

BROKEN BAY DIOCESE CATHOLIC SCHOOLS OFFICE SURVEYS 2010

RADII has focused on minimising the work involved for your staff in the conduct of the school's surveys. This document provides an overview of the survey process for your school.

Different processes are used for each group of survey respondents — parents, staff, and students. The parent survey process involves more steps than the staff or student survey.

RADII will provide your school with a data report from each of the surveys.

Each of the surveys will take about 15 minutes to complete.

SURVEY PERIOD

The surveys for your school will take place in the period **August 10–27**.

STAFF SURVEY

1. All **teaching staff** will receive an invitation by **email** to the address provided to RADII by the Catholic Schools Office.
 - The email will contain a personalized survey link for the teacher — which they will be able to access by either clicking on the link or copying and pasting it into their browser
 - Reminders will be sent to teachers who have not responded.

STUDENT SURVEY

2. How students complete the survey will depend on the configuration of computers in your school: students can complete the survey from any computer that has access to the Internet.
 - **ALL** students in **Years 5–12** are expected to complete the survey.
 - If you have a computer lab or cluster/pod of computers, several children can complete the survey simultaneously — this is the best way to ensure that all or most students complete the survey and that the total process is completed in a short timeframe.
 - If you have computers in classrooms, students can take turns to complete the survey.
 - If you provide students with the survey URL and Access Code, they can also complete the survey from home or elsewhere — because of the potential for students not to complete in this option, it is the least preferred option.

PARENT SURVEY

PRE-SURVEY PREPARATION

Parent surveys conducted in other Dioceses have shown that there is a need to check the currency of contact details and obtain as many email addresses and mobile phone numbers as possible, prior to the survey.

The Broken Bay Schools Office has provided RADII with the contact details they have for your school — this includes some email addresses, but not a sufficient number to conduct the survey and ensure the data covers a valid cross section of your community. We need to augment this data by asking parents to provide their email addresses.

3. A specially designed Form that will allow RADII to scan and extract the data can be downloaded at: https://www.radii.org/resources/DBB_PARENT_FORM_260710.pdf
4. If you already have the information sought on the Form for some or all parents, please email it to RADII as an **Excel spreadsheet or Word document** — please do NOT send the data as a

paper document.

5. Please insert your name as principal at the bottom of the attached Letter, print it on your school letterhead, and send the letter and the Form home with the eldest child for each family for whom you do not have an email address — it may be simpler for you to send it to all parents rather than to sort out which parents have already provided an email address. The Form requests parents to return it to you, but they can also fax it directly to the RADII fax number on the form, or send RADII an email with the required information.
6. Please take the necessary steps to ensure that parents return the form or respond directly to RADII with their details.
7. RADII will merge the parent contact data from the various sources to maximize coverage of your parent community.
8. Older students may be able to provide the relevant details for families who do not return the letter.
9. Please send the completed Forms by courier or registered post to RADII no later than **Wednesday 4 August**.

SURVEY DISPATCH & RETURN

10. RADII will send you a notice for your Newsletter about the surveys.
11. Parents will be able to respond to the survey in 3 ways — it is necessary to use multiple options to ensure that the survey does not exclude sections of your parent community.
 - If there is a valid email address for the parent, RADII will send the parent an invitation by email to complete the survey online — this option normally receives the highest level of response from parents.
 - The notice you insert in your School Newsletter will provide parents with the URL address they can use to complete your survey.
 - Parents who do not have an email address will receive a paper survey.
12. All parents with valid email address will receive an invitation.

PAPER SURVEYS

13. RADII will send you the paper survey questionnaires in envelopes addressed to the relevant parents.
14. Your school will send the paper surveys home with the oldest child in the family, with a request for it to be returned the next day.
15. RADII will request your school to provide a general reminder to parents who have not returned the questionnaire, *via* a notice in the school Newsletter.
16. The return envelope will display the unique survey number for the family.
 - Your office staff will record the number displayed on the outside of the envelope for each returned survey — please record the numbers in an Excel or Word file (one number per line).
 - Please email the Excel or Word file to admin@radii.org on **August 17** and the updated version on **August 24**.
 - Following receipt of the information about which surveys have been returned, RADII will send you a file of personalized follow-up reminder letters to be printed and sent home to parents who have not yet replied.
 - This process will be repeated for a second follow-up reminder.
17. Please send all paper surveys to RADII by courier or registered post on **August 31**.