

HANDBOOK 2022/2023

Section 1: About the Forgotten 40 Project

Purpose of the Forgotten 40 project

The INEOS Forgotten 40 Project is built around a substantial gift to each project school. The project gets its name from the percentage of children living within families in poverty in the UK. It aims to ameliorate the impact of poverty and disadvantage for children from the poorest backgrounds. It works through primary schools serving some of the poorest communities in the UK, supporting them to remove barriers to achievement for children living in these communities. In removing the barriers that prevent children from doing well in school, INEOS believes their life chances will be improved.

This is a school-level project. Each school community is different. Social and economic disadvantage unites all the Forgotten 40 schools, but each school is free to use the gift to tackle whichever barriers it feels most critical to the school community.

It is the responsibility of the headteacher, in consultation with staff, to spend the gift appropriately and in line with our guidance as set out in this handbook. We believe that teachers and headteachers are in the best position to understand the needs of their disadvantaged children, families and communities. The project team hopes to learn about innovative interventions that may also work in other primary schools facing similar challenges across the UK.

Who is INEOS?

INEOS is the UK's largest private company, owned by Sir Jim Ratcliffe, John Reece and Andy Currie. Raised in areas in the North of England ranked as significantly disadvantaged they are passionate about improving the life chances of children. Since 2013, INEOS has led and supported two significant primary school initiatives, The Daily Mile and Go Run For Fun, which promote health and fitness and enhance long-term wellbeing.

The Forgotten 40 project team

The team is made up of five former teachers (Elaine Crotty, Elaine and John Wyllie, Sheila Loughlin and Brian Padgett) with extensive school experience at all leadership levels, school inspection, and deprivation intervention. This team will work in partnership with the network of Forgotten 40 headteachers and regularly report to INEOS regarding the progress

of the project and impact of the funding. Contacts for the core team can be found at the end of this document.

Phase 1: 2020/21

The first year of the project was a pilot phase, where the principles and practicalities of the project were tested in 20 carefully selected schools.

Phase 2: 2021/22 – 2023/24

In 2021, a further 80 schools from all around the UK joined the project. Each selected school will receive £20,000 per annum for a duration of three years, subject to annual review.

Funding

The gift will be allocated in September each year in a single sum, after the school's plans for spending and other details have been received and approved by the project team. The gift must be kept in a ring-fenced account and a detailed record of expenditure maintained. The headteacher of the school is responsible to INEOS for the implementation of the plans, although the responsibility for recording expenditure and actions may be delegated to other staff, such as the business manager. It is hoped that governing bodies will take an interest in the project and support the headteacher to ensure the gift is used appropriately for those children for who it was intended.

In order to meet the needs of children and families, INEOS would encourage headteachers to be flexible in their use of the funding. In early research leading to the pilot, headteachers identified four categories they would like to spend more funding on, were it available:

- providing more enrichment activities
- supporting families including fuel for heating
- ensuring children have enough food to eat
- nurture and mental health

The gift from INEOS should not be used to support regular, permanent staffing levels or for capital works, for which existing funding streams already exist.

Although we expect you to plan initiatives at the start of the session, we do recognise that you may need to change your priorities as the year progresses and, subject to discussion with and approval from your Forgotten 40 team contact, you will have the flexibility to do this.

We also recognise that, throughout the session, things can happen which tip children or families into crisis and, to help you to be able to address these situations, you may wish to build in a small underspend (up to a maximum of £2000) which can be carried over to next session, if it is not needed.

Section 2: What each school will do

- tell us the ways you have used the funding over the year
- provide feedback about the impact the project has had in your school

We are asking all schools to follow the steps below:

Step 1 Consultation - building a broad picture of your school

Each year, the project team expects headteachers to consult with people whose views help to add perspective – children, families and staff.

Step 2 : Your priorities

We believe that headteachers are likely to choose to spend in the four areas identified in ‘funding’ (see above) but recognise that there may be other issues that could be added to the list.

We want to see your initial thoughts set out for the year ahead but understand that you may decide to change your priorities as the year progresses.

Our expectation is that the focus of spending will always be to concentrate on those aspects of disadvantage in children’s lives where you feel you can make a difference. As long as it is designed to meet our main aim of alleviating the effects of deprivation on children, this project is an opportunity for you to try something innovative.

Task: Following your consultations, and with the above in mind, use the ‘Records of Initiatives’ form to outline your ideas for the priorities which you would like to tackle over the course of the year. (appendix 2)

Step 3: Updates - Keeping us informed of progress

The project team is keen to ensure that the project is administratively straightforward for schools and does not create unnecessary extra work – we want to keep it as light touch as possible.

The purpose of providing updates and evidence is to help us to:

- gain an overview of how and where the money is being spent
- understand the impact of the interventions recognising that impact may be longer term
- capture the stories of the children who have enjoyed the benefits of the project
- learn what does and doesn’t work for schools and children
- share learning across the project with other colleagues
- find answers, generated by the schools themselves, as to how the effects of poverty can be alleviated
- share good practice by supplying with us a selection of photos, quotes, children’s work for the newsletter and website

Communications

Oversight of all communications for the Forgotten 40 project lies with the INEOS Communications team. Headteachers will naturally want to keep parents and governors informed about initiatives that are taking place in school. At this point, INEOS would prefer to avoid publicity with agencies outside the school environment at this point. In the event of any external media interest, headteachers should contact the Forgotten 40 team and we will redirect the enquiry to the INEOS Communications team. If in doubt, please get in touch with us.

Section 3: What the Project Team/INEOS will do

Release of funds

The Forgotten 40 team will review and approve the following submissions before schools are admitted to the project and the funds released.

- the initiatives you would like to spend the money on
- an agreement signed by the headteacher committing the school to the project's aims
- school bank account details for BACS transfer of the £20,000

Communication

Each headteacher will be contacted, at least twice a year. This is an opportunity for you to discuss your school's progress with us, highlight any issues or opportunities that have arisen or suggest new initiatives that you would like to pursue. We hope to arrange a visit to your school at least once during the project.

A newsletter which showcases initiatives from Forgotten 40 schools across the UK will be published three times a year. This is produced by our editor, Sue Briggs-Harris. Items are selected from a range of materials you have sent to us about your completed initiatives. This is an opportunity to share good practice which is much appreciated by INEOS and our school community.

A new Forgotten 40 website will be launched later this year. The main purpose of the website will be to enable schools and everyone involved in the project to share ideas and access key documentation.

Each year all Forgotten 40 headteachers are invited to attend a conference over two days in central London. This provides a unique forum for headteachers serving some of the most disadvantaged communities across the UK to exchange experiences and learn from each other.

We can be contacted by you at any time through our Forgotten 40 email and, from time to time, Lara Chittick our admin assistant at INEOS, will contact you on our behalf.

Monitoring and evaluating

The project team is responsible for monitoring the progress of the project.

The team will monitor how the funding is being used to tackle the barriers that may have prevented good outcomes for children in the past. We are interested in the 'story' of how schools use the funding to work with children, families and communities to ensure the children achieve their best, in whichever ways the school chooses. Overall, we aim to keep our monitoring light-touch and bespoke.

The project team does not expect schools to measure success by improved test scores in English and Mathematics. This is not because we do not value attainment in core skills. Rather, we have a broader sense of what constitutes 'achievement' and would like schools to evaluate impact in all aspects of children's development: academic, social and personal.

The evidence from the completed Records of Initiatives, phone calls and contacts between the school and the team will provide the basis of our overall evaluation of success.

Each year a revised Handbook will be issued.

The project team is available to discuss issues arising.

The Forgotten 40 Project Team

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Sue Briggs-Harris, editor of newsletter	

Frequently Asked Questions

What is the project?

The project aims to improve the lives of disadvantaged children. Building on the experience gained with twenty pilot schools during 2020-2021, INEOS committed to donate £20,000 per year to an additional 80 UK primary schools for three years.

What is the money to be used for?

INEOS would like to help schools to ameliorate the effects of deprivation on the children in their school. We believe that headteachers are best placed to know how deprivation affects children in their school, collectively and individually, and the funds must be spent in ways which will have a positive impact on the children's lives.

Is the project concerned with raising attainment?

That is not the main concern for us. We want to see schools take steps to help disadvantaged children in ways which will make a difference to their lives.

We understand that this may help to improve attainment but it is not what the project is focused on and we will not measure it.

Who is INEOS?

INEOS is the UK's largest privately-owned company and it is providing all the funding for this project.

It also sponsors other charitable initiatives in schools, such as The Daily Mile, which we hope participating schools may be interested in.

Why does my school qualify for this funding?

All of the 100 schools are located in areas of the country with high levels of deprivation. After applying a range of criteria, your school was selected by the project team as being one of the most eligible for support.

How and when will the money be paid?

A single payment of £20,000 will be made each year in September once the project team has approved the school's proposal. The gift should be regarded as being over and above any other funding received by the school and placed in a ring-fenced account.

Who has authority over the funds?

We expect all spending decisions to be the responsibility of the headteacher, acting within the guidance set out in the Handbook.

What can the headteacher spend the money on?

We would like to see a wide range of initiatives and interventions implemented over the course of the project – all with the focus of ameliorating the impact of poverty. In consultation with headteachers of schools across the country serving areas of high deprivation, the project team identified four main areas in which funding is most likely to have a significant impact – Enrichment & Life Experiences; Family Support; Food and Fuel; and Nurture and Mental Health – but these are not exhaustive and we hope to see many innovative ideas emerge during the project.

Are there any restrictions as to what the funding can be spent on?

The funding should not be spent on capital projects or on mainstream staff salaries.

Is there a set number of initiatives each school must introduce?

You are free to introduce as many initiatives as you feel are required for your children. During the pilot, schools usually identified between three and six initiatives.

Does the school need to account for the ways in which the money is spent?

This will be expected in a return from the school. Guidance on how to do this can be found in the Handbook. In managing the account, good practice guidelines must be followed.

How will the project team stay in touch with you?

Each headteacher has been allocated a specific member of the project team to be your contact, answer your questions and to offer advice. All of the team have a background in schools and education. We will speak regularly with each headteacher and catch up with how things are going.

How can I find out what other schools are doing?

There will be a newsletter, website and annual conference which will allow all schools to share their ideas.

Will the project be monitored and evaluated?

We are very keen to hear what you, the children, staff and families have to say about the impact of your initiatives. Details of the returns we require are to be found in the Handbook.

Will you seek the views of the headteachers in the chosen schools?

Yes, we will collate everyone's opinions and experiences as well as share good practice with other schools. We will ask you what worked well for you and what might be changed in future years.



Appendix 1

Records of initiatives - Guidance for completion

This document is a record of each of your initiatives from a brief outline to completion and will be the sole record to be used for all of your initiatives. When filling in your Record of Initiatives, you should use one form for each planned initiative - simply copy and paste the blank template below, as required. All your initiatives, whether ongoing or completed, will then be held on this single document.

Begin by filling in the brief outline for each initiative. Each year, this is the first step in the process and will be subject to review by the team.

If the initiative will be ongoing throughout the session, please choose a suitable date during the session to report on progress.

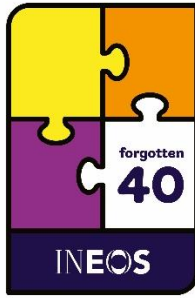
Providing this information and updating it is an essential requirement of the Forgotten 40 project.

Most of the money will be spent in the four areas identified elsewhere – enrichment, nurture and mental health, family support and food and fuel - but other ideas can be included, if appropriate.

We recognise that, as the project progresses, new priorities may emerge and you may wish to keep some money back for later in the year. Also, provided that you clear it first with your team contact, you will be able to drop or change an initiative in order to address a new priority.

Below are two sample completed templates followed by a blank template. The completed templates are there only to demonstrate the level of detail required (keep it simple) and not to influence your thinking or ideas.

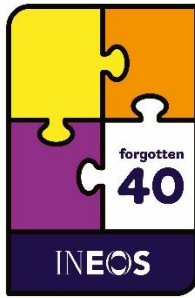
At this stage, you are unlikely to know the exact costs involved in your chosen initiatives and a best estimate will suffice. As stated elsewhere, it is anticipated that detailed accounts will be kept by the school's Business Manager and submitted to INEOS.



Appendix 1
Records of Initiatives blank form 2022/23

title of initiative
why you chose it:
brief outline of initiative:

anticipated start date:
anticipated completion date:
estimated cost:
actual cost:
number of children involved:
number of families involved:



Appendix 2 Requirements for Payment of Gift to Schools

In order to receive the 2022/23 funding from the INEOS Forgotten 40 Project, the following four actions must be completed.

1. The evaluations for the 2021/22 completed initiatives should be sent to your Forgotten 40 team contact.
2. Your proposed initiatives for 2022/23 are to be submitted to your Forgotten 40 team contact for approval.
3. The school bank account details for BACS transfer of the £20,000 should be filled in on the form below.
4. The school agreement form below should be completed and signed.

Please indicate your agreement to the following conditions by ticking the boxes and signing below:

- I declare that I have read the Handbook and all supporting materials provided by the Forgotten 40 team and raised with them any concerns or questions I have relating to this information.
- I have submitted my Forgotten 40 initiatives and will update my Forgotten 40 team contact throughout the year on progress.
- I commit to notifying the Forgotten 40 team in advance regarding any publicity about the project.
- I understand that I cannot make any changes to the confirmed initiatives without the agreement of my Forgotten 40 team contact.
- I understand that all headteachers will be invited to the annual Forgotten 40 Headteacher Conference 2023.
- In return for the company's donation of £20,000 to the above school, I commit to spend the donation towards achieving the aims of the above project, namely ameliorating the effects of poverty and social deprivation on the most disadvantaged children in the school.

Headteacher Name

Headteacher Signature

Date

Forgotten 40 : School Bank Details Form to be completed and signed by headteacher

**Unless these details are totally accurate, payment cannot be made.
INEOS also require that there is a verbal confirmation of these details before payment is made - your team contact will be in touch by telephone.**

School Name (in full without abbreviations)

Town and Post Code

Bank Sort Code
(6 digits)

Bank Account number
(8 digits)

Bank account holder name *

Name of the bank that the account is held with

Payment reference to be quoted**

*Please be aware that grant payments are remitted by faster payment and are subject to online bank verification that the payment details provided match those of the actual account holder as held by the recipient bank.

Please provide the account holder name in the format as EXACTLY held and electronically recognised by your bank.

** The grant payment reference quoted within the payment instruction will be "INEOS F40 Grant", unless you advise your own payment reference to be quoted.

(i.e. in cases where the account holder is a council, then in order for the payment to be allocated to your school, please advise us of the required payment reference to be quoted)

Headteacher Name

Headteacher Signature

Date