

Dear Member of Staff,

The school uses the survey system *Skólapúlsinn* in order to monitor and improve the internal functioning of our school. A part of the system is to ask the staff members about the following: **their attitude towards the school, management, work development, equality/equal treatment, morale at work, the facilities at work, work load and harassment and bullying.**

In addition, staff members who teach are asked to provide information about: **policy development, facilities for teaching, teaching methods, classroom management, feedback and study evaluation.**

The survey will take place in March and the school will receive the overall findings with comparison to the entire country in the beginning of April. The findings will also be used by the employees of *Skólapúlsinn* for statistical analysis for education departments, government ministries and academics among others, in order to improve the understanding of development of students and the facilities they have for learning at the national level.

The survey system has been reported to the Icelandic Data Protection Authority under the number S5590. **No personal information** is gathered in *Skólapúlsinn* and therefore it will not be possible to see who gives what answer. Furthermore, the findings from *Skólapúlsinn* are never revealed in groups of less than five respondents. This prevents it being possible to use the process of elimination to associate answers with individual respondents in smaller work places. You can therefore safely take the survey without being at risk of losing anonymity.

This letter is to inform you about the school's intended data collection. If you are averse to the opportunity of taking this survey, you can contact the school's office or sign your name here and hand the paper in at the school's office.

Further information on the self-appraisal system can be found at www.skolapulsinn.is/um. You can also telephone the staff members of *Skólapúlsinn* with the number 583-0700 or send an email to skolapulsinn@skolapulsinn.is

I do not wish to have the opportunity to take the staff survey.

School: _____

Staff member signature and date: _____