

Survey Policy for the GISW

Definitions

- a. Stakeholders: Extended Leadership Team, Parents' Association, Student Government, Board of Directors, Administration
- b. Departments: Preschool; Elementary School, including SEL; Upper School.
- c. The School Community includes stakeholders and departments.

Evaluating current pedagogical programs and monitoring the effectiveness of actions taken are essential for school development and management of the quality of schools abroad (Auslandsqualitätsmanagement, AQM). However, preparing, conducting, evaluating and publishing a survey doesn't only require expertise but also a certain degree of planning with regards to the parties involved as well as mutual respect and cooperation. When a survey is to be conducted at the GISW, the survey group, which represents the stakeholders and the departments of the school community, should be asked to do so.

1) Responsibilities of the survey group

- a) The survey group is responsible for the preparation, execution, evaluation and publication of school-related surveys (hereinafter „conducting surveys“, for the purpose of this document).
- b) Only the Steering Committee, in cooperation with the Head of School, may task the survey group with conducting a survey.
- c) The survey group will carefully consider the objective of the survey and work closely with the people involved, i.e. members of the project groups/departments/stakeholders, who will be affected by the evaluation of the survey. The creation, evaluation and interpretation of the survey questions will lie with the members of the project groups/departments/stakeholders in question, in cooperation with the Steering Committee and the Head of School.
- d) The survey group will report back to the Steering Committee in accordance with the original task.

2) Who is part of the survey group?

- a) The survey group consists of 8–10 members of the school community.
- b) The Steering Committee appoints the members of the survey group.
- c) The majority of the survey group's members comes from the Steering Committee.
- d) No more than 50% of the survey group's members may be non-employees of the GISW (Board, Parent Association and Student Government).

3) *Surveys at the GISW and timeline*

- a) 360-Degree Survey: The entirety of the school community – students, teachers, parents and administration – are asked to participate in 360-Degree Surveys. 360-Degree Surveys are conducted every other year.
- b) Abitur Survey: Every year we ask our graduates to participate in a survey.
- c) Focus Surveys: These surveys have specific topics regarding urgent issues. They can be conducted at any time within the school community.

4) *Survey set-up*

a) 360-Degree Surveys

- i) The Steering Committee notifies all project groups/stakeholders/departments of their intention to conduct a survey at the beginning of the school year.
- ii) By the Thanksgiving break at the latest, the school community will suggest projects and/or topics of interest to the Chair of the Steering Committee.
- iii) After consulting with the Head of School, the Steering Committee will decide on the projects/topics to be surveyed by Christmas and will notify the responsible parties.
- iv) The 360-Degree Survey will be conducted sometime between winter break and spring break.

b) Abitur Surveys

- i) The Abitur survey consists of a fixed questionnaire that is made up of core questions.
- ii) The evaluation of broader projects/topics has to be decided on a case-by-case basis.
- iii) The Abitur survey takes place right after spring break or, as an exception, right before spring break.

c) Focus Surveys

- i) Members of the school community may propose to the Steering Committee via their stakeholders/departments and in accordance with the Steering Committee's communication strategy, that a Focus Survey be conducted on a certain project/topic of interest.
- ii) The Steering Committee will discuss this request at their next meeting and will notify the proposing member of their decision. Key factors in the decision making process are urgency, feasibility and available resources.
- iii) If the request is granted and approved by the Head of School, the Steering Committee will determine a timeline as well as the manner of publication. Then, the survey group is tasked with conducting the survey.
- iv) The school community is notified of the survey via the Wednesday Mail.

5) *Publication and written report*

- a) The survey results are open to the public and accessible at all times. The report will be published in the Wednesday Mail, the raw data, with the exception of any open questions, will be published in the non-public area of the GISW website.
- b) Written report
 - i) Any survey results will be published during the ongoing school year, no later than three months after the survey was conducted.
 - ii) The survey group will compose a written report which should summarize and interpret the key results of the survey. It should also contain specific recommendations and/or measures for the project groups/departments/stakeholders to implement.
 - iii) The report will be composed in English and German.
 - iv) It will be presented to the Steering Committee no later than 6 weeks after the survey has been conducted. The Steering Committee will approve the report in cooperation with the Head of School. Before the report is published and visible to the school community, a notification will go out to the Board of Directors, the faculty, the departments and persons affected as well as the party who requested the survey.
 - v) The maximum volume of the report may not exceed
 - (1) 6 pages for 360-Degree Surveys,
 - (2) 1.5 pages for Abitur Surveys,
 - (3) 1.5 pages for Focus Surveys.
- c) Open questions may be an important survey tool when it comes to collecting insights and suggestions or hearing about aspects that were not previously considered. Even though transparency is important, in some cases it might be advised to not publish answers to open questions, so that the participants can give their feedback freely and honestly.
 - i) During the planning stages of a survey, the Steering Committee will decide on the use and the publishing of open questions in cooperation with the Head of School. The participants will be notified of this at the top of the questionnaire.
 - ii) When answers to open questions contain duplications or groupings, the statements will be summarized in the report by the survey group.
 - iii) Disparaging answers aimed at a specific person will be blacked out by the survey group.
 - iv) Should the decision be made to publish open questions, each member of the school community, upon request, will be provided access to the complete survey data via a link that is temporarily active and does not enable the download of the material. This link will be provided by the Chair of the Steering Committee.

As of February 5th, 2020

Author: Steering Committee of the GISW

(Subsequent to a consultation amongst the Extended Leadership Team and the Board of Directors, this policy has been approved unanimously during the meeting of the Steering Committee on February 5, 2020. The effectiveness of this policy will be evaluated in the 2022/23 school year.)