

CensusAtSchool. Key Stage 3/4 Form. Notes for Teachers: Filling in the Questionnaire

Preliminary Work

It should be possible for all pupils to complete this questionnaire in class following some preliminary preparation.

For question 5a), the pupils need to know their height in centimetres. A tape measure or metre rule could be fixed to the classroom wall to facilitate this.

5b), A piece of A4 half centimetre squared paper would be the easiest way to measure foot length accurately. No shoes please.

For question 6, use the list of football teams available to download from the website. Record the number, not the name, of the team.

Question 7 is a question aimed at finding some of the environmental pressures of schools. Plastic bottles and tin cans have to be disposed of.

For question 8, the children need to know their full postcode. They can find this from their parents or by looking at an envelope addressed to their home. This information is also available online from <http://www.afd.co.uk/pcsearch.htm>

For question 18, the pupils need to know the distance of their home to school. This makes a nice class exercise if you have a map of the local area and mark concentric circles centred on the schools with scaled radii 1000m, 2000m, 3000m, 5000m etc. (Note the differing widths as the distance increases.) Anyone in the inner circle is less than 1 km away from school; successive annular rings contain those who are 1 – 2 km, 2 – 3 km, 3 – 5 km etc. away from school.

Interpreting questions

The questions were designed to be simple and unambiguous, but it is possible some pupils may have some queries about them.

Question 2. The answer can be given in words on the form e.g. 6 May 1991; but on the Excel summary sheet or the pinpoint file the answer must be in numbers e.g. 06 05 91.

Question 4. *Other European Country* includes European countries that are not part of the European Community and includes newer countries such as Bosnia and Croatia.

Question 5a). Measure to the nearest centimetre without shoes on.

Question 5b). Measure to the nearest half centimetre without shoes on.

Question 6. Only one favourite team from the list of teams is allowed. Code 0 for None or I don't like football etc. Teams include all 92 English League Teams followed by the 10 Scottish and 10 Northern Irish Premier Teams.

Question 7. This includes drinks at home or at school but only those in plastic bottles or tin cans. The plastic bottles can be of any size so a pupil having several drinks from a large bottle should record this as 1 bottle.

Question 8. The full postcode is preferred e.g. BA12 5JD. It will not be possible for this information to be used to identify individuals.

Question 9. *In the last year* means in the 12 months before the date on which they are filling this questionnaire. The full postcode is preferred if the address has changed.

Question 10. Bungalows should be included as a type of house. An end of terrace house is terraced not semi-detached.

Question 11. *Household* is a technical word and for most pupils it will mean all those living in their house or flat. Technically it means *One person living alone or a group of people (not necessarily related) living at the same address with common housekeeping sharing at least one meal a day or a living room.* So it could include a lodger but not someone occupying a self-contained flat in the house.

Question 12. This means all the people under the age of 18 on the day the questionnaire is being answered. It does NOT include those who are 18.

Question 13. This includes a company car if it is provided for the use of a member of the household. Do not include vans.

Question 14. Only tick the first box if the phone is the pupil's **own personal** phone.

Question 16. If a pupil usually uses more than one method (e.g. walk to and from bus stops and take a bus in between) then record the method used to travel the greatest distance. If the method varies from day to day then record the method most frequently used.

Question 17. The answer can be as accurate as the pupil can give it. This might be to the nearest minute for those who live close; to the nearest 5 minutes for those who travel long distances. If the method of travel varies give the time for the most frequent method i.e. that recorded in question 16.

Question 18. The distance should be "As the crow flies".