2004**. NFER will send postal reminders to schools that have not returned diaries.

School Responsibilities:

Head/school coordinator

- to collect parental consent letters and pupil data lists (see Section 5.2.2) from the three class teachers and retain them for the administrator
- to ensure teacher/classroom assistants are well informed of the study and are familiar with the completion of the CADET diary, that they have all received a copy of the administration checklist, and that they have access to the CADET diary helpline number, available between 9 am and 6pm [**Jennie Jupp on 01753 637356**]
- to ensure a system is agreed for transferring the CADET diary around the school for completion by designated staff (e.g. making sure each person is aware of the next stage of administration and which member of staff will be involved). The actual process will be supported by the administrator
- to ensure that there is enough staff to support the completion of the CADET diaries at each meal event. Lunch time presents the greatest logistical challenge (this should have been discussed and arranged at the briefing day)
- to return all completed CADET diaries in one pre-addressed envelope to NFER on or before **2nd April 2004**.

Teaching Staff/Classroom Assistants (to be involved in CADET)

- recording parental consent on pupil data lists or if preferred class registers (see Section 5.2.2) and returning consent letters to the school coordinator
- completion of CADET diary during or after break (ten minutes max for each class, based on one member of staff per eight pupils)
- completion of CADET diary at lunch (15 minutes max)
- distribution of CADET diary to go home at the end of the school day (or to staff supervising after-school clubs on school premises, if relevant).
- checking breakfast has been recorded, and recording anything else that the child has eaten since leaving home that morning (this will allow for breakfast consumed off school premises). Note: if the main administration day was a Friday the process is slightly different; any food/drink consumed up to 10 a.m. on the Saturday will have been recorded by parents/carers. On the Monday, teachers should check that the diary has been completed by parents/carers.
- final checks and organisation of the return of CADET diaries to the school coordinator.

After-School Club Staff/Supervisors (school premises only)

- completion of the CADET diary during after-school club
- distribution of CADET diary to go home at the end of the club.

NFER Administrators

A summary of your roles and responsibilities can be found in the form of a checklist in Section 6.6. It is **particularly important** to ensure that Year 2 pupils have a questionnaire and CADET diary with an identical ID number on.

6.5 Following up CADET diaries

You should provide each class with pre-typed reminder letters for parents. Please ask teachers to send these two days after the administration day to any parents who have not returned CADET diaries. RDS will provide you with instructions to give schools on how to return the CADET diaries back to NFER, using Parcel Force.

6.6 Summary of Instructions/Checklist for Administrators

Activity	Staff responsible
Arriving at the school	
Check arrangements with school coordinator. Have arrangements changed since briefing? If so, make a note of any changes	
Collect and check parental consent letters	
Complete the pupil ID list with pupil ID numbers	
Complete the front cover of CADET diaries with pupil names. Write the number on the CADET against the pupils name on the pupil data list	
For Year 2 pupils who complete CADET and pupil questionnaires, ensure they get a pupil questionnaire with the same number as on their CADET diary	
Distribute CADET diaries and instructions/checklists to relevant classes and staff [this will have been agreed during the briefing day]	
After morning break	
Check with each member of staff involved that all diaries have been completed	
Answer any queries which may have arisen	
Lunch time	
Ensure diaries have been transferred from classes to staff responsible for completion during lunch time	
Check that the lunchtime process is set up as agreed (<i>Ideally, pupils participating in CADET should be separated from others, to ease the administration process. It may also help to separate those with packed lunches from those having school dinners</i>)	
Help staff complete the diaries during lunch time, act as a general support and answer any queries	
Ensure diaries are completed and are transferred to relevant classes and staff	
After afternoon break	
Check with each member of staff involved that all diaries have been completed.	
Answer any queries which may have arisen	
End of day	
Ensure you have left pre-paid return envelopes for each class and that staff are clear on procedures for returning diaries	
Ensure you have left the pre-typed reminder letter template that can be photocopied and given to parents if necessary	
Ensure diaries are placed in pupils' bags and sent home for parents/carers to complete (unless they attend a club on the school premises)	
After-school club on the premises	
Check that CADET diaries belonging to any children attending the club have been given the Club assistants who will be completing them	

Act as general support during club and answer any queries (only if necessary – should be negotiated with staff. See guidance above)	
Ensure diaries are completed and are transferred to pupil’s bags to take home (or that club staff are aware that they need to do so)	
Note: Evening meal and tomorrow’s breakfast	
All food and drink consumed once the child has left the school premises will be recorded in the diary by a parent/carer. Parents/carers will also be responsible for recording breakfast the following day, if consumed in the home. If breakfast is not consumed in the home, school staff will follow instructions on how to record consumption.	

7. PUPIL QUESTIONNAIRE: ADMINISTRATION DAY

A pictorial questionnaire will be administered to the Year 2 class that have completed the CADET diaries. The questionnaire aims to assess a change in pupil's awareness, knowledge and attitudes relating to the benefits of increased fruit and vegetable consumption. The pupils will be asked to respond by simply circling faces, crosses or numbers under a series of pictures of different foods. The questionnaire will be completed on the same administration day as the CADET diary. In order to assess change the same questionnaire will be administered to the same children on all three administration days. **All pupils in the Year 2 class selected during the consent process will be asked to complete the questionnaire, whether or not the school has received positive parental consent. The consent letter refers to the CADET diary only.**

It is important that the survey is administered in the same way by everyone. Detailed instructions about the procedure and the questionnaire itself are given below. However, if you have any further queries, please contact **Jennie Jupp at NFER on 01753 637356** before you begin administering the survey.

7.1 Organising the Classroom

It is important to have everything arranged in the classroom before the children enter, as the questionnaires need to be completed within a 25 minute period to minimise disruption to the school. In some schools there may only be mixed year groups (Years 1 and 2 or Years 2 and 3), and as the pupil questionnaire is for Year 2 pupils, they need to be separated if possible. This should have already been arranged during the initial telephone call to schools, or at the briefing session. However, if staff have not agreed to split classes, **you should contact RDS** who will ensure you have enough questionnaires so they can be administered to the whole class, and the process should be managed as carefully as possible. It should be noted that questionnaires completed by children in Year 1 or 3 will not be analysed.

The questionnaire can be completed on a whole-class basis but the children will need adequate supervision. For this reason, you need to have arranged for the class teacher (and any other support staff who would normally be based with this class at this time) to be available to supervise the children and offer help when required (particularly if there are any children with special educational needs (SEN) or with English as an additional language (EAL)). It is important that you discuss this at the briefing session.

7.2 Preparation

Each child's first and last name needs to be written clearly in the box provided on the questionnaires. All of the questionnaires will have an ID number printed onto the front. For pupils who have a CADET it is important that their pupil questionnaire ID number is identical to

the one on their CADET diary, which should have been recorded against their name on the pupil data list.

Although it may be unusual, it is important that the tables are arranged to minimise the possibility of copying. This will obviously depend on the equipment and space available in the classroom you are using. These issues should have been discussed and agreed at the briefing session so that you have adequate time for preparation. Some of the children may not be able to read the text on the questionnaire so you will be required to guide all of the children through each of the questions. The children will need to be provided with a sharpened pencil and it would be a good idea to ensure that there are rubbers on hand should they be needed.

Hand out the questionnaires, ensuring that each pupil has the one with their name on.

7.3 Introducing the questionnaire

When all the pupils are ready to start, it is important that you give clear instructions about how to fill in the questionnaire. Explain to the children that **we are interested in what they think and feel** and for this reason **it is essential that they do not copy someone else's work**. Make clear to the children that it is important that there is no talking, as they need to listen carefully to each question. Emphasise that if there is anything they are not sure of or that they do not understand, they should indicate this by putting up their hand and an adult will try to help them. If any children have problems completing the questionnaire encourage them to listen to the question and think carefully about their answer. Make sure that you also repeat any instructions clearly.

All of the questions should be answered by circling faces, crosses or ticks under the item, or by circling a number, and the children will not actually need to write any letters or numbers on the questionnaire. Explain that you are going to read out each question and choice clearly. Check that all the children know how to circle the faces, perhaps showing the children how to do this on the class whiteboard. For most of the questions the children will need to circle a face under each of the items; however, for some questions the children should only choose one out of the two/three items shown (questions 3 and 4) or four items out of the ten that are shown (questions 6 and 7). The children will need to be reminded of this when you reach these particular questions.

7.4 During and after the survey

Go through the example question with the children, reading out each of the answers and pointing out how the faces and crosses have been circled. **Check that all of the children understand what is required of them before you start** with the first question. Question 1 and 2 are similar to the example question. Read each of these questions and each of the possible responses through. Pause to allow the children enough time to consider their response and **ensure that each child is ready to continue** before reading out the next question. Ask the class teacher and or assistant to

look out for children who may need help. Question 3 is slightly different as the children are asked to indicate a preference out of two options. This means that the children should only circle one item in each box. Question 4 is similar in that it asks the children to choose one item out of three. However, this time they are to choose the healthiest food and not the foods that they prefer. Make sure the children realise that this question is asking something different to the previous question. Question 5 asks the children to indicate the quantity of different foods that they think a person should eat. The different quantities are symbolised by different numbers of ticks in different colours. The children need to circle the ticks to indicate their answer. Both questions 6 and 7 ask the children to choose four items out of ten. The children should only circle the four items that they have chosen. Both of these questions appear on the same page and the layout is slightly different here; make sure that the children understand this before they start to choose the items. Question 8 asks the children to circle a face to indicate their answer under each item as in questions 1 and 2. The final question asks the children to circle a number from those listed. Please see below for more detailed information about each of the questions.

As the children are filling in the questionnaires, both you and the school staff should look out for children who are stuck, and ask if they need help. Either one of you may be called on to explain particular questions to individuals. **If you feel there is a general lack of understanding about any particular question you can stop the class and explain to everyone.** However, it is very much up to your own discretion how you deal with problems if they should arise.

When all of the children have completed the questionnaire, ask them to leave them on the tables so that you can collect them. Thank the children and any staff for taking part and hand back over to the class teacher.

When you have finished administering the survey with the class, please check the following before returning the questionnaires:

- ◆ Make sure the pupil names have been completed on the front of each questionnaire.
- ◆ Place the questionnaire in the white plastic envelope provided and return to NFER.

7.5 The Questionnaire: Additional Useful Information

This section provides more detail about the specific questions, and useful advice on how to administer the questionnaire. The first three questions are about pupils' preferences, and are quite straightforward. However, the other questions assess knowledge, and need careful instruction (as described below).

Questions 1 and 2

Both these questions are quite straightforward and ask the children about which fruits and vegetables they have **tried** and which they **like/dislike**. The children should understand what these questions are asking and it is unlikely that you will need to explain either question in more detail. However, there may be examples of fruits/vegetables which the children are not familiar with and that they have not tried before. In this case the children should circle the cross. If a child has tried a fruit/vegetable before but is not sure whether they like or dislike it (perhaps they cannot remember) they can circle the straight face to indicate that they are not sure. There may of course be fruits/vegetables that the children enjoy, which are not pictured; this is unfortunate, but unavoidable as there are a limited number which can be pictured.

Question 3

This question asks the children to choose between two different snack foods, the snack food they **prefer**. The children should understand what this question is asking, you could give the children a scenario e.g. if you had just come in from playing outside and you were really, really hungry and these two snacks were the only foods in the cupboard or the fridge, which would you choose? If a child has not tried either of the foods before or if they really don't like either of the foods then they don't have to circle a smiley face.

Question 4

This question asks the children to choose between three different combination snack foods, the snack which they think is **healthier**. It is important that you reinforce that this question is not about preferences, it is about which food is healthier. You should remind the children of this as you read out each selection (asking the question 'which do you think is healthier...'). One of the items pictured is referred to as a 'fruit-snack roll'. Some children may not be familiar with this description and it may help them to recognise the item if you use the brand name 'fruit winder' as this may be better known. This is a question assessing children's knowledge and awareness and children who have little or no knowledge of healthy eating may be confused by this, as they may not be aware that some foods are healthier than others or they may not know what 'healthier' means. It is important not to lead the children in any way or to influence their responses to this question. It is important to explain this to any school staff who may be assisting in the

administration of the questionnaire as well. If a child is really unsure they don't have to circle a smiley face (they can leave it blank).

Question 5

This question asks the children how much of different foods you **should eat lots, some or only a small amount**. The children have to indicate their answer by circling ticks. They should circle three green ticks to indicate 'lots', two blue ticks to indicate 'some' and one red tick to indicate a 'small amount'. You will need to refer to the ticks both by colour and quantity. During the pilots the children were able to follow the instruction for this question without any difficulties. However, it is different to the other questions so you will need to explain the instructions clearly and ensure that the children know what to do. Again this is a knowledge question and some children may not know the correct answers. If a child is really unsure as to what the right answer is then they can leave this question blank. Please note that there may be children who have strong beliefs about eating particular foods (e.g. vegetarian or vegan) and it is possible that these children may not want to answer these questions as they believe that people should not eat any fish, cheese or eggs. We came across no such problems when the questionnaire was piloted however, if such a child feels strongly then they can indicate their beliefs by drawing a small v next to these items.

Questions 6 and 7

These questions ask the children to choose four items to make up a **healthy balanced lunch**. The children are given 10 items from which they have to choose only four for each question. It is important to reinforce that the children should be choosing items that would make up a healthy balanced lunch not necessarily items that they like best. Some of the children may not be able to read the text and may not recognise the items simply from the picture. Therefore, you should read through each of the items first and then give the children an opportunity to go back and choose four. Ask the children to wait until you have finished reading out the items before they choose. Again children may not know the answer and it is important not to lead the children in any way which might influence their responses. If a child is really unsure they can leave these questions blank.

Question 8

This question asks the children to decide whether different foods and drinks **count as a portion of fruit**. You may need to explain what the term 'portion' means. Tell the children it means one serving or helping of fruit. The children have to indicate their answer by circling one of the three faces. If they are not sure they can simply circle the straight face to indicate this.

Question 9

This question asks the children **how many portions** of fruit or vegetables you should eat each day. Tell the children that a portion is one serving or helping of something e.g. a whole piece of fruit or one bowl of salad, or a handful of grapes. If the children are not familiar with the 5 a day message they may find this question confusing. Make sure both you and the other staff do not lead the children in any way. If a child is really unsure they can leave this question blank.

7.6 Summary and checklist for pupil questionnaire administration

Arriving at the school
Check arrangements for administering the survey with school staff based in Year 2
Complete the front of the questionnaire with each child's name. Ensure that pupils with CADETs are given a questionnaire with the same number as on their CADETdiary. This number should have been noted on the pupil data lists.
Instructions before you start
Arrange the classroom as required, ensuring there are enough pencils and rubbers available.
Remind the relevant members of staff of their role in supporting the children (offering help but not leading the children in any way).
Tell the children that they should listen carefully, not talk to one another and not copy someone else's work.
Explain that the children should put up their hand if they are stuck or don't understand one of the questions.
Make sure each child has the correct questionnaire with their name on
During and after the survey
Go through the example question.
Work through the questionnaire, reading each question and each of the choices clearly.
Look out for children who are stuck and ask staff to assist.
Thank both staff and children for taking part and collect all questionnaires ready for return to NFER.

DOCUMENT 10. SCHOOLS COORDINATOR GUIDANCE



Summary of Instructions/Checklist for School Staff for the Evaluation of the National School Fruit Scheme

ACTIVITY	Name of staff involved
Start of administration day	
Please check that the pupil names and their class name have been recorded on the front cover of the CADET diary, by NFER administrators. If this is missing please speak to the administrator and bring it to their attention.	
Depending on the arrangements in your school, the CADET diaries should be delivered to the relevant classrooms (by administrators) where children will be following morning break .	
If you are administering the CADET diary after morning break	
If possible, observe what the children eat/drink during morning break, or afterwards ask each child what they ate/drank, and tick all appropriate boxes in the column headed ' morning break '.	
Depending on the arrangements in your school, before lunch time, the diaries should have been delivered to the staff responsible for administration during lunch time. [If a child attends part-time, the CADET diaries should be sent home with the children. There are instructions in the CADET diary for parents to complete what the child eats for the rest of the day.]	
If you are administering the CADET diary during lunchtime	
Set up/organise lunchtime process as arranged with the administrator	
In the column headed ' lunch time ', tick all food/drink as soon as a bite/drink is taken	
Assist the administrator in delivering the CADET diaries to classrooms where the children are to be located for administration at afternoon break.	
If you are administering the CADET diary after afternoon break	
If possible, observe what the children eat/drink during afternoon break, or afterwards ask each child what they ate/drank and tick all appropriate boxes in the column headed ' afternoon break '	
For pupils not attending after-school clubs on school premises, staff should ensure that they put the CADET diaries in pupil's bags to take home, together with the letter addressed to parents asking for their assistance in completing the diary for the rest of the day.	
For pupils attending after-school clubs on school premises, depending on the arrangements in your school; deliver the diaries to allocated club staff at the end of school	
If you are administering at an after-school club on premises	
Tick all food/drink consumed during/immediately after club in the column headed ' before tea (after school) '	
Put the CADET diaries in pupils' bags to take home (parents will record all food/drink consumed in the evening and tomorrow's breakfast if consumed at home)	
The following school day: checking the CADET diaries before morning break	
Check that breakfast has been recorded, and record any other food/drink that the child has consumed since leaving home this morning. The 24-hour recording period finishes at morning break, so all food/drink consumed until break, but not including	

break, should be recorded. (If the main administration day is a Friday the process is slightly different; all food/drink consumed on the Saturday up to 10.am should have been recorded by parents/carers, but it is very important that you should check the diary has been completed when they are returned to the school on the Monday). Return the CADET diaries to the member of staff who is responsible for returning them to NFER (school coordinator). Diaries should all be returned on or before the 2nd April 2004 by pre-arranged Parcel Force post . See Page 8 for return instructions	
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Administering the Child and Diet Evaluation Tool (CADET) in schools

Instructions for School Coordinator

1. Background

A consortium led by The National Foundation for Educational Research (NFER) with the Nuffield Institute for Health (NIH) have been jointly commissioned by the New Opportunities Fund (NOF), to evaluate the impact of the National School Fruit Scheme (NSFS).

A key component of the Department of Health's plan to '*improve health and reduce inequality*' in the UK population is to improve diet and nutrition. The Government's national 5-a-day programme forms part of the strategy to raise awareness of the health benefits of fruit and vegetable consumption, and to improve access to fruit and vegetables. One aspect of the 5-a-day programme is the NSFS, which will provide a free piece of fruit to children aged 4–6 years in selected regions each school day. The scheme will be rolled out nationally by September 2004, and will involve distributing around 440 million pieces of fruit each year to over 2 million children in 18,000 schools across England. NOF's pilot of the NSFS provides a unique opportunity to evaluate the impact upon schools and pupils of the provision of fruit on a daily basis for a substantial period of time.

The research aims to evaluate the impact of the NOF-funded pilot of the NSFS on children and schools and identify changes to:

- ◆ children's consumption of fruit and vegetables
- ◆ children's overall dietary patterns
- ◆ children's nutrient intake

The Children and Dietary Evaluation Tool (CADET) diary will be used to measure changes in total daily consumption of fruit and vegetables and overall diet amongst children aged 4-6 years. The diary records what children eat and drink over a 24-hour period by means of ticks which are

placed next to all food and drink consumed at meal and snack times. The diary is completed by adults on behalf of the children. The diary will be completed on three separate occasions in treatment schools (those involved in the NSFS) and in a group of similar comparison schools (those not yet involved in the NSFS).

2. Instructions on the Administration of the CADET Diary

These instructions complement the information given by the NFER administrator during your recent briefing session. These instructions are aimed at the member of staff responsible for coordinating the administration day in school, although they can be photocopied for other staff to use as a guide (particularly if they were unable to attend the briefing session). It would be useful if all staff involved were given a copy of the completed checklist, found at the start of this document. The instructions give details of the minimum requirements regarding the administration of the CADET diary. In some cases, examples of good/ideal practice are given, although the administrator will have discussed and agreed the processes which will take place in your school during the briefing session. An administrator will be present in school on the administration day to support you and other staff in the CADET diary administration process.

Parental consent

As parents will be involved in completing the CADET diaries, it is important that positive consent is given by parents. Each pupil in the three classes selected to take part (one class in each of Reception, Year 1 and Year 2) will be given a parental consent letter to take home during the briefing session via pupil post. Each of the three teachers from the classes involved will be responsible for recording parental responses to the consent letters. They can either do this by **recording 'yes' or 'no'** on a copy of the **pupil data list** which can be provided by the NFER administrator, or they can record it on their own list (but, the administrator **must** then be given these lists so they can transfer this information on to the pupil data list). Class teachers are asked to remind parents who have not returned consent forms (reminders can either be verbal or made by using the template letter provided). Class teachers should then **return completed lists and letters** (for NFER records) to the school coordinator. The administrator will collect these on administration day.

Supporting information on administration

The CADET diary has been designed as a pre-coded dietary assessment tool to make it quicker and easier to complete than many other methods of capturing information on what children eat. Most of the foods that children between the ages of 4 and 6 years commonly eat has been categorised and listed in the left-hand column of the food diary. This data has been obtained from a large national UK survey of children's eating habits.

Many foods currently consumed by children are branded e.g. Big Feet (a type of jelly sweet) and, as such, brand names do not always tell us much about what type of food the product is. Therefore, the important thing to note about recording food which you are not sure of is to think about which **category** it fits into e.g. is it a breakfast cereal, plain biscuit, chocolate biscuit, a predominantly cheese product etc? You may find it helpful to look at the CADET diary now and familiarise yourself with the categories of foods and drinks listed on the left-hand side.

How to complete the CADET diary

The CADET diary is to be completed on behalf of each child taking part in the study by staff in school and parents/carers at home. The children taking part will be in Reception, Year 1 and Year 2 (those sampled by an NFER administrator and for whom parental consent has been received). The CADET diary is designed to record what a child eats over a specified 24-hour period by means of a simple tick list completed at each meal or snack time by an adult on behalf of a child. It is therefore **important to ensure that school staff are available during meal/break times to help complete the relevant sections of the CADET diary during the school day** and parents/carers are available to record food and drink consumed at home.

The CADET diary is issued by the administrator at the beginning of the administration day and remains at school until the child concerned is ready to leave. At this point the diary is packed in the child's school bag with a letter and instructions for the parent/carer. Parents/carers record all food/drink consumed once the child leaves the school premises that day, and also breakfast on the following morning, if consumed at home. In some cases, if the administration day is a Friday, parents/carers will need to record Saturday's breakfast. The CADET diary is returned to school the following school day (if breakfast was recorded on a Saturday, and the diary is returned on Monday, teachers should still undertake the same checking process as described below).

As shown in the CADET diary example below, the 24 hour period or *administration day* has been subdivided into **seven** separate meal 'events' namely: 1. Morning break; 2. Lunchtime; 3. Afternoon break; 4. Before tea/after school; 5. Evening meal/tea; 6. After tea/during night; 7. 'Breakfast/before school' (note: completed the following morning, which in some cases might be a Saturday). The responsibility for recording food at these meal events is illustrated in the following example (and is explained further at the end of this document).

Example
 If your child ate a bowl of Rice Krispies with milk and sugar at breakfast - tick ✓ Rice Krispies and milk in the column labelled 'Breakfast/before school'. The sugar that was added can be ticked in the diary (see Q9 on page 13).

To be ticked ✓ by school staff (or parent if child attends half days only)

To be ticked ✓ by parents (or school staff if child goes to after school club on the school premises or if breakfast is consumed outside the home).

To be ticked by parent ✓

	Morning break (1)	Lunch time (2)	Afternoon break (3)	Before tea (after school) (4)	Evening meal/tea (5)	After tea/ during night (6)	Breakfast/ before school (7)
A CEREAL							
1 Cornflakes, Rice Krispies etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 Sugar coated e.g. Frosties, SugarPuffs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3 Hi-Fibre e.g. Branflakes, Weetabix, Shreddies, Muesli	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 Milk on Cereal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5 Pomridge, Ready Brek	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





All sugar eaten is recorded in Q9 on page 13

Please look through the pages of this diary and then you are ready to start

Figure 1 sample section from CADET diary

Firstly, identify the meal event to be recorded in the CADET diary. Then, place a tick in the column next to the food or drink consumed. Completion of each meal event takes a maximum of 15 minutes (lunch) and ten minutes (break) for the whole class (based on one member of staff observing eight children). Many schools do not allow refreshments (except water) during the afternoon break, in which case please tick 'nothing to eat' and/or 'nothing to drink' on page 11. Water should be noted, when consumed.

If the exact food or drink a child consumed is not listed in the CADET diary the nearest match should be ticked, as indicated below:

-  Fruit Winder is: → sweets, crisps etc
-  Spaghetti Bolognese is: → pasta with meat, fish (sauce)
-  Milk shake is: → milk, milky drink
-  Popadom is: → crisps/savoury snack

Please note:

- ◆ There are some additional questions that parents have been asked to complete about their child's diet at the end of the CADET diary.
- ◆ If a child does not have anything to eat or drink at a mealtime, please tick 'nothing to eat' and/or 'nothing to drink' on page 11 of the CADET diary.
- ◆ Parents/carers should ask if the child ate or drank with someone else after school, and record anything consumed in the diary.

- ◆ Breakfast will be recorded on the **morning following the main administration day**, by a parent/carer if consumed at home. Parents are then asked to return the diary on the following school day. Teachers should check breakfast has been recorded, and ask if anything else has been eaten since leaving home that morning (this will allow for breakfast consumed off school premises). Note: if the main administration day was a Friday the process is slightly different; any food/drink consumed up to 10 a.m. on the Saturday should have been recorded by parents/carers. On the Monday, teachers should check that the diary has been completed by parents/carers. If not, teachers should ask children what they ate/drank and record it retrospectively.
- ◆ It is important to obtain as complete a record as possible of what the child ate over the 24 hours, so try to ensure that adults completing the diary do not leave out anything a child has eaten and drunk either at home or school. **Even water counts.**
- ◆ If for some reason the child is not at school on the day after the administration day, please ensure arrangements are made to return the diary as soon as possible. All late diaries should be returned to NFER together, (on or before 2nd April 2004) by Parcel Force organised by the NFER Please see page 8 for full return instructions..

Speed ticking at lunch time

The CADET diary has been used before and experience has shown that to keep things simple at lunch time, it helps to **separate** the children involved in the CADET diary from other children. Keeping all children taking a packed lunch on one table and all children eating a school lunch on another table also helps to simplify the ticking process. This will make it easier for the staff completing the diaries to undertake this activity, and speeds up completion. Schools should be encouraged to give **stickers with names on** to all children participating in the CADET diary, to make identification easier. This aids staff in identifying pupils involved in the evaluation and would be particularly helpful for administrators, who will not be familiar with the names of pupils.

Who does what when?

The CADET diary is designed to capture data on children's food and drink intake for one day (24 hours). The CADET diary must be completed on behalf of a child during each meal event, from the moment children arrive at school to the time they leave. The CADET diary must then be sent home for parents/carers to take over recording. The administrator will arrive at the school with diaries ready for **all** children who have parental consent to be involved. The children's names (ideally completed by the administrator) should be written into the boxes provided and CADET diaries will then be given to school staff responsible for completing the CADET diaries. Note that as breakfast is recorded by parents/carers on the following morning (see below) the first meal event in school is **morning break**.

- **Morning break** – ideally, the children should be observed during morning break by a classroom assistant and/or teacher, who should then complete the diary by ticking all food and drink consumed. If this is not possible, a classroom assistant and/or teacher will need to ask each child after break what they ate/drank and tick the appropriate box (on average ten minutes for the whole class). If this approach is required it should take place immediately after the end of break. The designated member of staff will need to confirm with the administrator that all CADET diaries have been completed (ticked).

- **Part-time pupils** – if a child is part-time and leaves school at lunchtime, parents/carers should be given instructions on how to record all food/drink consumed after their child leaves school.

- **Lunch** - on the day of the CADET diary administration, there will need to be approximately **one member of school staff to complete the CADET diary for every eight children** (these could be teachers/classroom assistants/extra lunchtime staff; staffing should have been discussed and agreed beforehand so that all those involved can be briefed). The CADET diaries will need to be transferred to staff responsible for their completion during lunchtime. The completion of the lunchtime section of the CADET diary is fast, as a tick is simply placed next to every item of food/drink as soon as a bite/drink is taken. Schools may run a staggered mealtime system depending on year group. It may be possible to stagger the school meals for children taking part in the CADET diary to allow the lunchtime CADET diary recorder to oversee more children. It may help if children taking packed lunches and school meals could be separated to facilitate more rapid completion of the CADET diaries. One member of staff will need to confirm that all CADET diaries have been completed (ticked). CADET diaries will then need to be transferred to the classrooms of children taking part in the study.

- **Afternoon break** (if applicable) – ideally, the children should be observed during afternoon break by a classroom assistant and/or teacher, who should then complete the diary by ticking all food and drink consumed. If this is not possible, a classroom assistant and/or teacher will need to ask each child what they ate/drank after break and tick the appropriate box. A designated member of staff will need to confirm with the administrator that all CADET diaries have been completed. The diaries will then need to be put into children’s school bags so they are sent home at the end of the day (unless children go to after-school clubs).

- **After school clubs on school premises** – children taking part in the evaluation and attending an after-school club on school premises will need to be identified in advance (preferably during the briefing session) and their CADET diaries taken to the club for completion by the agreed teacher/staff member. All food and drink consumed must be recorded in the CADET diary for each child for whom CADET diaries have been issued. Diaries will then need to be put in children’s school bags so that they are sent home at the end of the day. NFER test administrators could be available to support club staff if considered necessary; this will be negotiated between the administrator and school coordinator. [Note: if any children attend an after-school club off the school premises, parents will be given instructions to complete the diary after the club. In such cases, the diaries will need to be put into children’s school bags so they are sent home at the end of the day.]

- **Home** – CADET diaries will be sent home with children taking part in the study. The parent/carer will complete the CADET diaries on behalf of their child. This will include any food/drink consumed after their child leaves school and during the evening (tea/evening meal).
- **Breakfast** – breakfast is recorded on the following morning (in some cases, if the administration day is a Friday, this will be a Saturday). If breakfast is consumed at home, this will be recorded by parents/carers. If this has not been completed, school staff should ask the child what he/she consumed and record breakfast retrospectively (this will include food/drink consumed at breakfast clubs). Staff should also record anything that the child ate/drank on the way to school.

What if a child is part-time (e.g. is only at school for half a day)? In some schools, children in reception classes attend school part-time. If this is the case, the CADET diary should be sent home with the child, and parents will be given instructions to record all food and drink consumed once they leave school.

What if a child is sent home sick? If this is the case, the CADET diary should be sent home with the child and parents will be given instructions to record all food and drink consumed once they leave school.

Returning the CADET diaries

A note should be made of any non-returned CADET diaries on the day following administration day (if this is a Friday, CADET diaries should be returned by parents/carers on the following Monday). Ideally, pre-typed reminders (a template of which will have been left with the school) should be sent home via pupil post two days after the study to encourage parents to return any outstanding CADET diaries. CADET diaries should then be returned to NFER on or before the 2nd April 2004 by pre-arranged Parcel Force post. **The school coordinator will need to arrange the return of CADETs by telephoning Parcel Force on 08708 501150 quoting reference number R158109 to arrange free collection. You will need to say that you require the 48 hour delivery service and that you have no paperwork. Parcel Force will then bring the appropriate paperwork with them. Please keep a note of the consignment number that Parcel Force will give you.** NFER will send postal reminders to schools which have not returned diaries.

School responsibilities

Head/School Coordinator

- to collect pupil consent letters and pupil data lists from the three class teachers and retain them for the administrator (or delegate this task).

- to ensure teacher/classroom assistants are well informed of the study and are familiar with the completion of the CADET diary, that they have all received a copy of the administration checklist, and that they have access to the CADET diary helpline number, available between 9am and 6pm [**Jennie Jupp on 01753 637356**]
- to ensure a system is agreed for transferring the CADET diary around the school for completion by designated staff (e.g. making sure each person is aware of the next stage of administration and which member of staff will be involved). The actual process will be supported by an administrator
- to ensure that there are enough staff to support the completion of the CADET diaries at each meal event. Lunch time presents the greatest logistical challenge (this should have been discussed and arranged during the briefing session).
- to return all completed CADET diaries to NFER on or before the 2nd April 2004 by pre-arranged Parcel Force post, see page 8 for instructions on returning CADET diaries..

Teaching Staff/Classroom Assistants (to be involved in CADET)

- Recording parental consent and returning consent letters to the school coordinator.
- Completion of CADET diary during or after break (ten mins max for each class)
- Completion of CADET diary at lunch (15 mins max)
- Distribution of CADET diary to go home at the end of the school day (or to staff supervising after-school clubs on school premises, if any children attend).
- Checking breakfast has been recorded, and recording anything else that the child has eaten since leaving home that morning (this will allow for breakfast consumed off school premises). Note: if the main administration day was a Friday the process is slightly different; any food/drink consumed up to 10 a.m. on the Saturday will have been recoded by parents/carers. On the Monday, teachers should check that the diary has been completed by parents/carers.
- Final checks and organisation of return to the school coordinator.

After-School Club Staff/Supervisors (school premises only)

- Completion of the CADET diary during after-school club
- Distribution of CADET diary to go home at the end of the club

NFER Administrators

An NFER administrator will be present at the school on the main administration day to support the process and answer any queries.

THANK YOU FOR HELPING WITH THIS IMPORTANT EVALUATION

DOCUMENT 11. PARENTAL CADET LETTER

Letter to go home with CADET

Our Ref:

Date:

Dear Parent

We wrote to you recently asking you to allow your child to take part in the National School Fruit Scheme evaluation, and we would like first to thank you for agreeing to help us with this important study.

In our letter we said that your child would receive a food diary, in which all the food that they eat in a 24-hour period would be recorded by school staff and by you at home. Your child has been given the diary to bring home today. The diary includes full instructions telling you how to fill in what your child eats and drinks **while they are not at school**. The diary will have already been filled in today by school staff for the time your child was at school.

We are asking you to enter into the diary all the food your child has had since leaving school today (you may need to ask them about this). In particular:

- ♦ please record all the food they eat this evening, preferably ticking the diary at the time when they eat,
- ♦ if your child is eating elsewhere this evening, please find out what they have eaten and enter this information in the diary,
- ♦ in the morning please record all food eaten by your child before they leave home, and give the diary to your child to return to school.

If tomorrow morning is a Saturday, please record only food eaten before 10am. The diary should then be returned to school on Monday.

We would like to thank you and your child for helping us with our research. If you have any questions about how to fill in the diary, you can telephone our helpline, on 01753 637 356 which is open between 9am and 6pm.

Yours sincerely

Jennie Jupp
Deputy Head of Research Data Services

DOCUMENT 12. PARENTAL CADET CHASE LETTER

Our Ref:

Date:

Dear Parent

You may remember that you recently agreed to your child taking part in the National School Fruit Scheme study, and we sent a food diary home with your child for you to complete. Our records show that the diary has not yet been returned to school. It is very important that we get information about what children are eating, and so we would ask that you return the diary as soon as possible. If you can find the diary, please give it to your child and ask them to give it to their teacher.

We would like to thank you and your child for helping us with our research. If you have any questions about how to fill the diary in you can telephone our helpline, on 01753 637 356 which is open between 9am and 6pm.

Yours sincerely

Jennie Jupp
Deputy Head of Research Data Services