

Example communications

School Opinion Survey 2021 schedule

Week	Week starting	Notes
	5-9 July	Invitations sent to parents and staff
1	13-14 July	Invitations sent to <u>all</u> students in Years 5, 6, 8 & 11
1	15 July	SOS formally opens
2	19 July	Reminders sent to participants who have not completed
3	30 July	SOS closes 5PM

last week school holidays.

We have provided the following example communications to assist schools to create awareness of, and increase response rates to the suite of *School Opinion Surveys*. Please modify and use these examples as appropriate.

~~We recommend adapting these to use in~~ newsletters, emails, websites, notice boards, calendars, staff meetings and P&C meetings. For the parent/caregiver survey, promoting it on social media, eg. Facebook or Twitter, or using Qschool push messages will increase the reach of the message.

Schools requiring translations can be contact *School Opinion Surveys* team via email schoolopinionsurvey@qed.qld.gov.au.

Example communications for schools

Promoting the survey - WEEK 1 or Prior to School Holidays

The annual suite of *School Opinion Surveys* will be conducted **15 July to 30 July 2021**. All families, school staff and students in target year levels (5,6,8 and 11) will be invited to participate. We encourage you to take this opportunity to have your say about what our school does well, and how we can improve. The Department of Education will commence sending email invitations to participants in the second week of the school holidays. Keep an eye out for yours!

Promoting the survey to parents and caregivers - WEEK 1 or Prior to School Holidays

The annual suite of *School Opinion Surveys* will be conducted in Term 3 and will close on **30 July 2021**. All families, school staff and students in target year levels (5, 6, 8 and 11) will be invited to participate. We encourage you to take this opportunity to have your say about what our school does well, and how we can improve.

An invitation to complete the *Parent/Caregiver Survey* will be emailed to one parent/caregiver per family in the week beginning 5 July. The invitation will be sent from the Department of Education, not the school, and it will have the subject line *School Opinion Survey for parents and caregivers, 2021*. Check your junk email folders if you can't find it. The survey can be completed as soon as the invitation is received and will take approximately 5 minutes using a computer, tablet or smart phone.

Parents/caregivers who do not have access to the internet at home are welcome to complete their survey online at the school. School computers/tablets will be available.

