

# Self Assessment Tool for School Culture

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## 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

[1]	students care about each other	3
Student Interactions	students respect each other	3
	students want to be friends with each other	4
	students have a sense of belonging in this school	3
		Total Points [ 13 ]

4. Collect in readiness to transfer totals to Excel spreadsheet

### Excel Spreadsheet

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