

# How to collect consultation feedback from parents and community

How you collect feedback is a key consideration of the consultation process. It will either be oral or written, and similar to the way you collect evidence of student learning. Choose a method that is relevant to your community, and the environment where you choose to collect it.

Consultation event or process	Ways of collecting feedback
<i>Parents and community</i>	
Meetings or workshops, including cultural centre events e.g. school or local marae, community fale, church, temple, or other location	<ul style="list-style-type: none"> <li>Workshop discussion points are documented.</li> <li>Parents contribute ideas to summary sheets during discussion</li> <li>(Optional) An additional individual survey is completed at the event, or a digital link is sent after the event</li> </ul>
Online consultation	Survey
Other events that parents attend – student-parent-teacher conferences, sports and cultural events	Survey <ul style="list-style-type: none"> <li>print version if completed at the venue, or</li> <li>digital if a bank of computers can be set up at the venue to complete the survey online, or</li> <li>send a digital link to complete after the event after collecting emails from interested parents</li> </ul>
School newsletter	Survey
<i>Students</i>	
Student survey: Interview parents as part of their learning programme	Survey or questionnaire
Teaching as inquiry: Regular reflections from students as part of their learning	Student voice – written or oral feedback
<i>Teachers</i>	
Staff or department meetings	Discussion points from staff or HPE department meetings documented