



Date



Dear Parent/Guardian

RE: Enhancing Catholic School Identity (ECSI) Survey

I write to invite you to participate in the ECSI Survey which will assist us in better understanding how our Catholic identity is expressed in work and practice here at St. Patrick's Primary School.

The Catholic University in Leuven was commissioned by the Catholic Education Commission of Victoria Ltd (CECV) to design a process and tools, based on sound research, to accomplish the goal of understanding our current Catholic identity and where the school community might like to see itself in the future.

The ECSI Survey is a key element of this process and I write to request your participation. The online survey gathers responses from students in Years 5 and 6, all staff and a representative sample of parents.

You are asked to complete the survey online; it may take up to an hour to do so. Try not to get caught up in the questions, simply respond intuitively.

Keeping a record of your individual user code and password will allow you to complete the survey over two or more sessions.

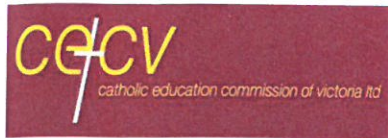
The survey is only available through the project website; please refer to the *Instructions for Survey Completion for Parents*. Your responses to this survey are guaranteed to be kept anonymous.

If you have any questions, please contact me through the school office.

Thank you for your consideration of this request and for your anticipated participation.

Yours sincerely

Olga Lyons
Principal



Enhancing Catholic School Identity

General instructions for survey completion for parents

Thank you very much for making time to participate in the Enhancing Catholic School Identity project. The purpose of this survey research is to gain meaningful insights into how your son or daughter's school views its Catholic identity today and how such identity might be shaped for tomorrow.

Everyone's input is important.

Your participation should take about **55 minutes**. It's best to finish the survey in one shot, without having to come back later.

Your responses are anonymous and your personal data is treated confidentially in accordance with ethical and legal guidelines.

Only you will be able to view your individual results and this can be done once you've completed the questionnaires.

Keep these best practices in mind:

- ✓ **Answer spontaneously and don't overanalyse.** Your input is more valuable if you respond with the first thought that comes to mind. Plus, you'll proceed faster.
- ✓ **Choose the response that honestly matches your opinion.** Don't hesitate to select "strongly agree" or "strongly disagree" if that's in fact how you feel.
- ✓ **Respond as best you can to each question as it is worded.** You may feel that some questions don't fully apply to your school environment. That's OK; just respond as best you can.

It's also helpful to keep in mind:

- ✓ **Many questions ask you for two perspectives:**
 - "My son/daughter's school" as you actually see things today
 - "My ideal school" as you would like to see things in the best future scenario
- ✓ **Some questions might seem repetitive; but they're actually not.** There's a scientific purpose behind the ways in which the questions are formulated. Every question counts.
- ✓ **Trust that the survey as a whole will accurately capture your personal point of view.** Even if you struggle to respond to some individual questions, it's important to complete the entire survey.

Please see the reverse side for login instructions.
Your input matters. Thank you.

LOGIN INSTRUCTIONS

1. Access the surveys at www.ecsi.site/au/user/
2. Enter the case-sensitive password **Ghj654** and click login.

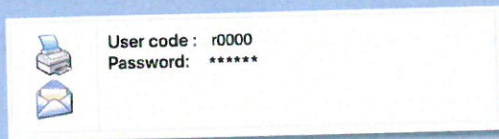


Password:

Login

3. If you're a new user: Click the **New user** button.
If you wish to continue a previous session: Enter your **User-ID** and **Password**.
4. Enter your school's **Survey Access Code** - as provided by your school - so that your input will be linked to your school **V11Dm2**
5. You are now logged in. Displayed on the screen is your unique **User-ID** and **Password** (case-sensitive).

Save this information (write, print, or email it) to access the website at a later time.



User code : r0000
Password: *****

6. From this point forward, please follow the on-screen instructions to complete the surveys.

SURVEY PROGRESS

- The survey begins with some general demographic questions.
- The survey proceeds in several parts. Please finish one part before proceeding to the next one.
- You can view your results at any time by returning to the main questionnaire page.
- You can return at any time to a question and change your response.
- If you wish to pause and finish the survey at a later time, you will need your **User-ID** and **Password** in order to login again.

Please see the reverse side for general instructions.
Your input matters. Thank you.