

## SEPTEMBER 2021 UPDATE FOR AR LEADS & CFEM LEADS

Dear action research leads & centre leads,

Please see the below text from Steve Pardoe. It includes:

- an outline timeline for your projects, to help with your more detailed planning.
- details about a revised AR workbook, attached.
- details about an [ONLINE REGISTER](#), designed for AR Leads to use, to record the attendance of your AR group after you deliver a training session for a module.

Best wishes,  
Duncan

### AR Projects- Planning Timeline

I hope things are settling down in your colleges after enrolment and the start of term, and that you're looking forward to this year's round of action research projects.

I thought it would be helpful at this stage to outline a timeline to help with your planning, outlining what you should aim to complete by the end of each month. **However, please bear in mind that these are general targets, but there is flexibility – in particular some of you may want to complete actions earlier, while others may need a little more time.**

By end of month	Actions
September	<ul style="list-style-type: none"><li>• Confirm membership of your ARG - names (&amp; emails addresses) of practitioners &amp; their colleges (<i>NB 4-12 practitioners per AR group, inc. AR lead</i>)</li><li>• Convene an initial meeting of your ARG, begin developing your AR plans &amp; agree a schedule of meetings for this term.</li><li>• Send a Memorandum of Understanding (MoU) to each network partner involved, outlining your expectations (inc. release time of teachers) &amp; what you will do in return (inc. how much they will be paid).</li><li>• Draw up a schedule for the roll out of your action research training (<i>NB <a href="#">T-t-T packages</a> M1, M2, M3 &amp; M4 are now ready for AR leads</i>)</li><li>• Decide who you want as your mentor (see <a href="#">list</a>) - &amp; make contact with them</li></ul>
October	<ul style="list-style-type: none"><li>• Further develop your AR plan to include aims/research question, 3-6 objectives/sub-questions, focus, rationale &amp; perhaps an outline of your first AR cycle</li><li>• Book a meeting with Cath Gladding (<a href="mailto:Cath.Gladding@ETFoundation.co.uk">Cath.Gladding@ETFoundation.co.uk</a>) to agree/firm up your project and your training plans.</li></ul>

	<ul style="list-style-type: none"> <li>• Meet with your mentor</li> <li>• Deliver M1 &amp; M2 of AR training. Record attendance on your <a href="#">ONLINE REGISTER</a> &amp; send copies of resources to participants.</li> <li>• Start literature review (<i>NB this can be left until Nov if you prefer</i>)</li> </ul>
November	<ul style="list-style-type: none"> <li>• Attend AR train-the-trainers: session 3 (10 Nov). Invitations to book out shortly</li> <li>• Deliver M3 of AR training. Record attendance on your <a href="#">ONLINE REGISTER</a> &amp; send copies of resources to participants.</li> <li>• Start or continue literature review</li> <li>• Begin first AR cycle (<i>NB This can be quite simple &amp; small scale</i>)</li> <li>• QA survey will be issued to ARG practitioners who have participated in your M1 &amp; M2 AR training</li> </ul>
December	<ul style="list-style-type: none"> <li>• Deliver M4 of AR training. Record attendance on your <a href="#">ONLINE REGISTER</a> &amp; send copies of resources to participants.</li> <li>• Complete literature review &amp; submit to Cath (copying in your RML)</li> <li>• Complete first AR cycle &amp; analyse data</li> <li>• ARG meet before end of term to discuss findings from first cycle &amp; start to plan cycle 2.</li> </ul>
January	<ul style="list-style-type: none"> <li>• Meet with Cath Gladding to discuss initial findings &amp; next cycle</li> <li>• Begin AR cycle 2</li> <li>• 2<sup>nd</sup> mentor meeting (<i>at latest – further meetings can be earlier</i>)</li> <li>• Focus groups will be held with sample of AR teachers who have participated in your M3 &amp; M4 AR training</li> </ul>

## AR Workbook

You will also find attached a revised AR workbook, which is designed to help you record details of your projects as they progress, and form the basis of your final action research reports next summer. The attached AR workbook is for you to use, and so that content can be stored on your own online space, such as a Padlet. A Word version will be made available next week. Note that the Timetable tab has been updated, to reflect multiple AR cycles happening within one academic year. Please use this Timetable template for your detailed planning.

## Online Register for AR Leads

You will find in the attached timeline an [ONLINE REGISTER](#). **The online register is for AR Leads to complete**, to record the attendance of your AR group, after the AR Lead delivers a training session for a module. Please complete the online register after each completed training session that you deliver to your AR group. Where two AR leads are delivering training jointly to combined ARGs, each AR lead should complete a separate register relating to their own ARG.

Finally, remember, this is a schedule for 5 months – and is intended as guidance to help you plan. However, if you have any queries or want to talk about research, don't hesitate to email Cath Gladding ([Cath.Gladding@ETFoundation.co.uk](mailto:Cath.Gladding@ETFoundation.co.uk)) with times when you're available to meet online. Alternatively, to discuss mathematics, talk to your CfEM Lead about meeting your Regional Maths Lead (Richard, Holly (taken over from Steve), or Shobhna.

Our evaluation partner 'ICF' will be planning their evaluation activities for the CfEM programme for the upcoming year. We will keep you updated and informed ahead of time about any evaluation activities which they will be conducting related to action research.

Hoping you have an exciting, insightful & rewarding year of action research!

Best wishes,  
Steve

**Steve Pardoe**

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