**Suggested newsletter text and FAQ documents written specifically for parents**

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**The *Tell Them From Me* student feedback survey (Term 3, 2017)**

**Parent FAQ document for the student survey:**

Schools should provide parents with the following additional document: <http://surveys.cese.nsw.gov.au/images/TTFM_Student_Survey_FAQs_Parent_and_Carers_T12017.pdf>

**Suggested newsletter text:**

I am delighted that this term, our school, like many other public schools in the state, will participate in a Department of Education initiative: the *Tell Them From Me* student feedback survey. The survey measures factors that are known to affect academic achievement and other student outcomes. The focus of the NSW-wide survey is on student wellbeing, engagement and effective teaching practices.

**[optional paragraph – to use if your school also participated in Term 1]** You may remember that our students also participated in a *Tell Them From Me* student survey in Term 1 this year. Asking students to complete the survey twice in one year allows us to identify trends in student responses as well as track engagement and motivation across the school year.

The survey is a great opportunity for our students to provide us with valuable and quick feedback on what they think about school life, how engaged they are with school and the different ways that teachers interact with them. Schools in Australia and around the world have used the *Tell Them From Me* survey to help improve how they do things at school.

More information about the survey is available at: [http://surveys.cese.nsw.gov.au](http://surveys.cese.nsw.gov.au/information-for-parents)

I want to assure you that the survey is confidential. The survey is conducted online and will typically take less than 30 minutes to complete. It will be administered during school hours between 21 August and 13 October. Participating in the survey is entirely voluntary.

A consent form and FAQs for parents/carers about the survey is being sent home with students. If you **do not** want your child or children to participate, please return the form to school by **[insert date]**. Copies of the form and FAQs are available from: <http://surveys.cese.nsw.gov.au/information-for-parents>.

**The *Tell Them From Me* parent feedback survey (Term 3, 2017)**

**Parent FAQ document for the parent survey:**

Schools should provide parents with the following additional document: http:// <http://surveys.cese.nsw.gov.au/images/TTFM_Parent_Survey_FAQs_Parent_and_Carers_T32017.pdf>

**Suggested newsletter text:**

This Term, our school will be participating in the *Partners in Learning* parent survey, another part of the *Tell Them From Me* suite of surveys (student, teacher and parent surveys) on student engagement. The survey asks parents and carers questions about different factors that are known to impact on student wellbeing and engagement.

Running this survey will help our school understand parents’ and carers’ perspectives on their child’s experience at school. These include: communication between parents/carers and staff, activities and practices at home and parent/carer views on the school's support of learning and behaviour. This valuable feedback will help our school make practical improvements.

The survey is conducted entirely online on smartphones, ipads, tablets, laptops or computers. The survey will typically take 15 minutes or less to complete and is completely confidential. The parent survey will be conducted between 21 August and 13 October. Although participating in the survey is entirely voluntary, your responses are very much appreciated.

**[paragraph option 1 – to use if your school HAS NOT yet set up your survey in the TTFM portal]** Our school will provide further information about how to access the survey. In the meantime, more information about the survey is available at: [http://surveys.cese.nsw.gov.au/](http://surveys.cese.nsw.gov.au/information-for-parents)

**[paragraph option 2 – to use if your school HAS set up your survey in the TTFM portal]** More information about the survey is available at: <http://surveys.cese.nsw.gov.au>. To access the survey for our school go to: **[insert the unique URL your school created for the parent survey as part of the survey set up process in the TTFM portal]**