Background

The delivery of the 2020/2021 Core Pupil Profile (previously Core Pupil Meeting) was impacted considerably by the COVID-19 pandemic where in-school delivery was prohibited. The planning process was also impacted by staff team changes. This summary document aims to provide an insight into the adaptations made to this delivery cycle in the face of COVID-19 and working from home (WFH), along with areas of good practice and future recommendations.

Learning outcomes

This is the first opportunity for LIFT OFF team members to meet with Core Pupils on a one-to-one basis, the aim of which is:

LIFT OFF

- Build trusting relationships
- Ascertain academic level / subjects taken
- Provide information and guidance where possible

Pupils

- Identify strengths / qualities / skills
- Identify post-school aspirations
- Identify areas for improvement
- Discuss any difficulties / worries or concerns
- Establish short and long term goals.

Previous Recommendations

Good practice and future recommendations from the 2019/2020* programme evaluation:

- Microsoft Teams was a successful platform in terms of accessibility, resource creation and GDPR compliance and should perhaps be considered in future delivery cycles regardless of the format of meetings.
- Both personal and school based Glow emails accounts should be requested in future recruitment cycles to ensure access to any virtual platforms that may be sued in the future.
- The use of social media accounts and direct correspondence via text services and email reduced the workload on teaching staff and proved an effective method of reminder.
- Although not feasible in this delivery cycle, pupil feedback should be implemented in future cycles to ensure that the form content is appropriate and pupil-centred.

Scottish Funding Council
Comhairle Maoineachaidh na h-Alba

Covid-19 Adaptations

Based on previous programme evaluation recommendations and the current WFH restrictions due to the COVID-19 pandemic, the following adaptations were made to the S4 Core Pupil Profile delivery:

- A 'S4 CPP' Channel was added to the LIFT OFF Team using the Microsoft Teams Platform
- Due to an uncertain planning landscape, the S4 Core Pupil Profile delivery schedule shifted from March (Term 3) to November (Term 2)
- A digital version of the Core Pupil Profile was created using Microsoft Forms. The pupils would receive this electronic form via email (personal and Flow email accounts).
- A link to the form would also be added to the S4 channel in each school classroom on Microsoft Teams.
- All follow-up materials were converted to a digital format.
- Due to in-person meetings being prohibited due to the pandemic, pupils were able to select multiple options with regards to follow-up: email, phone call and/or direct message chat using Microsoft Teams.

Delivery

The following schools were offered S4 Core Pupil Provision.

FIFE	DUNDEE	ANGUS
Kirkcaldy High School	Morgan Academy	Arbroath Academy
Woodmill High School	Craigie High School	
Glenrothes High School	St. John's RC High School	
Viewforth High School**	St. Paul's RC Academy	
St. Columba's RC High School	Baldragon Academy	
Lochgelly High School	Braeview Academy	
Beath High School		
Glenwood High School		
Levenmouth Academy		

** due to an administrative error Viewforth High School (T2) received S4 provision during AY20/21.

Core Pupil Profile

The Core Pupil Profile was created using Microsoft Forms split into five sections:

- Section 1- Contact Details
    - Name
    - School
    - Contact Telephone
- Section 2- Academic Profile
    - What subjects are you studying this year?
    - Add any other subjects you are currently studying

- o Do you plan to stay on in S5?
    - If yes, what subjects would you like to study in S5?
  - o What other programmes are you involved in?
- Section 3- Strengths, Skills & Interest
  - o What do you want to do after school?
  - o What Higher Education course and/or career are you interested in?
  - o Rate your skills:
    - Communication
    - Time Management
    - Teamwork
    - Problem solving
    - Confidence
  - o What are your strengths?
  - o What extra-curricular activities are you involved in?
  - o Tell us more about the extra-curricular activities you are involved in?
- Section 4- Support
  - o Do you have an additional support need(s)?
    - If yes, please select from the list below which apply to you.
  - o What support do you currently access at your school?
  - o Is there anything you would like help with?
- Section 5- Next Steps
  - o Would you like support from LIFT OFF on how to set SMART Goals?
  - o Please select the areas you wish to receive support, or select 'other' and let us know how we can best support you:
    - Time Management
    - Study Skills
    - Post-school / Career options
    - Confidence
    - Health & Wellbeing
    - None
    - Other
  - o We would also like to offer you an additional opportunity to discuss S4 and your next steps please select the options you are happy with
    - Phone call
    - Live chat

Each section of the profile contained a video filmed by a member of the LIFT OFF team. The video acted as a way for the new LIFT OFF Core Pupils to get to know staff (virtually) as they explained thier section of the form. The Core Pupil Profile was emailed to pupils (personal and GLOW email accounts) on **Friday 20th November**. The team agreed a deadline of **Friday 27th November** for pupils to complete the form.

Follow Up

A spreadsheet was created to monitor and assign completed forms to staff to complete the follow-up procedure. A two-week block was agreed to complete follow-up (**Monday 30th November – Friday 11th December**). The follow-up email included:

- 'Support' PDF document
- Comment on: after school plans / rated skills / ASN (if mentioned) / S4 subjects
- Promote 'Ask a Student' feature on LIFT OFF website

Could also include

- Attach 'SMART GOALS' pdf document (if requested)
- Attach link to 'Volunteer Study Skills' video (if requested)
- Attach link to 'LIFT OFF Planner' pdf document (if requested)

Assigned staff were also responsible to complete any additional follow-up a pupil may have requested. This may have been a combination of a phone call and/or a 'LIVE Chat' direct message using Microsoft Teams.

Feedback Questionnaire

A Microsoft Form 'S4 Core Pupil Profile (CPP) and Future Planning: Pupil Feedback Questionnaire' was sent to all S4 LIFT OFF Core Pupils on **Friday 5th February** to be completed by **Friday 19th February**. The form was split into 2 sections:

- Section 1- S4 CPP Feedback
    - Did you complete the S4 CPP form that we sent you?
    - On a scale of 1-5, how quick did you find the form to complete?
    - On a scale of 1-5, how easy did you find the form to complete?
    - Did you think the areas of support offered matched what you were looking for?
    - Are there any other areas of support that you would like to have seen offered?
    - If you requested support on how to set SMART goals, did you find the information we sent useful?
    - On a scale of 1-5, how useful did you find the follow-up resources and information you received from LIFT OFF?
    - Are there any additional comments or suggestions you would like to pass on about the S5 CPP support?
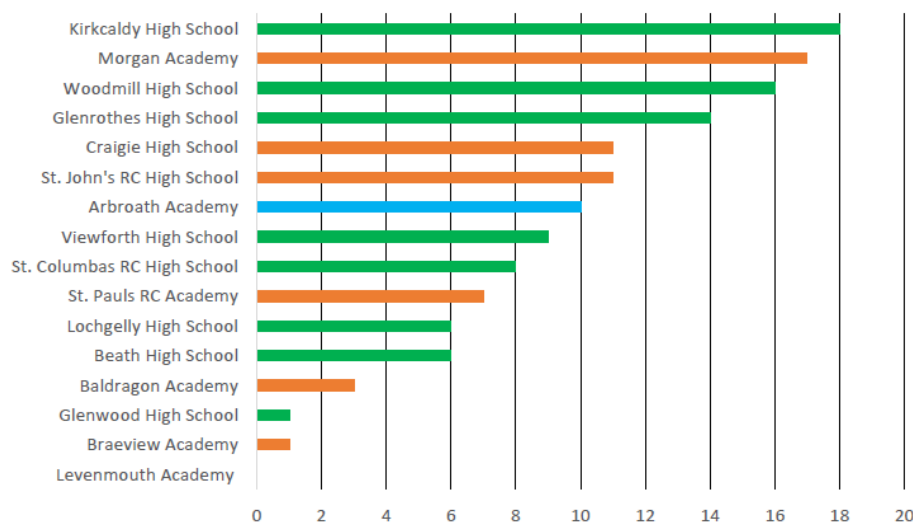- Section 2- Future Planning

This section focused on the alternative engagement which would replace the S4 Campus event due to the COVID-19 pandemic (*see S4 Steps to Success evaluation report*).

Programme Evaluation

Core Pupil Profile

The Core Pupil Profile electronic form was sent to **216** S4 Core Pupils with a total of **138** pupils completing the form. This resulted in a **64%** participation.

Fig 1. Schools Participation

Of the **138** S4 Core Pupils who completed the electronic form **93%** (128 pupils) plan to stay on in S5, with **6%** (8 pupils) not sure and **1%** (2 pupils) leaving at the end of S4.

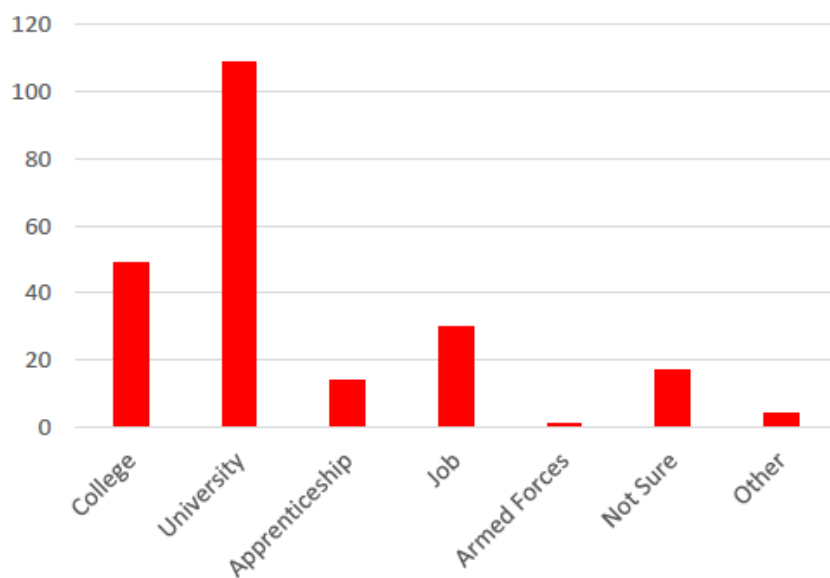**Fig 2. Post-School Destinations**

Fig 2: Shows that the majority of pupils are interested in studying at College and/or University. The most popular courses pupils are interested in studying include:

- Medicine
- Law

- Psychology / Neuroscience / Criminology
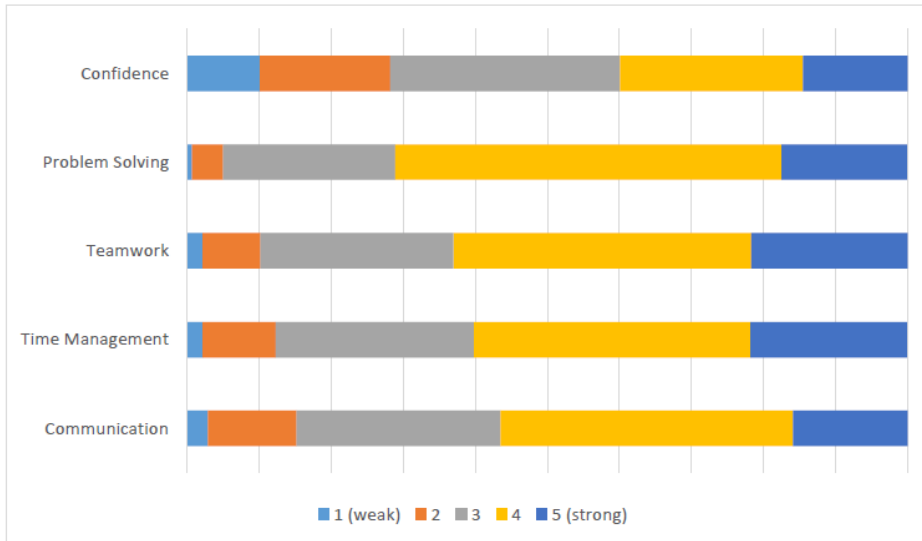- Teaching
- Nursing
- Business

Fig 3. Rate your Skills

Fig 3: It is important to note that **28%** of pupils who answered this question in the CPP scored themselves low (a score of 1 or 2) for 'Confidence'.

In the final section of the CPP 121 pupils (**88%**) of pupils requested support from LIFT OFF on how to set SMART Goals.

Pupil Feedback

Of the 67 S4 Core Pupils who completed the 'Feedback Questionnaire' form, 52 pupils completed the S4 CPP electronic form.

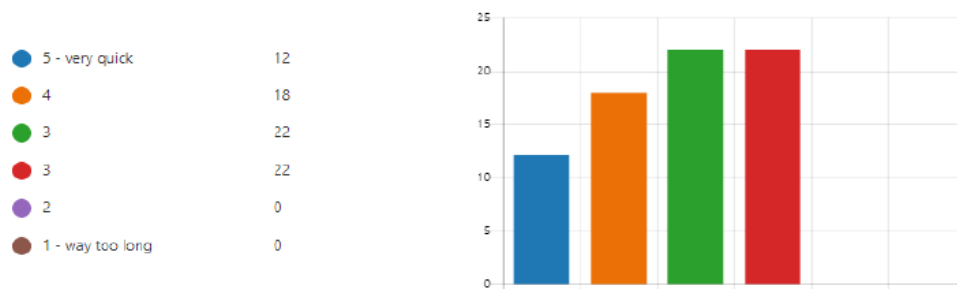**Fig. 4 Q2 "How quick did you find the form to complete?"**

● 5 - very quick	12
● 4	18
● 3	22
● 3	22
● 2	0
● 1 - way too long	0

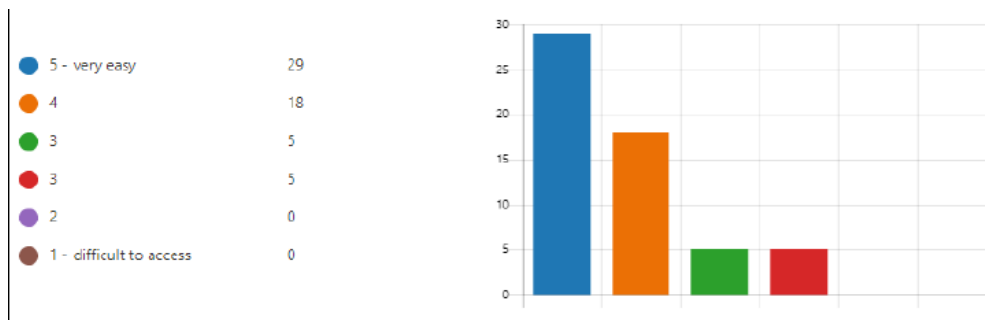**Fig. 5 Q3 "How easy did you find the form to access?"**

Fig 4-5: Shows that pupils found the electronic form moderately quick to complete and easy to access.

100% of the 52 pupils who completed the CPP form found the areas of support we offered matched what they were looking for. These areas of support included: Time Management; Study Skills; Post-School / Career Options; Confidence; Health & Wellbeing.

Finally, we asked the pupils who useful did they find the follow-up resource and information they received from LIFT OFF.

Fig. 6 Follow-up Resources

71% of the 52 pupils who completed the CPP electronic form found the resources useful (a score of 4 or 5).

Staff Feedback

A document was created and shared on the 'S4 CPP' channel on the LIFT OFF classroom for staff to provide feedback regarding the planning, delivery, follow-up and feedback procedures. The following feedback was gathered:

- Planning
    - Clear timelines & deadlines
    - Sending form to personal and GLOW email approach, couple with text reminder worked well for maximum coverage
- Delivery
    - Use of Microsoft Forms worked really well.
    - Pupils have not been engaging with their school's classrooms.
    - Streamline form- remove ASN section from CPP form and add to Core Pupil Application form.
- Follow-ups

- o Since we asked for a lot of information in the CPP form, this led to emails becoming lengthy.
  - o Form needs streamlines.
  - o Videos created similar to S5 IAP follow-ups.
  - o Liked the 'support' document attached to emails.
  - o Pupils did not know what they wanted to talk about during phone call follow-ups.
  - o Follow-up cumbersome- streamline for staff.
  - o Create a bank of resources to ensure consistency of follow-ups.
- Gathering Feedback
  - o Use of form for pupil's good way to utilise the information gathered and add to the 'journey' aspect of the programme.
  - o Streamline questions to extract response information more easily.

Future recommendations

Reflecting on both pupil and staff feedback, the following recommendations have been made for the next cycle of S4 Core Pupil Profile delivery (AY 2021/2022):

- Continue to use Microsoft Forms to create an electronic form sent to Core Pupils.
- Send link to form in an email to both personal and GLOW email accounts for pupils.
- Consideration permanently moving the S4 CPP to earlier in the year.
- Streamline form to ensure key areas are covered. Can information be taken from S4 CP form and added to Core Pupil Applications form?
- A hybrid model containing the most successful element of digital delivery and in-person meetings.
  Create a bank of resources to ensure consistency of follow-ups/
- Continue to gather pupil feedback to ensure we are being inclusive, resource are accessible and content is appropriate and pupil-centred.