Instructions for users

What is *Pupil Perceptions*?

Pupil Perceptions enables your school to understand how students feel about various issues relating to health, well-being, engagement and aspiration. These issues can be grouped into five key areas:

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

Students 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 school.

Students 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.

By completing the questionnaire, students create a detailed picture of their views and perceptions. This information can be used by the school to help improve the service that it provides for students. The questionnaire also provides an opportunity for students to identify issues that are of importance to them individually.

Your privacy

It is important that your views are heard. The responses that you give will be passed on to your school so that any issues that you raise can be dealt with. Obviously, it is important to protect your anonymity while you complete the questionnaire in order to ensure accurate information. It is also important that your responses are treated confidentially. To ensure that nobody outside of the school can identify the responses that you give, you are given a password to enter in the questionnaire rather than your name. In addition, when you click on a response for a statement, your response will turn grey so that it cannot be seen by anyone else in the room.

The list which links the names of students with their 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 student's responses.

How do I complete the questionnaire?

Someone in the school (probably the headteacher or a member of the ICT team) will be administering the *Pupil Perceptions* questionnaire. They will give you the school code and a password so that you may access the questionnaire. Once you have these details, visit the *Pupil Perceptions* Web site at: **http://pupilperceptions.pearson.co.uk/**

Enter the school code and your password into the boxes and click on 'start'.

You will then see the first page of the questionnaire. This page asks you some questions about yourself. For each of the questions in this section, select your answer from the options provided.

When you have selected an answer for each of the questions, click on 'next' to move to the next page. Read the information on that page and click on 'next' to move on.

You are then taken to a page containing statements for the first area (being healthy). For each statement, click on the appropriate face on the right-hand side that matches your opinion on the statement. If you would like further explanation about a statement, hold your mouse pointer over the 'i' next to the statement.

When you have selected responses for all the statements, click on 'next' to move on to the next areas.

When you have completed the last page of the questionnaire, clicking on 'next' will lead to a 'Thank you' page. You may click on any of the areas to return to the corresponding page and change your responses. To see what response you chose for a statement, hold your mouse pointer over the faces. When you are satisfied with your responses, click on 'finish' in the bottom right-hand corner of the Thank you page to complete the questionnaire.

Your data will then be submitted, and you will not be able to log on again. You should then click on 'logoff' and close your Web browser.

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 this happens when you are working through the questionnaire, your responses for each screen that you have completed will be saved. You can log on again to complete the questionnaire. However, if you had clicked on the Finish button, then your data will have been submitted, and you will not be able to log on again in order to make changes.