

## Quick Guide

1. Read through the questionnaire. Some time-tabling of additional support to be available for students who may need this, and additional activities for those who complete the exercise early might be helpful. It is fine to help students with their understanding of the questions; primary school classes may welcome having the whole questionnaire read to them.
2. **Please test the questionnaire online.** Login as a pupil on the website [www.schoolsurveys.co.uk](http://www.schoolsurveys.co.uk) (three Ss in schoolssurveys) but please be sure to use the Student ID "TEST". [Or you can log in as a Tutor using your password and find your way to the link Surveys – Test (see p.12)]. If you just login as a student, without using ID "TEST", then this will affect your results.
3. Some advance preparation is needed so that students know their home postcode if asked. Please note, we encrypt all postcodes so that they cannot be snooped upon.
4. Identify time on the calendar for students to complete the exercise. NOT ON A MONDAY nor the week immediately AFTER A HOLIDAY (some questions ask about yesterday or last week).
5. **Inform parents** that the survey will be happening in the near future (letter enclosed which can be emailed). Parents can view a copy of the survey in the school but please don't send copies home; we can arrange for secure online viewing..
6. Select classes who will complete the survey – typically all pupils in years 4/6/8/10 (or a sample of 4 classes or more from large year groups).
7. We ask ideally for 60 minutes to be made available so that the weaker readers will be able to get to the end of the questionnaire. Most will complete it more quickly.
8. **Have a briefing meeting with staff who are to supervise classes completing the questionnaires.** Hand out *Supervisor's Guide* and sheets for *Supervisor's Notes* and please stress the importance of returning the latter to you to pass on any feedback. Look through the questionnaire and the *Supervisor's Notes*. Please emphasise to staff the need for individual, accurate responses and for privacy between students and supervisors. **Do remind pupils about sources of support in and out of school for issues in the questionnaire that may be affecting them.**
9. The pupils should be alerted to the survey in advance, and have explained: the purpose and confidentiality of the exercise; their right to 'pass' on any or all questions; and the **Privacy Notice**. SHEU have a **slideshow** and **video** to assist with class or assembly presentation.  
<https://sheu.org.uk/x/CGD/PupilPrivacyNoticeSlideshow.htm>  
[https://sheu.org.uk/sheux/CGD/Pupil\\_Intro.pptx](https://sheu.org.uk/sheux/CGD/Pupil_Intro.pptx)
10. The classes then complete the survey online. Please collect all **Supervisor's Notes** from the different classes (regardless of how much or little information they may contain).
11. **We imagine that secondary-age pupils will want to complete the questionnaire at their own pace, while younger pupils will be led through the questions as a teacher reads them out, either as a whole class or in smaller groups.**
12. After the survey, please visit the survey website and log in as a Tutor to switch the survey state to FINISHED (or email us to say you're done). You will then be asked to complete a feedback form; use the responses on the Supervisor's Notes to alert us to any problems you may have had.
13. Any other problems or questions please telephone SHEU directly:  
Tel. 01392 66 72 72 or email [admin@sheu.org.uk](mailto:admin@sheu.org.uk)  
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