

Structure of the consultation survey

The introductory statement should provide:	Suggested text
<i>A statement inviting parent participation in the survey</i>	Greeting (in language appropriate for your school community), We're inviting parents and community members to give feedback on: (1) the draft health education delivery statement, and (2) the overview of health education programme. This is part of our community consultation process for health education, a requirement we must complete every two years.
<i>What the survey is for and how the data will be used</i>	Feedback from the consultation process will be used to either: <ul style="list-style-type: none"> ■ endorse our planned programme, or ■ refine our health education programme, where recommendations lie within education policy expectations.
<i>What parents need to know and do</i> (Consider how information is given and how the survey is being completed)	Your feedback is anonymous, and important to us. The information you need to answer the survey is provided. The survey asks you to rate your level of agreement with the documents and/or provide comment. Further information can be found at [state the schools consultation model or link to an online source].
<i>How long the survey will take</i>	After reading the consultation documents the survey will take 10-20 minutes.
<i>How parents find out the outcomes</i>	We'll then explain the outcome of the consultation process in the term [xx] newsletter.
<i>An appropriate contact person</i>	Any questions can be directed to [name of contact]
<i>Thank parents</i>	Thank you for your contribution in helping us design and plan our health education programme.