

Instructions for the administrator

What is *Pupil Perceptions*?

Pupil Perceptions enables the headteacher to understand how pupils feel about various issues related to health, well-being, engagement and aspiration. These are divided into five areas:

- being healthy
- staying safe
- enjoying and achieving
- making a positive contribution
- achieving economic well-being.

Pupils complete an online questionnaire asking them how they feel about these issues, with particular reference to the school's provision. This information is analysed, and a report is delivered to the headteacher.

Pupils are asked about their experience in the areas listed above. They are also asked about who is trying to help them and who is providing effective help.

This process is extremely valuable for the school. It provides valuable information about which parts of the school's work pupils perceive as being effective and which parts they feel have little positive effect on them. It also allows pupils to express any concerns that they may have.

Pupil privacy

In order that the school can respond appropriately to the results of the questionnaire, it is essential that the school is able to identify the responses of each pupil. This lack of anonymity within the school is made clear to the pupils before they complete the questionnaire.

However, in order that the rights of pupils under the Data Protection Act 1998 are protected, the pupils are given passwords to enter in the questionnaire rather than their names, and linked numbers. The list which links the names of pupils with their numbers and passwords is maintained by the school alone; it is not made available to anyone else. It is therefore only possible for the school to identify an individual pupil's responses.

Logging on as the administrator

Go to the *Pupil Perceptions* website at: <http://pupilperceptions.anspear.com/>

Click on the administrator's link at the bottom of the screen. Enter the school code and administrator password you have been sent into the boxes on this screen and click on **start**.

You are then taken to the administrator's section.

Collecting pupil responses

When your organisation first requested the service, they were asked how many pupils would be using the questionnaire. Based on this information, you have been allocated pupil numbers and corresponding passwords to enable pupils to access the online questionnaire. These pupil passwords are provided in a spreadsheet in the administrator's section of the website. Click on the **passwords** button towards the bottom of the administrator's screen to access the passwords spreadsheet. You should distribute these passwords to the pupils who will be using the questionnaire.

You also need to save this spreadsheet onto your network/machine, as this will be your record of which pupil has which password and which number. ***You must ensure that you create your own list showing which pupil received which password.*** This is very important – you will not be able to react appropriately to any issues raised by the questionnaire if you do not do this.

Pupils must log on using the school code and password you give them to complete the online questionnaire via the *Pupil Perceptions* website at: <http://pupilperceptions.anspear.com/>

You should also ensure that users read the instructions that are provided in the **Help** on the website.

Monitoring the responses

In order to monitor the progress of pupils in completing the questionnaire, log on as the administrator. In the administrator's section, you can access tables of the pupil numbers and passwords that your organisation has purchased, and the stage of completion of the online questionnaire for each password. The stage of completion is one of **unused**, **started** or **completed**. If the status is **unused**, that pupil has yet to log on to the *Pupil Perceptions* website. If the status is **completed**, that pupil has submitted their responses. They can no longer log on to *Pupil Perceptions*.

Once you are satisfied that there are as many responses as you can reasonably expect, you should request the production of the report by clicking on **request**. The headteacher is then sent the *Pupil Perceptions* report in paper and electronic versions, together with electronic (spreadsheet) copies of the data. Note that the data for any partially-completed questionnaires will not be included in the report.

Click on **logoff** to exit the *Pupil Perceptions* website.

Preparing pupils

Three activities to help prepare pupils for using *Pupil Perceptions* are provided. They explain what the online questionnaire involves and define the terms used within it. These can be accessed via a link on the administrator's log-on page.

Troubleshooting

If you lose your connection to the site, this may be because:

- 1 Your connection to the Internet was lost.
- 2 You accidentally closed your browser window.
- 3 The connection timed out because you had been inactive for over 30 minutes.

If you experience any technical difficulties that you cannot resolve using the onscreen help, please contact us on **01223 350555** during normal working hours or email us at perceptions@anspear.com.