

DRAFT HME PAC Parent Survey Guidelines

Surveys can be a useful tool to gain insight and feedback from the parent community. This guideline documents a process for when and how a survey can be created and distributed.

Survey Design

A survey should include a preamble which describes:

- the intended purpose of the survey,
- how data will be collected and stored,
- whether responses are anonymous
- how results will be shared

Question Design

Survey questions must be unbiased in respect of race, colour, religion, politics, family status, gender, sexual orientation or physical or mental ability. Surveys will not be used for the discussion of individual school personnel, parents, or other individual members of the school community.

Survey questions that relate to activities or content within school hours should have a teacher representative give stakeholder input to the question design.

Sharing Results

Surveys of the parent community must be reported and shared back to that parent community. When considering reporting of results the following must be included:

Response rate:

- Was the survey sent to individuals or households?
- How many individuals/ households replied for each question
- Whether people could vote more than once

Comments:

- When the survey is advertised as anonymous, any comments should be reported in aggregate with anonymity protected.

Results of surveys should be collated by a PAC executive member or delegate. The results must be considered at a general PAC meeting for voting on.