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Distribution

To the Headteachers of all Norfolk LEA Schools



The document overleaf is provided for your **information**:

INFORMATION	Title	National Survey of Schools' Views of their LEA, 2003		
	Summary of contents	<p>The Audit Commission and Ofsted national survey of schools will be open from 19th May to 7th July 2003 at</p> <p style="text-align: center;">http://www.audit-commission.gov.uk/schoolsurvey</p> <p>151 LEAs (around 21,000 schools) have signed up to participate and details of how to complete the electronic survey are given overleaf. The survey presents an opportunity for you to indicate the strengths and weaknesses of Norfolk LEA, in order to inform the authority as well as to influence the LEA inspection process.</p> <p>The Audit Commission will contact you by e-mail during the week 12th – 16th May to check addresses and inform you about the forthcoming survey – you may be asked to reply to the e-mail.</p> <p>If you experience difficulty with the website (for example the website does not load, or there are problems answering the questions) it would be helpful if you could firstly check with the ICT Solutions help line 0845 303 3003 to confirm that it is not a local network problem.</p> <p>Web vs Paper – the great majority of schools are expected to use the website to make a response to the survey. However, paper-based copies will be acceptable if the school experiences internet-access difficulties although the LEA will be invoiced for inputting etc. If you do experience access difficulties, please contact Janine Birt on the number given below.</p>		
	Associated documents	MI 82/03 and letter from Bryan Slater		
	Date	9 th May 2003		
	Effective from	19 th May to 7 th July 2003		
	LEA Contact	Janine Birt		01603 223905
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	Document reference	MI 106 /03		

Schools' views of their LEA 2003: the national school survey

How to complete the survey

The survey is being made available to schools in most authorities in England and Wales to ask for your views on the support provided by your LEA for school improvement over the past year. It presents an opportunity for you to indicate the strengths and weaknesses of your LEA, in order to inform your authority as well as to influence the LEA inspection process.

The survey will be open from: **Monday 19th May until Monday 7th July 2003**
It will be available online at: **<http://www.audit-commission.gov.uk/schoolsurvey>**

1 Log-in

You can **visit the website any number of times** within the dates the survey is open (19th May – 7th July 2003) in order to add to or amend your schools' response.

- From 19th May, go to the school survey project website at www.audit-commission.gov.uk/schoolsurvey.
- Click on **Enter the 2003 survey** on the homepage.
- This will take you to the online survey welcome page, where you should enter your LEA and DfES school number then click on **Enter survey**.
 - ▼ The first time you visit the 2003 survey you will be presented with a few details about your school – you should check these to ensure that you have entered the website with the correct school number. You should then **edit the e-mail address displayed if it is incorrect**, and set a password. This will be automatically emailed to you for confirmation.
 - ▼ Click on **Begin survey** and you will be taken to the Main Survey Menu.
- The next time you visit the 2003 survey, you will just have to enter your password.

2 The survey

The questions in the survey are grouped in the following way:

The core survey - Available to all schools and arranged in 5 subject sections (e.g. Section A: LEA Strategy).

Questions specific to Wales - Available only to schools in Wales.

Questions proposed by your LEA - If they have requested to include any.

Questions proposed by the DfES Connexions service - Available only to schools with secondary-aged pupils in England.

Please answer each question using one of the six possible responses that appear:

(1) Very Good (2) Good (3) Satisfactory (4) Poor (5) Very Poor or (X) Unable to comment

You can also enter comments both in the boxes after each section and in the additional comments box at the end of the core survey. The survey can be **printed** in order to involve colleagues, for example administrative staff, Governors, your SENCO and so on, in deciding your school's response.

3 Sign off and submit your survey as complete

When your school has completed the survey, the headteacher should click on **Click here to sign off and submit your survey as complete** from the survey menu.

Please note: This involves telling us how you would like your schools' response to be used. The default is to remain completely anonymous to your LEA, in which case we cannot pass on any comments you have made, and your LEA will only receive the aggregated analysis. However, on top of this you can choose **either** to release an **anonymous verbatim copy of your comments only**, or to release your **named completed survey** to your LEA.

Enquiries:

Further guidance on responding to the questions is available from the survey website under **How to complete**, as are the **Terms of Use** which give more detail on the how the Commission will use your response.

Your LEA should be your first point of contact for any general enquiries – their details will be available via the survey website by clicking on **Further assistance**.

You can also contact the Audit Commission by email at schoolsurvey-help@audit-commission.gov.uk.