

# Annex A Survey documents

- 1 Letter sent to heads prior to the survey inspection.
- 2 Table requiring completion sent to heads prior to the preliminary visit.
- 3 Head's questionnaire.
- 4 Staffing questionnaire : to be completed by head.
- 5 Class teacher's questionnaire.
- 6 Notes to questionnaires.

## LETTER SENT TO HEADS PRIOR TO THE SURVEY INSPECTION



**Department of Education and Science**  
Elizabeth House York Road London SE1 7PH

Telegrams Aristides London Telex 23171

Telephone 01-928 9222 ext 2111

---

Your reference

Our reference INS 49/12/010/06

Date December 1975

---

Dear

**NATIONAL SURVEY OF PRIMARY EDUCATION**

During the Autumn Term 1974 and the Spring Term 1975 HM Inspectorate carried out a study to test the feasibility of evaluating the education of a representative sample of children at certain stages in the primary school. The main purpose was to test survey procedures in terms of both the load they imposed on the schools visited and their effectiveness for assessment purposes. The schools in the feasibility were, of course, too few to allow any generalisations to be drawn from the findings. It now seems clear that the procedures worked well enough to allow a general survey to go ahead. Local authority and teachers' associations have been kept informed about both the feasibility and the main exercises. The latter began towards the end of October 1975.

Your school has been selected for the main survey as one of a statistical, national sample of 542 primary schools in England. As we explained to the LEAs and schools involved in the feasibility study, HMIs will be carrying out certain inspection procedures but there will be no reporting on individual schools or groups of schools in an LEA.

Within each school the survey will concentrate, where the age range allows, on three classes: one containing 7 year old children, one containing 9 year-olds, and one containing 11 year-olds. The classes will be selected at random. Information will be collected in three main ways. Before the visit of the team you and the teachers of the classes concerned will be asked to complete questionnaires. At the time of the visit the selected classes will be inspected by two HMIs. The third source of information will be the results of objective tests administered by the National Foundation for Educational Research.

The precise arrangements for those tests are still under consideration. They will not, ordinarily, be given at the time of the inspection. They will probably be distributed to schools during May of the school year in which the inspection takes place. They will consist of tests of reading for 9 and 11 year-olds and of mathematics for 11 year-olds. It is expected that only a sample of children in each group will be tested.

The inspection will be concerned with the balance of activities undertaken by pupils and their suitability as judged by the competence of the children to do what is being asked of them. The HMI team will be particularly interested in the following broad areas of the curriculum: Language and literacy, mathematics, science, aesthetics (including physical and practical aspects of education), social development (including historical and geographical ideas).

The visits have been arranged to leave time for discussion about the organisation of the school and the work observed with yourself and with such other members of staff as seems appropriate.

This visit will not take the form of a traditional full inspection of your school, but the fact that we are looking in depth at certain age groups will give us a detailed view of their work and the organisation behind it. This will contribute towards the build-up of a national picture of the education of 7, 9 and 11 year old children in primary schools in England.

We expect the survey visit to be on .....

I plan to call in to see you on ....., if that is a suitable date. We can then discuss the arrangements for the survey, the procedure for the random selection of the classes, and answer any queries you or your staff may have. I should be glad if you would kindly complete the attached table before I come so that we can then decide upon the classes to be seen.

Yours sincerely

Enc

**TABLE REQUIRING COMPLETION SENT TO HEADS PRIOR TO THE PRELIMINARY VISIT**

**PRIMARY SURVEY: TABLE 1**

Please complete the following table by entering the number of children in the appropriate space.

- NOTE:**
- i. Exclude a. All children attending PART-TIME.  
b. Pupils attending special units attached to the school eg unit for maladjusted children.
  - ii. Include: all other children who are AT PRESENT on the school roll and attending FULL TIME.
  - iii. Children should be categorised according to their age at the END of the current school year (31 August, next).
  - iv. If any class has a special function ie remedial class, class for particularly gifted children; please place an asterisk (\*) against the class number.

The following two notes will apply only in unusual cases

- v. FULL TIME pupils in the 4+ age group to be included in the 5+ group.
- vi. FULL TIME pupils who will be 13 or more at the end of the current school year to be included in the 12+ group.

Class Number	Age at end of School Year									Class Total
	Infant			Junior				Seco-ndary		
	5+	6+	7+	8+	9+	10+	11+	12+		
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										
24										
25										
26										
27										
28										
29										
30										

# HEAD'S QUESTIONNAIRE

NATIONAL PRIMARY SURVEY

Form 2

Sheet 1 of 10

Form Number

1	2
0	2

School Code (for survey)

3	4	5	6
P			

## HEAD TEACHERS QUESTIONNAIRE

Please complete the details of your school requested below. This information is for clerical checking purposes only and it will NOT be computerised.

1. Name of Head .....
2. Name of School .....
3. Address of School .....
4. Telephone Number .....

Please supply the following for computer use:

5. Local Education Authority Number .....
6. School Number .....

7	8	9

10	11	12	13

## NATIONAL PRIMARY SURVEY

Form 2

Sheet 2 of 10

## COMPLETION INSTRUCTIONS

- i. Answers are indicated by placing figures in the numbered boxes provided in the right hand margin.
- ii. Do not enter more than one figure in any numbered box.
- iii. Every box of the form  should be completed. **YOU ARE ASKED NEVER TO LEAVE ONE OF THESE BOXES BLANK.**
- iv. Boxes of the form  are optional boxes. The question rubric will make it clear that you may leave such boxes blank in certain cases.
- v. Please do not leave an optional box blank unless the question rubric specifically allows this.
- vi. To avoid ambiguity please observe the following conventions:
- Write zero as 0 to avoid confusion with 6.
- Write seven as 7 to avoid confusion with 2.
- Write one as 1 to avoid confusion with 2.
- vii. If you should make an incorrect entry in a box, cross out the incorrect entry and substitute the correct one. If this is not possible, cross out the entire box and draw a new box with the correct sequence number and the correct entry in it. Do not attempt to alter incorrect entries.
- viii. It is not anticipated that you will find difficulty in answering the questions, but if a case of particular difficulty does occur, please make a pencilled comment to this effect and discuss the matter with HMIs when they make the visit.

P			
---	--	--	--

NATIONAL PRIMARY SURVEY

Form 2

Sheet 3 of 10

PUNCH-ROOM

For Questions 7, 8 and 9 please enter 001, 002, . . . . . 010, 011, . . . . . 100, 101 etc as appropriate, eg enter 79 as 079.

The questions refer to children at present on the school roll except for those in special units attached to the school eg unit for maladjusted children, unit for partially hearing children. Children in such units should be excluded.

- 7. Number of children attending full time.
- 8. Number of children attending part time. If none enter 000.
- 9. Total number on roll (Answer 7 + Answer 8). Please complete this, even if the answer is the same as for Question 7.
- 10. Please indicate which age groups are taught in your school, as follows:

If the age group is taught in your school enter 1  
 If the age group is not taught in your school enter 2

Age at END of Current School Year	Status	
5+	Infants	23
6+	Infants	24
7+	Top Year Infants	25
<hr/>		
8+	1st Year Junior	26
9+	2nd Year Junior	27
10+	3rd Year Junior	28
11+	Top Year Junior	29
<hr/>		
12+	1st Year Secondary	30

14			
17			
20			

23	
24	
25	
26	
27	
28	
29	
30	

P			
---	--	--	--

NATIONAL PRIMARY SURVEY

Form 2

Sheet 4 of 10

PUNCH-ROOM

11. For each of the following age groups, if it is taught in your school, give the number in the age group at present. (Ages as at 31 August next).

Please enter 001, 002, ..., 010, 011, ..., 100, 101, etc as appropriate, eg enter 79 as 079.

Age Group

7+

9+

11+

31			
34			
37			

12. a. Is the school "one form entry" or less at the age group 7+?

If none in 7+ age group )  
 or ) enter 1 and go to Question 13  
 If one form entry or less )  
 In other cases enter 2 and go to 12.b.

40

- b. If the 7+ age group is streamed BY ABILITY enter 1; if unstreamed enter 2.

41

13. a. Is the school "one form entry" or less at the age group 9+?

If none in 9+ age group )  
 or ) enter 1 and go to Question 14  
 If one form entry or less )  
 In other cases enter 2 and go to 13.b.

42

- b. If the 9+ age group is streamed BY ABILITY enter 1; if unstreamed enter 2.

43

14. a. Is the school "one form entry" or less at the age group 11+?

If none in 11+ age group )  
 or ) enter 1 and go to Question 15  
 If one form entry or less )  
 In other cases enter 2 and go to 14.b.

44

- b. If the 11+ age group is streamed BY ABILITY enter 1; if unstreamed enter 2.

45

15. Are any teachers involved in co-operative teaching? ie Are two or more teachers collaborating to teach one year group, or other organisational unit, in one teaching space?

If yes enter 1  
 If no enter 2

46

P			
---	--	--	--



NATIONAL PRIMARY SURVEY

Form 2

Sheet 5 of 10

PUNCH-ROOM

16. Has your school been open for at least six COMPLETELY terms?

If yes enter 6

If no enter the number of completed terms as 0, 1, 2, . . . . . 5

For Questions 17, 18, 19: Omit teachers who are solely concerned with teaching children in special units. The questions refer to the last six completed terms; if your school has not been open that long you should answer for the number of completed terms it has been open.

If none, please enter 00. Otherwise enter 01, 02, . . . . . 10, 11 etc as appropriate.

17. How many of the teachers who joined the staff as full time members during the last six completed terms subsequently left during the same period?

18. How many teachers have left during the last six completed terms? (Including those in Question 17 above).

19. How many probationers are there on the staff at present?

20. Please enter the approximate PERCENTAGE of children on roll whose first language is one of the following. In each case, if none enter 00. Otherwise enter 01, 02, . . . . . 10, 11 etc as appropriate. [Rounding up to the nearest whole number.]

Punjabi . . . . .

Gujerati . . . . .

Bengali . . . . .

Other Indian or Pakistani Languages . . . . .

Italian . . . . .

Turkish . . . . .

Greek . . . . .

Spanish . . . . .

Other European Languages (EXCLUDING English) . . . . .

Any African Language . . . . .

Chinese . . . . .

Other . . . . .

47 

--

48 

--	--

50 

--	--

52 

--	--

54 

--	--

56 

--	--

58 

--	--

60 

--	--

62 

--	--

64 

--	--

66 

--	--

68 

--	--

70 

--	--

72 

--	--

74 

--	--

76 

--	--

NOTE: West Indians are catered for by Question 21 overleaf.

P			
---	--	--	--

NATIONAL PRIMARY SURVEY

Form 2

Sheet 6 of 10

PUNCH ROOM

21. Please enter the approximate PERCENTAGE of children on roll whose speech patterns are a result of West Indian connections in the family.

If none, please enter 00. Otherwise enter 01, 02, . . . . . 10, 11 etc as appropriate. [Rounding up to the nearest whole number.]

78 

--	--

22. Are any of the following records used to facilitate the transfer of children between your school and the next?

If yes enter 1

If no enter 2

The school's own type of record for individual pupils

Folders of work samples of individual pupils

Official Local Education Authority record cards

80 

--

81 

--

82 

--

23. Are any of the following procedures used to facilitate the transfer of pupils between your school and the next?

If yes enter 1

If no enter 2

Pupils visiting before transfer . . . . .

Staff occasionally visiting . . . . .

Staff regularly visiting . . . . .

Staff exchange for teaching commitment . . . . .

Joint meetings of staff for curriculum discussions . . . . .

Head teachers visiting . . . . .

Feedback of comment on your children's subsequent progress . . . . .

83 

--

84 

--

85 

--

86 

--

87 

--

88 

--

89 

--

P			
---	--	--	--

NATIONAL PRIMARY SURVEY

Form 2

Sheet 7 of 10

PUNCH-ROOM

24. Are there written guide lines, or written schemes of work for the following aspects of curriculum?

If yes enter 1

If no enter 2

- Language development .....
- Art .....
- Crafts .....
- R.E. ....
- History .....
- Geography .....
- Science .....
- Mathematics .....
- Music .....
- Gymnastics .....
- Dance .....
- Games .....
- Swimming .....
- Drama .....
- French .....
- Social Studies .....
- Environmental studies .....
- Humanities .....
- Health Education .....
- Others .....

90	
91	
92	
93	
94	
95	
96	
97	
98	
99	
100	
101	
102	
103	
104	
105	
106	
107	
108	
109	

P			
---	--	--	--

NATIONAL PRIMARY SURVEY

Form 2

Sheet 8 of 10

*Narrative replies*

25. Please suggest three aspects in order of importance which, in your view, should be given greater emphasis in future patterns of initial teacher training.

26. Please give details of up to three courses that you have attended and found useful.

Please code the boxes to indicate the type of course.

- If one lecture 1
- If several lectures on separate days 2
- If a single whole day course 3
- If more than one full day but less than 11 4
- If more than 10 full days but less than one term 5
- If one term or more 6

TITLE OF COURSE	ORGANISED BY	CODE
.....	.....	□
.....	.....	□
.....	.....	□

27. Please add any suggestions you may wish to offer concerning the need for future in-service courses.

P			
---	--	--	--

NATIONAL PRIMARY SURVEY

Form 2

Sheet 9 of 10

*Narrative Replies*

28. Please state, as briefly as possible, what the school sets out to achieve in the following aspects of the curriculum.

*Language and Literacy*

*Mathematics*

*Science*

*Social and Moral Education*

*Aesthetic awareness and experience*

P			
---	--	--	--

NATIONAL PRIMARY SURVEY

Form 2

Sheet 10 of 10

*Narrative Replies*

29. Please list briefly any ways in which parents are involved in the life of the school.

30. Please add any comments or suggestions you may wish to make with particular reference to aspects of the organisation of your school which you consider have been overlooked in this questionnaire.

P			
---	--	--	--

# STAFFING QUESTIONNAIRE: TO BE COMPLETED BY HEAD

## NATIONAL PRIMARY SURVEY

Form 3

Sheet 1 of 5

Form Number

1	2
0	3

### STAFFING

(To be completed by the Head Teacher)

SCHOOL CODE (for survey)

3	4	5	6
P			

(1)

## NATIONAL PRIMARY SURVEY

Form 3

Sheet 2 of 5

Please complete one line of the table for yourself (line 01) and one line for each member of your staff (full time and part time). Do not include members of staff in special units.

## DATA REQUIREMENTS

Column A	Using the following codes, please indicate which teachers are involved in the survey.	CODE
	for the teachers not involved .....	0
	for the teacher of the 7+ class visited .....	1
	for the teacher of the 9+ class visited .....	2
	for the teacher of the 11+ class visited .....	3
	for the Head Teacher (pre-printed as teacher No.1) .....	4
Column B	Use the following codes to indicate sex	
	Male .....	1
	Female .....	2
Column C	Using the following codes, please indicate the scale of the present post.	CODE
	for Head Teacher (pre-printed as teacher No.1) .....	99
	for Deputy Head .....	88
	for Scale 1 post .....	01
	for Scale 2 post .....	02
	etc.	
Column D	Use the following codes to indicate qualifications.	CODE
	for B/Ed .....	1
	for Graduate other than B/Ed .....	2
	for all other cases .....	3
Column E	Enter the number of completed TERMS of teaching as 01, 02, ..... 10, 11 etc as appropriate.	
	NOTE: If the answer is 90 or more — enter 90.	
Column F	Enter the number of completed TERMS at present school as 01, 02, ..... 10, 11 etc as appropriate.	
	NOTE: If the answer is 90 or more — enter 90.	



NATIONAL PRIMARY SURVEY

Form 3  
Sheet 3 of 8

Column O Please enter code 18 (a 18 half days) for each teacher in FULL-TIME service.  
For teachers serving PART-TIME enter the full-time equivalent in the nearest  
half day.

1. A teacher attending each morning session, code 8E.  
2. A teacher attending one full day and one half day per week, code 8E.

Column N If the teacher has no special curricular responsibility please put zero (0) in all six boxes. Otherwise enter up to three of the following codes to indicate special responsibilities. Any unused pairs of boxes should be filled with dashes (-).  
If more than three curricular responsibilities enter the three most important ones.

Responsible for:	CODE
Language development	01
Art	02
Out/n	03
R.E.	04
History	05
Geography	06
Science	07
Mathematics	08
Music	09
Gymnastics	10
Dance	11
Games	12
Swimming	13
Drone	14
French	15
Social studies	16
Environmental studies	17
Manual work	18
Health Education	19
Other	20

NATIONAL PRIMARY SURVEY

Form 3  
Sheet 4 of 8

Column I If the teacher has no special organizational responsibility please put zero (0) in all six boxes. Otherwise enter up to three of the following codes to indicate special responsibilities. Any unused pairs of boxes should be filled with dashes (-).  
If more than three organizational responsibilities enter the three most important ones.

Responsible for:	CODE
Nursery unit	81
Infant department	82
Junior department	83
Library	84
Resource centre	85
Home/School liaison	86
Liaison with other schools	87
Year group leader or coordinator	88
Team leader or coordinator	89
Formal work	90
Head of the very able	91
Other	92

NATIONAL PRIMARY SURVEY

Form 3

Sheet 5 of 5

PUNCH-ROOM. Punch one record per line, duplicating the six characters quoted for reference below.

Staff	A	B	C		D	E		F		G		H						I							
	Involvement:	Sex	Scale of present post		Qualification	Number of completed terms of teaching		Time at present school in completed terms		Full or Part Time		Special Curricular Responsibility						Special Organisational Responsibility							
	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
0	1	4		9	9																				
0	2																								
0	3																								
0	4																								
0	5																								
0	6																								
0	7																								
0	8																								
0	9																								
1	0																								
1	1																								
1	2																								
1	3																								
1	4																								
1	5																								
1	6																								
1	7																								
1	8																								
1	9																								
2	0																								
2	1																								
2	2																								
2	3																								
2	4																								
2	5																								
2	6																								
2	7																								
2	8																								
2	9																								
3	0																								

Form Number

1	2
0	3

School Code (for survey)

3	4	5	6
P			

## CLASS TEACHER'S QUESTIONNAIRE

## NATIONAL PRIMARY SURVEY

Form 4

Sheet 1 of 13

Form Number

1	2
0	4

School Code (for survey)

3	4	5	6
P			

Age Group Code

7	8
0	9

## CLASS TEACHER'S QUESTIONNAIRE

*An Introduction to the Survey:*

*Your class has been selected as one of about 1200 classes drawn from a sample of over 500 schools throughout England for the National Primary Survey.*

*This questionnaire requests certain information about your class and its organisation. Your answers will contribute towards the build-up of a national picture of the education of 7, 9 and 11 year old children in primary schools in England and it is vital for the success of the survey that every one of the many people involved responds fully and accurately.*

*Your name is not recorded on this or any other survey document. Once all the data has been assembled for central processing it will be impossible to identify you directly.*

NATIONAL PRIMARY SURVEY

Form 4

Sheet 2 of 13

COMPLETION INSTRUCTIONS

- i. Answers are indicated by placing figures in the numbered boxes provided in the right hand margin.
- ii. Do not enter more than one figure in any numbered box.
- iii. Every box of the form  should be completed. **YOU ARE ASKED NEVER TO LEAVE ONE OF THESE BOXES BLANK.**
- iv. Boxes of the form  are optional boxes. The question rubric will make it clear that you may leave such boxes blank in certain cases.
- v. Please do not leave an optional box blank unless the question rubric specifically allows this.
- vi. To avoid ambiguity please observe the following conventions:  
  
Write zero as 0 to avoid confusion with 6.  
  
Write seven as 7 to avoid confusion with 2.  
  
Write one as 1 to avoid confusion with 2.
- vii. If you should make an incorrect entry in a box, cross out the incorrect entry and substitute the correct one. If this is not possible, cross out the entire box and draw a new box with the correct sequence number and the correct entry in it. Do not attempt to alter incorrect entries.
- viii. It is not anticipated that you will find difficulty in answering the questions but if a case of particular difficulty does occur please make a pencilled comment to this effect and discuss the matter with HMIs when they make the visit.

P				
---	--	--	--	--

NATIONAL PRIMARY SURVEY

Form 4

Sheet 3 of 13

PUNCH-ROOM

1 Does your class contain children of more than one academic year group?

If yes enter 1 and go to Questions 2 and 3

If no enter 2 and go to Question 4

9

2 Is the fact that you have children of more than one academic year group in your class a direct result of the small total number on the school roll?

If yes enter 1

If no enter 2

10

3 Please indicate the age range of your class by entering the code for the statement which most nearly represents the current situation.

The majority of the children are of one academic year group but there are a few children of a different year group (or groups) enter 1

OR

The children are from two academic year groups, with significant numbers in each of the two years (and possibly a few children from another group or groups) enter 2

OR

The children are from three or more academic year groups with significant numbers in at least three groups enter 3

11

4 Is your class involved in "setting" or regrouping arrangements with other classes?

If yes enter 1 and go to Question 5

If no enter 2 and go to Question 6

12

P			
---	--	--	--

NATIONAL PRIMARY SURVEY

Form 4

Sheet 4 of 13

PUNCH ROOM

5. Are the following aspects of curriculum involved in setting or re-grouping arrangements with other classes?

If yes enter 1

If no enter 2

Language development; listening .....

    talking .....

    reading .....

    writing .....

Mathematics .....

Music .....

Art .....

Craft .....

P.E. ....

Humanities .....

Science .....

Other Aspects .....

13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	

6. Is your class taught by other members of staff (not peripatetic teachers) whilst you are working elsewhere in the school? ie whilst you are teaching another class or having a non-teaching period.

If yes enter 1 and go to Questions 7 and 8

If no enter 2 and go to Question 9

25	
----	--

7. Please give the number of other members of staff who take your class. Enter 01, 02, ..... 10, 11 etc as appropriate.

26		
----	--	--

P			
---	--	--	--

NATIONAL PRIMARY SURVEY

Form 4

Sheet 5 of 13

PUNCH-ROOM

8. Please complete a line for each member of staff who takes your class whilst you are elsewhere in the school.

Start at line 01 and leave any unused lines blank.

NOTE: You may use a subject code more than once. If a member of staff takes your class for more than one subject complete one line for each subject taken by him/her.

Please use the following codes to indicate subject taught:

	CODE
Language development . . . . .	01
Art . . . . .	02
Crafts . . . . .	03
R. E. . . . .	04
History . . . . .	05
Geography . . . . .	06
Science . . . . .	07
Mathematics . . . . .	08
Music . . . . .	09
Gymnastics . . . . .	10
Dance . . . . .	11
Games . . . . .	12
Swimming . . . . .	13
Drama . . . . .	14
French . . . . .	15
Social studies . . . . .	16
Environmental studies . . . . .	17
Humanities . . . . .	18
Health education . . . . .	19
Others . . . . .	20

Please enter 01, 02, . . . . . 10, 11 etc as appropriate for the number of times per week.

Please enter the total time per week in hours, as follows:

	ENTER
Up to and including 1 hour . . . . .	01
More than 1, up to and including 2 hours . . . . .	02
More than 2, up to and including 3 hours . . . . .	03
More than 3, up to and including 4 hours . . . . .	04
More than 4, up to and including 5 hours . . . . .	05
More than 5, up to and including 6 hours . . . . .	06
More than 6, up to and including 7 hours . . . . .	07
More than 7, up to and including 8 hours . . . . .	08
More than 8, up to and including 9 hours . . . . .	09
More than 9, up to and including 10 hours . . . . .	10
More than 10, up to and including 15 hours . . . . .	15
More than 15 hours . . . . .	20

eg 3 hours 40 minutes entered as 04  
1 hour 5 minutes entered as 02

Please do NOT round to the nearest hour eg 2 hours 15 minutes is coded as 3, not 2.

P			
---	--	--	--

Line Number	Subject Taught	Number of times class taken per week	Total time per week spent with class
28	0 1		
36	0 2		
44	0 3		
52	0 4		
60	0 5		
68	0 6		
76	0 7		
84	0 8		
92	0 9		
100	1 0		

NATIONAL PRIMARY SURVEY

Form 4

Sheet 6 of 13

PUNCH-ROOM

9. Do you group the children within your class in any way?

If yes enter 1 and go to Questions 10 and 11

If no enter 2 and go to Question 12

108

10. Please indicate the method of grouping by entering the code for the statement which most nearly represents the current organisation of the class.

ENTER

As a regular feature of class organisation groups are selected according to subject eg a pupil may be in one group for reading but in a different one for mathematics. 1

OR

Work is not normally organised for groups but they are sometimes formed or re-formed according to the needs of the moment. 2

OR

Once the class has been divided into groups all group work is carried out in these groups no matter which area of the curriculum is being studied. 3

109

11. Please indicate the dominant characteristic by which groups are formed for the aspects of the curriculum listed below.

CHARACTERISTIC

- If by ability enter 1
- If by mixed ability enter 2
- If by friendship enter 3
- If by shared interests enter 4
- If by sex enter 5
- If by age enter 6
- If NOT GROUPED enter 7

- Language development, listening .....
  - talking .....
  - reading .....
  - writing .....
- Mathematics .....
- Music .....
- Art .....
- Crafts .....
- P.E. ....
- Humanities .....
- Science .....
- Other Aspects .....

110

111

112

113

114

115

116

117

118

119

120

121

P



NATIONAL PRIMARY SURVEY

Form 4

Sheet 7 of 13

PUNCH-ROOM

12. Does some of the work by pupils take the form of individual assignments?

If yes enter 1 and proceed to Question 13

If no enter 2 and proceed to Question 14

122

13. Do the individual assignments apply to the following aspects of curriculum?

If frequently enter 1  
 If infrequently enter 2  
 If never enter 3

- Language development; listening .....
- talking .....
- reading .....
- writing .....
- Mathematics .....
- Music .....
- Art .....
- Crafts .....
- P.E. ....
- Humanities .....
- Science .....
- Other aspects .....

123

124

125

126

127

128

129

130

131

132

133

134

14. Please indicate whether the following aspects of school organisation currently affect your class, with particular reference to the teaching of pupils in need of extra help, including remedial teaching. [Do not include exceptionally able children, who are catered for by Question 15.]

If yes enter 1  
 If no enter 2

- Withdrawal of individuals .....
- Withdrawal of groups .....
- Long term withdrawal to a special class .....
- Supernumerary teacher, working within the class, in addition to yourself .....
- Co-operative ways of working between yourself and other teachers to allow regrouping of two or more classes .....

135

136

137

138

139

P			
---	--	--	--

NATIONAL PRIMARY SURVEY

Form 4

Sheet 8 of 13

PUNCH ROOM

15. Please indicate whether the following aspects of school organisation currently affect your class, with particular reference to the teaching of exceptionally able children.

If yes enter 1  
If no enter 2

- Withdrawal of individuals .....
- Withdrawal of groups .....
- Long term withdrawal to a special class .....
- Supernumerary teacher, working within the class, in addition to yourself .....
- Co-operative ways of working between yourself and other teachers to allow regrouping of two or more classes .....

140

141

142

143

144

16. Are any children in your class taught by peripatetic teachers?

If yes give the number of teachers by entering 01, 02, ..... 10, 11 etc as appropriate and go to Question 17  
If no enter 00 and go to Question 18

145

17. Are peripatetic teachers employed with your class for the following purposes?

If with the whole class enter 1  
If with part of the class enter 2  
If not enter 3

- French .....
- Instrumental teaching: strings .....
- woodwind .....
- brass .....
- piano .....
- others .....
- General musical activities .....
- Mathematics .....
- Reading .....
- Writing .....
- Other language skills .....
- English as a second language .....
- Art .....
- Needlework .....
- Cookery .....
- P.E. ....
- Other crafts .....
- Other subjects .....

147

148

149

150

151

152

153

154

155

156

157

158

159

160

161

162

163

164

P

NATIONAL PRIMARY SURVEY

Form 4

Sheet 9 of 13

PUNCH-ROOM

18. Do you have PAID adult help in your classroom?

If yes enter 1 and go to Question 19

If no enter 2 and go to Question 20

19. Please complete a line for each paid helper. If there are more than 4 enter the 4 who spend most time with your class.

Number of hours per week: Use the grouping shown for Question 8.

Nature of Duties: (Columns A, B and C).

If yes enter 1

If no enter 2

- Column A: Directly involved with the children's learning
- Column B: Involved with children's welfare
- Column C: Involved with preparing materials and resources

20. Do you have VOLUNTARY help from parents in your classroom?

If yes enter 1 and go to Questions 21 and 22

If no enter 2 and go to Question 23

21. Please give the average number of parents per week helping in your classroom. Enter 01, 02, . . . . . 10, 11 etc as appropriate.

22. Please indicate the nature of the parents' involvement.

If yes enter 1

If no enter 2

Directly involved with your children's learning during school hours . . . . .

Involved with your children's welfare in the school (including supervisory help on school visits) . . . . .

Involved with preparing materials and resources for your children . . . . .

Other kinds of involvement with your children . . . . .

165

Helper	Hours per week	A	B	C
--------	----------------	---	---	---

166

172

178

184

190

191

193

194

195

196

P

NATIONAL PRIMARY SURVEY

Form 4

Sheet 10 of 13

PUNCH ROOM

23. Did you use the following to assess the capabilities of your class, when the children first came to you?

If yes enter 1  
 If no enter 2

- School's (or previous school's) individual records .....
- Individual folders of work samples .....
- Class lists .....
- Visiting the class when they were with the previous teacher .....
- Discussion with previous teachers .....
- Objective tests .....
- Tests devised within the school .....

197

198

199

200

201

202

203

24. Do you use standardised tests which give attainment scores, ages or quotients?

If yes enter 1 and go to Question 25  
 If no enter 2 and go to Question 26

204

25. Do you use standardised tests for diagnostic purposes to reveal details of learning difficulties?

If yes enter 1  
 If no enter 2

205

26. Please indicate, as follows, the phase for which you were initially trained.

CGDE

- Nursery or Infants ..... 1
- Infants only ..... 2
- First school ..... 3
- Infants/Junior ..... 4
- Junior only ..... 5
- Junior/Secondary ..... 6
- Middle school ..... 7
- Secondary only ..... 8
- Other training ..... 9

206

P

NATIONAL PRIMARY SURVEY

Form 4

Sheet 11 of 13

PUNCH-ROOM

27. Is your classroom on a separate site from the main school building?

If yes

enter 1

207

If no

enter 2

28. Is your classroom in hatted accommodation?

If yes

enter 1

208

If no

enter 2

29. Please enter the code for the statement which most accurately describes the teaching space in which you work.

A separate classroom

enter 1

A space shared by two classes

enter 2

A space shared by three or more classes

enter 3

209

P

9+

NATIONAL PRIMARY SURVEY

Form 4

Sheet 12 of 15

*Narrative Replies*

30. Please suggest up to three aspects which should, in your view, be given greater emphasis in future patterns of initial training.

31. Please list up to three in-service courses attended which you have found most useful in your present work.

Please code the boxes to indicate the type of course.

	CODE
If one lecture	1
If several lectures on separate days	2
If a single whole day course	3
If more than one full day but less than 11	4
If more than ten full days but less than one term	5
If one term or more	6

TITLE OF COURSE	ORGANISED BY	CODE
.....	.....	<input type="checkbox"/>
.....	.....	<input type="checkbox"/>
.....	.....	<input type="checkbox"/>

P			
---	--	--	--

NATIONAL PRIMARY SURVEY

9+

Form  
Sheet 4

Sheet 13 of 13

*Narrative Replies*

32. *Please add any suggestions which you may wish to offer concerning the need for future in-service courses.*

33. *Please add any comments or suggestions you may wish to make, with particular reference to aspects of the organisation of your class which you consider have not been covered in this questionnaire.*

P			
---	--	--	--

## Notes to questionnaires

1 The code number was entered on questionnaires before they were issued.

2 The staffing questionnaire: additional information was sought to cover situations where the head taught one of the survey classes, and where a teacher taught two of the survey groups. In practice only the former situation occurred with any frequency.

The following codes, additional to those in the staff questionnaire under 'Data requirements – column A', were supplied to heads with appropriate instructions.

<i>Code</i>	<i>Situation</i>
5	Head takes 11 year old teaching group.
6	Head takes 11 and 9 year old teaching groups.
7	Head takes 9 and 7 year old teaching groups.
8	Classteacher takes 11 and 9 year old teaching groups.
9	Classteacher takes 9 and 7 year old teaching groups.
A	Head takes 9 year old teaching group.
B	Head takes 7 year old teaching group.
C	Classteacher takes 11 and 7 year old teaching groups.
D	Head takes 11 and 7 year old teaching groups.
E	Head takes all three teaching groups.

3 The classteacher's questionnaire shown relates to 9 year old classes. Apart from the age group code the questionnaire was identical for 7 year and 11 year old classes.

4 The original question 16 in the classteacher's questionnaire read, 'Do you have peripatetic teachers working in your class?'. This was found to be ambiguous since some classteachers, quite reasonably, took this to mean that they should only include peripatetic teachers actually present in their classroom. This was not intended. The revised question, as shown in the questionnaire in the annex, was used from the third term onwards; the data from this question for the first two terms were discarded. The figures were weighted to take account of this.