

To respond to the PaCS at St Joseph's School in 2019, Parents go to www.NSIPartnerships.com.au and enter the code **SJS2019** in the Start Questionnaire field

Parent and Caregiver Survey (PaCS) – Parent Voice

Administration of the PaCS

We recommend that administration of the PaCS takes place after parents have had time to experience the school (e.g. not before the beginning of Term 2).

Before parents and caregivers respond to the survey we advise that the following information be relayed:

- Explain that this survey is to find out about the climate at THIS school.
- Stress the importance of the survey as an opportunity for parents to tell the school staff how things are going for them and their children.
- Let the parents know that the school values their feedback and will try to respond to the information that they provide.
- Explain that the feedback does NOT include the data of individuals; rather, feedback involves a graph based on feedback from all parents. To ensure anonymity, aggregated scores are not provided for groups of less than four parents.
- Let parents know that it is their impressions that you are seeking. There are no right or wrong answers.
- Explain that the response format requires parents to consider how often each statement takes place in terms of: Almost Never, Rarely, Sometimes, Often and Almost Always.

An information sheet is provided on the following page (which is also included in the introduction to the online survey) that can be provided to parents.

Advertising the survey and reminding parents to complete it will be important to ensure that the response rate is maximised. This is the school's responsibility. We suggest that the school consider a using a range of media, including newsletters and social media.

Coordinators will be able to view the number of respondents through the survey portal (see the manual for instructions). Once reminders have been sent to parents (at least two) and saturation has been reached (e.g. no more responses have been received for at least one week) the survey should be closed.

When you have finished administering the PaCS please email our team at
NSITeam@NSIPartnerships.com.au

RESOURCES AVAILABLE

You can access the PaCS companion and other helpful resources at:

Website: <http://www.nsipartnerships.com.au/resources/>

Password: **Resources**

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Parent and Caregiver Survey (PaCS) – Parent Voice

You are invited to participate in a survey about your school's climate. Similar surveys will be administered to staff and students to enable us to capture a community snapshot.

All responses are confidential and will be used for school improvement purposes.

Completion of the survey is on a voluntary basis.

Your confidentiality

To protect your confidentiality all surveys are anonymous. All answers go directly to the National School Improvement Partnerships, where the results are analysed for your school. Answers from individual surveys will NOT be reported back to the school. Staff of the National School Improvement Partnerships staff are bound by a Code of Ethics and follow strict professional conduct.

Use of the data

National School Improvement Partnerships will report the results to the school in an aggregated format so that individuals cannot be identified. To enable drill-down reporting, the information provided to the school will contain data based on background information.

How to complete the survey

You will be asked whether you are completing the survey for an individual child or as a family. If the experiences of your children are similar, then responding once will suffice. If, however, your children are experiencing very different learning environments then you might want to answer separately for each child.

The survey contains statements about practices which could take place in this school. For each statement, you are asked to indicate how often the statement takes place.

There are no 'right' or 'wrong' answers. Your opinion is what is wanted.

Please be sure to answer all questions.

Some statements may be fairly similar to other statements. Don't worry about this. Simply give your opinion about all statements.

Please go to www.NSIPartnerships.com.au and enter the access code provided by your school.

If you require more information or have any questions, please contact the NSI Team.

Email: NSITeam@NSIpartnerships.com.au

Your time and consideration are much appreciated.