

APPENDIX B: LETTER TO SCHOOL CONTACT

31 October 2001

«QFirst» «QLast»
«School»
«Postal_Address»

Curriculum Stocktake:
National Sampling Study
The School of Education
The University of Waikato
Private Bag 3105
Hamilton, New Zealand



The
University
of Waikato
Te Whare Wānanga
o Waikato

Professor Clive McGee
Project Director
Telephone 07-838 4466 extn. 7815
Facsimile 07-838 4555
Email mcgee@waikato.ac.nz

Dear «QFirst»

Re: Curriculum Stocktake: National School Sampling Study - Instructions

Following the agreement of your school to take part in this study, it is now time to complete the first round of questionnaires. Thank you for agreeing to distribute, collect and return them.

It is very important to encourage **all teachers** to complete **one** of the questionnaires. If anyone wants to do more, they are welcome to.

Briefing the teachers:

1. Perhaps the best way to inform the staff is at a staff meeting. A school might choose to set aside a staff meeting to do the questionnaires.
2. Explain that each teacher is being asked to complete **one** questionnaire.
3. It is part of a research project that is part of the Curriculum Stocktake by the Ministry of Education. Major teacher groups are represented on a stocktake Reference Group, and there is strong support for this research because it **gives teachers the chance to** report on their experiences of implementing national curriculum (refer teachers to the cover notes on the questionnaire). Their views should influence future curriculum policy. A letter of support from Jenny McCutcheon, PPTA President is on the reverse side, and if it is relevant in your school, please quote it to reinforce PPTA support.
4. Give each teacher a questionnaire.
 - a) Mathematics (pink cover) to all secondary mathematics teachers and to 1/3 of the primary teachers.
 - b) Technology (brown cover) to all secondary technology teachers and to 1/3 of the primary teachers.
But those secondary teachers who teach both should choose the one they do more teaching in.
 - c) General (white cover) to all other teachers.
Next year other subjects will be covered.
5. Set a date to return the completed questionnaire to you; an envelope is provided for confidentiality. I suggest no more than 7-8 school days, but this depends upon school events. In my experience, a tighter deadline produces a higher return rate.
6. When all are returned (reminders by you will probably be needed!) place in the supplied return package and mail to us.

If you need more questionnaires or clarification, please email or telephone:

Project director:

Professor Clive McGee

Telephone 07 838 4466 extn 7711

Email mcgee@waikato.ac.nz

Project administrator:

Karen MacKenzie

Telephone 07 838 4466 extn 7815

Email karenmac@waikato.ac.nz

Yours sincerely

Professor Clive McGee
Project Director