



Wellbeing Measurement *for* Schools

Pupil Survey Guidelines for School Staff

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Preparation

Aims

- Pupils understand why they are being asked to complete the pupil survey.
- All pupils with parental consent have the opportunity to complete the online pupil survey.

Key vocabulary (see Glossary)

- Anonymous
- Mental health
- Wellbeing

Setting up the classroom

- Each pupil will need their own computer/laptop in order to complete the survey (ideally these will be spaced out so that pupils cannot see each other's responses).
- Ensure that you have the correct survey passwords for your class.
- Check that the survey link works on your school computer.
- Familiarise yourself with the survey questions.

NOTE: Make sure you have an activity planned for any pupils who will not be taking the survey/those who finish early.

Session Plan

	Key Points/Notes	Resources	Timings
Introducing the survey	<ul style="list-style-type: none"> Your school want to understand more about the mental health and wellbeing of pupils of the school so they can plan what support to provide Show the pupils the video about the survey in the PowerPoint (Slide 2). After the video, clarify that the survey is: <ul style="list-style-type: none"> an online survey about feelings, friendships and school life not a test completely anonymous – parents and teachers will not see any answers. Ask the pupils if they have any questions about the survey. Highlight who pupils can talk to if they think they need some help or support. Work through two example questions with the pupils to help them to understand how the questions work. 	<ul style="list-style-type: none"> Glossary PowerPoint (including video) Video transcript 	10 minutes
Pupils completing the survey	<ul style="list-style-type: none"> Each pupil has a unique password that will allow them access to the survey. Remember to leave Slide 6 up on the whiteboard as pupils complete the survey. Reiterate that pupils should not be looking at each other's answers. 	<ul style="list-style-type: none"> PowerPoint Slide 6 – 'Remember' FAQs - Pupils FAQs -Teachers Glossary 	10 to 20 minutes NB pupils with specific needs may require longer

<p>Summary</p>	<ul style="list-style-type: none"> • Reiterate that the survey is anonymous, and no teachers will be able to see the answers – highlight once again the people in the school that pupils can talk to. • Ask the pupils for any questions that they may have about the survey, now that they have completed it. 	<ul style="list-style-type: none"> ▪ None 	<p>5 minutes</p>
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Glossary

- **Hit out** - To hit someone or something/say things to upset someone
- **Lose my temper** - To get very angry or not be in control of anger
- **Mental health** - We all have mental health. Mental health is about our feelings, our thinking, our emotions and our moods.
- **Mental illness** - We all have feelings every day (happy, sad, worried) and, though they sometimes feel strong or overwhelming, they go away before too long. What some people describe as 'mental illness' is when we experience big feelings that feel strong and overwhelming for a long time. They stop us doing what we want to in our lives.
- **Mildly** - "I mildly disagree" → I disagree a little bit
- **Moderately** - "I moderately disagree" → I disagree quite a bit
- **Wellbeing** - A state of being comfortable, healthy and happy. This includes both physical and mental wellbeing which are equally important.

FAQs: Questions frequently asked by pupils

Why am I being asked to fill in this survey?

This will help us to learn about young people's mental health and emotional wellbeing. It will help your school to find out the best ways of helping young people to have good mental health and emotional wellbeing.

Who will see the answers I give?

The survey is anonymous. This means no one at your school will see the answers you give. Your answers go to the research team. They put all children and young people's answers together so that they can learn about how children and young people are feeling across the whole school.

As no one in your school will see your answers, if you need to talk to someone about your feelings, you need to speak to a teacher or another adult you trust in school.

Is the project just for kids with problems or for everyone?

This project is for all children and young people. We all need to look after our mental and emotional health, just like we need to look after our physical health.

Will the survey affect us?

Answering the survey won't have immediate effects on you. But, we hope that the survey will help your school improve support for children and young people's emotional wellbeing.

Some of the questions are very similar – is that a trick?

Some questions may sound very similar, but it's not a trick. Some questions may ask the same thing in different ways so that we can make sure we really understand how children and young people are feeling.

Is this a test?

No, this isn't a test. There are no right or wrong answers. The survey is just interested in learning about your thoughts and feelings.

Do I have to answer every question?

If you don't want to answer a question, that's ok. It's your choice which questions you answer. If you don't want to answer a question, just leave it blank and move onto the next one.

FAQs: Questions frequently asked by school staff

I'm worried that some of the children may find the questions hard to understand. How can I help?

Sometimes pupils may find some of the survey questions abstract and struggle to imagine certain scenarios. Hopefully the examples on the PowerPoint will help your pupils understand what they need to do. If they are still struggling with individual questions you could try to offer them other examples that would be familiar to your pupils (e.g. 'Imagine you came out from class late and you are alone, will xx ask you to join in?').

My pupils work at very different speeds. How should I manage this?

Some pupils will work through the survey very quickly. This is why we recommend having a task ready for early finishers that won't disturb others who are finishing the survey. Some pupils may find it harder to understand the survey questions and will take a little longer. It is important that you allow them time and space to understand the questions and offer a helping hand only when asked. In our experience, almost all pupils can complete the survey within 20 minutes and some finish much more quickly.

One of my pupils finds it hard to concentrate for more than a few minutes. How can I support them to finish the survey?

If you predict that some pupils may find it difficult to concentrate for the duration of the survey, then make appropriate arrangements for rest breaks. A child/young person can take as long as s/he needs to complete the survey, but the survey must be completed in one sitting.

One of my pupils finds it difficult to read small print on screen. Can the text be made larger?

Pupils can zoom in by pressing “Ctrl + plus sign” and zoom out by pressing “Ctrl + minus sign”.

Some of my pupils have reading difficulties. How can I help them answering the questions in the survey?

To help pupils with reading difficulties or special education needs, you may want to have a print out of the survey and read the questions for them (or have a teaching assistant or learning mentor do this with them). If this is the chosen option, please support pupils in understanding the question but make sure they are given space to select their answer privately (e.g., look away or move away).

My pupils find it hard to choose how to respond. How should I support them?

Remind them that the response options range in severity and talk through the scales with them (i.e. from disagree to agree or from never to always).