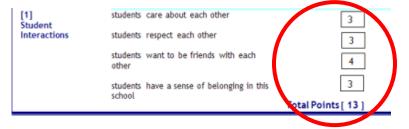
Instructions for Co-ordinator

Self Assessment Tool

- 1. Print sheets for all staff members
- 2. Distribute to staff members
- 3. Staff complete and total the points for each of the nine sections eg



4. Collect in readiness to transfer totals to Excel spreadsheet

Excel Spreadsheet

- Save the Excel spreadsheet from the CD/Web to a computer or USB drive
- 2. Rename the file with your school name or code
- 3. Transfer the data from each staff member's self assessment tool to the *Data Entry* sheet in Excel
- 4. Overtype the data for Respondent 1
- 5. A Pie Graph is automatically generated in the *Pie Graph* sheet
- 6. Print graph
- 7. Analyse the results
 - Large sectors in the pie graph indicate perceived school strengths
 - Small sectors in the pie graph indicate perceived areas requiring attention

Self Assessment Tool for School Culture

Instructions: Please respond to the series of statements on a 1-4 scale with '1' meaning strongly disagree and '4' that you strongly agree with the statement.

Total each section and return to your co-ordinator for collation.

[1] Student Interactions	1. strongly disagree 2. disagree 3. a	gree 4. strongly agree
	students care about each other	
	students respect each other	
	students want to be friends with each other	
	students have a sense of belonging in this school	
		Total Points []
[2] Security and Maintenance	students usually feel safe in the school building	
	teachers and other staff feel safe in the building before and after school	
	classrooms are usually clean and neat	
	the school buildings are kept clean and neat	
	the school building is kept in good repair.	
	the school grounds are neat and attractive.	
	the school is free of litter and graffiti.	
		Total Points []
[3] Leadership and Administration	administrators in this school listen to student ideas, opinions and complaints.	
	the administrators in this school often talk with teachers and parents.	
	the administrators set high standards and let teachers, students and parents know what these standards are.	
	administrators set good examples by working hard themselves.	
	teachers and students help to decide what happens in this school.	
	decisions are based on consultation and evidence.	
		Total Points []

Self Assessment Tool for School Culture

Instructions: Please respond to the series of statements on a 1-4 scale with '1' meaning strongly disagree and '4' that you strongly agree with the statement.

Total each section and return to your co-ordinator for collation.

	1. strongly disagree 2. disagree 3. ag	gree 4. strongly agree
[4] Student Academic Orientation	students in this school understand why they are in school	
	students in this school are interested in learning new things	
	students in this school have fun but also work hard on their studies	
	students work hard to complete their class activities	Total Daints I
		Total Points []
[5] Student Behavioural Values	most students in this school do not condone bullying	
	students in this school are well-behaved even when the teachers are not watching them	
	most students stay focused even if the teachers are not in direct contact with them	
	them	Total Points []
[6] Support	staff members encourage students to help each other	
	staff members help students with special needs	
	staff are willing to help students with personal problems	
	students in this school get help and advice from teachers or counsellors	
	students with learning needs receive help	
		Total Points []
[7] Relationships	parents and community attend school meetings and other activities	
	most people in the community help the school in one way or another	
	community groups acknowledge student achievement in learning, music, drama, and sports	
	·	[Cont'd]

Self Assessment Tool for School Culture

Instructions: Please respond to the series of statements on a 1-4 scale with '1' meaning strongly disagree and '4' that you strongly agree with the statement.

Total each section and return to your co-ordinator for collation.

	1. strongly disagree 2. disagree 3. a	gree 4. strongly agree
[7] [cont'd] Relationships	the school maintains strong communication with the community	
	staff feel valued and supported	
	staff get along well together	
	staff support and help each other	
	professional and support (admin) staff get along well and cooperate with each other	
		Total Points []
[8] Learning Environment	there is a clear set of rules for students in this school to follow	
	admin tasks do not interfere with classroom teaching	
	teachers spend almost all classroom time in learning activities	
	students in this school usually have homework to do	
	most classrooms are attractive, tidy and productive	
	teachers use class time to help students complete assigned work	
	there are not a lot of outside interruptions during class time	
		Total Points []
[9] Extra Curricular Activities	students are able to take part in school activities in which they are interested	
	students can be in sports, music and plays even if they are not very talented	
	students are comfortable staying after school for activities such as sports and music	
	students take part in sports and other school activities even if their families cannot afford it	
	camor arrora ic	Total Points []