

Teacher's Notes

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.

The activities are based around Microsoft® PowerPoint presentations and are intended to be delivered by a teacher to a group of pupils using a computer and projector. PDF (portable document format) files are also provided as an alternative for use away from the computer. The activities are designed to be quite short (10 to 15 minutes), enabling teachers to deliver them either individually in tutor time, or as a set in a PSHE lesson.

In addition, you may wish to use the first presentation with parents and other interested parties to give them a clearer picture of *Pupil Perceptions*.

Two versions of each PowerPoint or PDF file are provided for some of the activities: one labelled 'Students' and one labelled 'Pupils'. These match the different versions of *Pupil Perceptions* that are available (ie 'Pupils' uses simpler language and concepts); you should use the files that are appropriate to the version you have purchased.

You will need Microsoft® PowerPoint or compatible software to open the PowerPoint (PPT) files. To save a file so that it can be edited, right-click on the link, select **Save Target As...** and save the file on your network. Then, right-click on the file icon, select **Properties** and untick the **Read-only** attribute. Note that, if you do not have the fonts used within the digital files, your operating system will replace them with fonts that you are able to use. To view a Microsoft® PowerPoint presentation without the toolbars, once open, click on **Browse>Full Screen**.

Activity 1: Pupil Perceptions

This activity can be used to brief staff, inform parents or as a valuable introductory exercise with pupils.

The PowerPoint presentation (**perceptions_students.ppt** or **perceptions_pupils.ppt**) aims to reassure pupils that the *Pupil Perceptions* questionnaire is not a test, and that they need to answer honestly in order to help both themselves and their friends. (The PDF alternative is called **perceptions_students.pdf** or **perceptions_pupils.pdf**.)

Pupils may well have questions about the process; these should be answered honestly and positively. For example, it is a good idea to inform them that although not all the data will be shared with them (as this may lead to people being able to identify respondents), the school will give them summaries of, for example, how many pupils plan to continue in education or training after Year 11, how many feel unsafe when travelling to and from school, and so on.

Activity 2: Bullying

This activity provides an opportunity for discussion about what bullying is. Many schools will have already done a lot of work on bullying, and so may choose to omit using the presentation (**bullying.ppt** or **bullying.pdf**) in favour of their existing provision.

Some suggested answers are given in the PDF file **bullying_answers.pdf**. You should read through these answers carefully to ensure that you agree with them, although ultimately it is more important that the presentation provokes debate.

Activity 3: People

In the *Pupil Perceptions* questionnaire, pupils are asked whether they agree that different categories of people whom they may come into contact with have some effect on their life. In order to answer this properly, the following issues need to be considered:

- How do you decide who falls into which category?
- Do you make your judgement based on the best- or worst-performing member of the group?

The presentation (**people_students.ppt/people_pupils.ppt** or **people_students.pdf/people_pupils.pdf**) gives a series of examples to help pupils understand the different categories. Pupils should discuss the categories that they think the examples fall into. Answers are then provided in the presentation when you click to advance.

Pupils should consider the best that a group can offer. For example, in terms of keeping Lauren healthy, few teachers have much effect, but Mr Vaughan the science teacher has been stressing a healthy lifestyle and Mrs Secadra in the canteen has been putting up posters promoting a healthy diet. Hence, Lauren would agree or strongly agree that 'Teachers and other adults in school' help to keep her healthy.