

Focus group interview guide

Action 3:30 focus group topic guide for post-study focus groups with pupils from intervention schools

Welcome script:

Thank you for agreeing to take part in this focus group, your views and opinions are really important to us. In the focus group today, we are going to be talking about the Action 3:30 club that you all have been a part of. We are going to ask you about why you wanted to take part, what you thought of the club sessions, and also what you think we could do differently to make Action 3:30 better for people your age.

We are really interested in your honest opinions. There are no right or wrong answers, and as much explaining you can do to help us to understand why you feel like you do would be really helpful.

- *Before we get started, I'd like to tell you that we will be **recording this group discussion** to help us remember what you said*
- *You can ask for the recording to be stopped at any time*
- *After we have written a report about all the opinions we have heard from everyone taking part, the recordings will be destroyed*
- *We will also change any names or identifying information so none of the information that is written down and recorded can be connected to you in any way*
- *Please remember that you can interrupt the group discussion at any point if you need to*
- *If you do not want to answer a question please say so*
- *Are you ok to go ahead now?*

Themes and question topics

Recruitment

We would like to start by talking about why you all signed up to take part in the project.

- Would someone like to start by explaining what made you want to join Action 3:30?
 - *Has anyone got any different reasons than that?*

Thinking about when Action 3:30 staff came in to your school to explain about the study at the beginning:

- How well was the project explained to your class?
 - *Was there any part of the study that was not very clear/easy to understand?*
 - *Did you feel you were given a chance to ask questions?*

[IF school had taster sessions:] How did the taster session that you did with your class make you feel about taking part in the project?

- *Did you enjoy the taster session?*
- *What did you think the Action 3:30 club was going to be like, based on the taster session you had?*

Some of your friends and classmates did not sign up to take part in Action 3:30. Did they talk to you about any of the reasons that they didn't want to do it?

- *What do you think we could have done/said/made clearer to make the project appeal to more of your classmates?*

Attendance

Now thinking about when you were actually doing the club...

- How many of you were able to make all of the sessions?
 - *What were some of the reasons why you could not attend all of the sessions?*
- Did you want to attend all of the sessions?
 - *Why?*
 - *What motivated them – explore contributing factors.*
 - *Can you think of any ways that your school/teachers could have encouraged/supported you to attend more of the sessions?*
 - Parents – same
 - Action 3:30 team - same

Delivery

Now thinking about how your teachers ran the club...

- What did you think of the way that your teachers ran the Action 3:30 sessions?
 - *Did they make it clear what you needed to do for each activity?*
 - *How much did you feel encouraged to stay active throughout?*
 - *What did you like about the way they ran the session?*
 - *Was there anything that you did not like about the way they ran the session?*

Enjoyment

OK, now the sessions themselves...

- On a scale from 1-10 (1 being low) how much did you enjoy the club sessions?
 - *Why did you give that score?*
 - *What made them fun/not fun?*
 - *What were your favourite activities/games from the sessions?*
 - *Why?*
 - *Which sessions did you enjoy the least?*
 - *Why?*
 - *How much of a say did you feel you had about what you did in sessions, and how you did it?*

Possible improvements

We would really like to work on making this club as fun as possible, so could you help us with a few suggestions about ways to make it as good as possible?

- Can you think of anything that would have made the club/individual sessions more enjoyable for you and your friends?

Prompts if needed:

- *more/fewer activities*
- *more/less standing around talking*
- *more/less structure*
- *Different games/activity suggestions?*
- *Ways to make the activities more inclusive?*
- *Appeal to girls?*

School Physical Activity context

Availability of school facilities for club/PE

- Thinking about your school now, where (where in school) do you normally have PE or after-school sports clubs?
 - *Is it held there all the time?*
 - *Is this the best space for it, in your opinion?*
 - *Are you ever moved to a different space during a session?*
 - *Why?*

Availability of equipment for club/PE

- When you do PE or an after-school activity club what is the equipment like?
 - *Is it new/used, in good/bad repair?*
 - *Is there enough for everyone?*
 - *Is there anything that you would like/think the school needs that they don't have?*

Promotion of physical activity within school (e.g. daily mile)

- Do the teachers, office staff and playground supervisors say anything to you about being active?
 - *How do they make you feel about being active?*
- Do you have any school-wide activities that you do regularly (e.g. daily mile)?
 - *How do teachers talk about it? Do they sound excited about it?*

Opportunities to try new activities/sports within school

- How often are you told about new activities/clubs that you could try at school?
 - *Who normally tells you about these things?*
 - *How do you get told about them – letter/in class/assembly etc?*

Exit script:

- *Is there anything else you'd like to tell us about the things we talked about today?*
- *Do you have any questions for me?*
- *We appreciate you sharing your thoughts and opinions with us!*

TA interview guide

Action 3:30 post-study interview guide for Teaching Assistants (club Leaders)

Thank you for agreeing to take part in this interview. In the interview today, we are going to be talking about the Action 3:30 programme that you delivered in your school. We are going to ask you for your thoughts on the training you received, how the programme worked in your school, factors that may have affected how it ran, and where you think potential improvements could be made. We are really interested in your honest opinions and we do not want you to feel like you should answer any of the questions in a certain way. There are no right or wrong answers, and as much explaining you can do to help us to understand why you feel like you do would be really helpful.

- *Before we get started, I'd like to tell you that I will be **recording this interview** so that we can refer to it later*
- *The interview transcript data will be stored anonymously and securely for 20 years*
- *You can ask for the recording to be stopped at any time*
- *After we have written a report from the recording, the recording will be destroyed*
- *If you do not want to answer a question please say so*
- *Are you happy to continue?*

Themes and question topics

Recruitment

- How did you get involved in the project?
 - *How did you find out about the project?*
- Why did you sign up?
 - *Was it your own decision to sign up?*
- Can you think of anything that may have affected the appeal of being a Leader to others?
 - *Positive or negative factors?*
- Thinking about asking the children to sign up to the club and the project. What factors do you think may have affected this?
 - *How involved in the decision to sign up do you think the children were*
 - *How involved in the decision do you think the parents were?*
 - *How do you think the recruitment process could be improved?*

Training

- How did you find the training course?
- What did you particularly like about the course?
- What was missing from the course?

- Do you feel that the course equipped you to be able to deliver the Action 3:30 club? Why?
 - *What did you think about the content?*
 - *What did you think about the delivery and the trainers?*
 - *What did you think about the organisation?*
 - *What did you think about the quality of the information given to you?*
 - *Had you done a course like this before?*
 - *What did you think about the resources that we gave you? Did you use them? Were they useful?*
 - *How could they be improved?*
 - *How useful was the session plan manual? Did you use it? Did you stick to it?*
- What did you think of the support you received from Action 3:30 during the training course?
 - *Was it enough?*
 - *Did you want/require more/different support? What?*
- In your opinion, how could the training be improved?
 - *This can relate to the actual training days, the resources, the additional support or anything else*
- In particular, what did you think about the content relating to ‘managing disruptive behaviour’?
 - *Was this beneficial and effective during the actual delivery?*
 - *Do you think there was enough content relating to this?*
 - *How do you think this section could be improved?*
- What about the motivation-related content (ABC’s)? Did it make sense to you, the way it was explained during the training?
 - *How easy was it to understand?*
 - *Did you try to apply it in the sessions?*
 - *If yes: how did you find it?*
 - *If no: what were the main barriers to applying it during the sessions?*

Attendance

- Were you able to deliver all 30 sessions?
 - *If not, why not?*
- Were there any barriers to your attendance?
 - *Can you think of any barriers that other Leaders may face?*
- Can you think of anything that may have affected the student attendance of the club in your school?
 - *Did you think the duration, frequency or timing affected attendance?*
 - *How do you think we could improve or retain attendance?*
- How did you and the school promote good attendance?
- How did you approach children that had poor attendance?
- Did the school support you when promoting or dealing with attendance?

Delivery & Enjoyment

- Can you think of anything that may have affected the delivery of the intervention (i.e the club) in your school?
 - *Were there any issues or barriers when delivering?*
 - *How do you think Action 3:30 has been received by the children?*
 - *How do you think Action 3:30 has been received by the parents?*
- Do you feel that the children involved enjoyed themselves? What makes you say that?
 - *Which sessions do you think the children enjoyed the most?*
 - *Do you think the girls enjoyed and were engaged in the sessions as much as the boys? Why?*
 - *Did you enjoy delivering the sessions? Why?*
 - *Which sessions were your favourite to deliver?*
- How did the school support you in the delivery of the club?
 - *Were there any issues with the school or other members of staff about delivering the club?*
- What did you think about the money provided to buy equipment?
 - *Was it enough to cover all the sessions?*
 - *Did you have exclusive access or was it shared?*
- There was a video archive online with examples of many of the activities – did you use this support?
 - *Was it useful? – why/why not?*
 - *Can you tell us more about how it was helpful?*
 - *Can you tell us about any barriers to using this?*

Potential contamination

- Your school was randomly selected to receive the club. However other schools involved did not receive the club to allow for comparison. Do you feel that there could have been any contamination between schools that did and did not receive the club?
 - *Were you aware of any contamination?*
 - *If so what do think could have caused this?*

Re-enrolment point

- After Christmas we gave children the opportunity to re-enrol into the project/club. What did you think about this?
 - *What are your thoughts about the timing/feasibility of this?*
 - *Did this affect the delivery of the club, or existing club participants? If so, how?*
 - *Was this process a burden to you or the school? If so why?*
 - *Can you think of any ways to solve or improve this?*

Potential improvements

- We would like your opinion on ways we could improve. How do you think the intervention (club) could be refined?
 - *Session structure/design*
 - *Plans/content*
 - *Pitched at correct level?*

- *Appeal to boys and girls?*
- We touched on this earlier, but are there any other ways you think the training could be improved?
 - *Any other ways the resources could be enhanced?*
 - *Any other ways the recruitment could be made more effective?*

Exit script:

- *Is there anything else you'd like to tell us about the things we talked about today?*
- *Do you have any questions for me?*
- *We appreciate you sharing your thoughts and opinions with us!*

Key contact interview guide

Post-study interviews with key contacts at intervention schools

Thank you for agreeing to take part in this interview. In the interview today, we are going to be talking about the Action 3:30 programme that your school received. We are going to ask you for your thoughts on how the programme worked in your school, factors that may have affected how it ran, and where you think potential improvements could be made. We are really interested in your honest opinions and we do not want you to feel like you should answer any of the questions in a certain way. There are no right or wrong answers, and as much explaining you can do to help us to understand why you feel like you do would be really helpful.

[Opt-out accelerometer schools contacts only: We will also be asking you a little about the phase of the project that involved all of year 3/4 wearing activity monitor belts, before the club started.]

- *Before we get started, I'd like to tell you that I will be **recording this interview** so that we can refer to it later*
- *The interview transcript data will be stored anonymously and securely for 20 years*
- *You can ask for the recording to be stopped at any time*
- *After we have written a report from the recording, the recording will be destroyed*
- *If you do not want to answer a question please say so*
- *Are you happy to continue?*

Themes and question topics

Recruitment

- Thinking back to the start of the project. What appealed to your school about signing up to the Action 3:30 project?
 - *How much were you involved in the sign-up process?*
 - *How did the project fit in with your schools' policy for physical activity provision?*
 - *Where did the project fit in terms of your school priorities?*
 - *Do you feel that that sports equipment/money was an incentive?*
 - *Were there any factors that made you hold back from signing up? If so what were they?*
 - *Was there any issue releasing staff for the training, finding staff to run the club, or finding space in the schedule?*
- What factors do you think may have affected the children's decision to sign up?
 - *Do you have an idea of how many children did sign up?*
 - *How do you think the recruitment could have been improved?*

Attendance

- Once the club was running. Can you think of anything that may have affected the attendance of the club in your school?
 - *Do you know what the club attendance was like?*
 - *Did you the duration, frequency or timing affect attendance?*
 - *How do you think we could improve or retain attendance?*
- Did the school staff promote and encourage attendance to the Action 3:30 club? What did the school do if children stopped attending?
 - *Do you know whether the Y4/5 teachers/support staff reminded and encouraged the children to attend?*
 - *Were parents involved if attendance was poor?*

Delivery & Enjoyment

- Thinking about the delivery of the Action 3:30 club. Can you think of anything that may have affected the delivery of the intervention (i.e the club) in your school?
 - *Were there any issues or barriers when delivering?*
 - *What did you think about the Leaders (TAs/support staff) delivering the club?*
How has Action 3:30 been received by the Leaders?
 - *How do you think Action 3:30 has been received by the children and parents?*
 - *Do you feel that the staff and children involved in the club/project enjoyed themselves? What makes you say that?*
- Did the school support the delivery of the club? If so how?
 - *How did the school help if the Leaders/children/parents had any issues?*

Potential contamination

- Your school was randomly selected to receive the club. However other schools involved did not receive the club to allow for comparison. Do you feel that there could have been any contamination between schools that did and did not receive the club?
 - *Were you aware of any contamination?*
 - *If so what do think could have caused this?*

Re-enrolment point

- After Christmas we gave children the opportunity to re-enrol into the project/club. What did you think about this?
 - *Is this something your school routinely offers for after-school clubs?*
 - *What are your thoughts about the timing/feasibility of this?*
 - *Do you know how many additional children signed up?*
 - *Was this process a burden to the school? If so why?*
 - *Can you think of any ways to solve or improve this?*

Potential improvements

We would like your opinion on ways we could improve the club and the overall project.

- On a scale of 1-10 (1 being low) how much of a burden was this project to the school?
 - *Why did you give that score?*
 - *Are there ways that we could have lessened the burden to your school?*
- Explore ideas for improving the intervention – Can you think of anything that could improve the intervention?
 - *Content, delivery, training, timing?*

Factors affecting potential decision to run Action 3:30 after the intervention has ended

- Do you know of any plans to continue the Action 3:30 club in the future?
 - If so who will be involved and what aids will be used for delivery?
- What factors would affect your decision to continue Action 3:30?
 - *Would there be any financial issues with continuing the club?*
 - *Would there be any logistical issues with continuing the club?*
 - *Does Action 3:30 align with your school policies/ethos surrounding physical activity provision/promotion?*

Exit script:

- *Is there anything else you'd like to tell us about the things we talked about today?*
- *Do you have any questions for me?*
- *We appreciate you sharing your thoughts and opinions with us!*

Key contacts in opt-out accelerometer schools interview guide

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EXTRA questions for KCs/Teachers at Opt-out accelerometer schools

We'd now like you to think back to the start of the project when we first came in to see all the Y3 and 4 children. To remind you, we visited each class and asked them to complete a questionnaire and then fitted them all with activity monitors, which we asked them to wear for 1 week.

Themes and question topics

School burden

- REPEAT: On a scale of 1-10 (1 being low) how much of a burden was this project to the school?
 - *Why did you give that score?*
 - *Are there ways that we could have lessened the burden to your school?*
- We used an opt-out consent process whereby parents only had to return the form if they did not want their children to be involved. What did you think about this?
 - *Was it an acceptable way of getting consent from parents?*

- *Were there any issues?*
- *Do you think that this form of consent would work for school participation in future trials?*
- Were there any issues with the accelerometers/activity monitors?
 - *Did you receive any queries from teachers or parents?*
 - *How do you think these issues could be resolved?*

Logistics

- Do you feel that is part of the project was a burden to the Teachers in anyway?
 - *Were there any issues with chasing equipment, fielding questions from children or liaising with office/Action 3:30 team?*
 - *How do you think these issues could be resolved?*
- Do you have any other thoughts on how this process could be improved for future trials?

Exit script:

- *Is there anything else you'd like to tell us about the things we talked about today?*
- *Do you have any questions for me?*
- *We appreciate you sharing your thoughts and opinions with us!*

External stakeholder interview guide

Action 3:30 post-study interview guide for interviews with external impact organisations

Thank you for agreeing to take part in this interview. In the interview today, we are going to be talking about the Action 3:30 programme, an after-school intervention to promote physical activity in 8-10 year olds, delivered by teaching assistants trained in delivery. As a member of an organisation concerned with public health initiatives - their wider relevance, sustainability, and future potential - we would welcome your opinions of this programme with these topics in mind. This interview forms part of a process evaluation of the programme that has just finished running.

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- *Are you happy to continue?*

Themes and question topics

Sustainability

- Considering your experience and expertise, do you think the Action 3:30 intervention is a programme that primary schools could adopt?
 - *Why?*
- Does the intervention fit within current local physical activity policy?
 - *Do you think it fits within school funding structures?*
- In your opinion, what factors may affect the sustainability of Action 3:30 in the future?
 - *Is it financially sustainable for schools?*
 - *Is it logistically sustainable for schools?*
- Can you suggest ways to make the intervention more sustainable for schools?

Future commissioning of Action 3:30

- What are the current factors affecting the funding or commissioning of physical activity programmes within primary schools?
 - *Does Action 3:30 have the potential to be funded/commissioned? Why?*
- The government's PE and Sports Premium fund has doubled to £320m this year, with guidance that it must be spent on making additional and sustainable improvements to

the quality of PE/sport on offer. Is this something that schools could use to fund implementation of Action 3:30 and cover the cost of training staff?

- *Could you expand on...X?*
 - *What informs Heads' choices about what to spend this money on?*
- Academy chains are powerful bodies with a wide reach of influence. How can academy chains/academy chain leads be engaged in a discussion about commissioning new programmes?
 - *Could you expand on... X?*
 - *What do academy chains/heads look for/at when commissioning new programmes?*

Dissemination opportunities

- How would you suggest that we disseminate our findings to schools and local stakeholders?
- Do you know of any opportunities that we could use to disseminate our findings/intervention?
- What do think the barriers are to the dissemination of Action 3:30?
 - *How could these be overcome?*
- Can you think of any ways that we could improve our dissemination plan for a full trial?
- What kind of information should we disseminate, and to whom, in order to push after-school PA programme provision up the agenda?

Potential improvements

- Are there any changes that we could make to make Action 3:30 more like usual school provision?
 - *Can you expand on...X?*
 - *Could the re-enrolment process be changed in any way to help this?*
 - *Why?*
 - *Could the training be changed in any way to increase improve the programme's chance of commission?*
 - *Why?*

Exit script:

- *Is there anything else you'd like to tell us about the things we talked about today?*
- *Do you have any questions for me?*
- *We appreciate you sharing your thoughts and opinions with us.*