

## **Teacher's Notes: Paper questionnaire**

Thank you for agreeing to ask the students in your class to fill in this questionnaire. Here are some brief notes.

### ***1. Learner information and consent***

**Please remind the learners that their answers are confidential and anonymous and cannot be matched to them.**

**It is important that the learners know the purpose of the questionnaire and that taking part is completely voluntary.** After they have read the information on the front page of the questionnaire, please ask the following questions:

1. Do you understand what this questionnaire is for? (Elicit some answers to check they understand the purpose).
2. Do you agree to fill in the questionnaire?

**If they understand and agree, they should tick the boxes at the top of page 2. Please check that these boxes are ticked on the completed questionnaires. I cannot use their information if the boxes are not ticked.**

If anyone becomes upset because the questionnaire raises uncomfortable issues for them, please give them the option to stop filling it in.

### ***2. Guidance for completing the questionnaire***

Please ensure learners understand that they must put **their own views and opinions**.

**Questions with option of 'other'**, please ask the learners to write in what the other is.

**Questions with a scale of 1 to 5:** Please clarify the answer format with the whole class. They should tick a number on a scale of 1 to 5 to reflect their experience or opinion.

**Part 4:** Please check that they know which questions to answer, depending on whether they have a job or not.

Question 69: Please make sure participants only write the **first** part of postcode.

Questions 70 and 71: These questions are optional.

### ***3. When the questionnaire is completed***

Please place all the completed questions in the envelope provided. Please seal the envelope and return it to me.

**Please remind learners that I will be asking them to complete a second questionnaire in about 6 months to see if things have changed for them whilst they have been attending ESOL classes.**

If you or your line manager have any questions please email me at [jill.court@bristol.ac.uk](mailto:jill.court@bristol.ac.uk)

*Many thanks for your help; your learners' answers are really important!*