Dear Staff,

[name of school] will be participating in an online school survey for staff called the OurSCHOOL Staff Survey, developed by The Learning Bar Inc. Please review the information below, which includes your login information.

Who: [all staff]

When: [dates of implementation/deadline for participation]

Where: [at your convenience, staff meeting, PD event, etc.]

Why: [provincial mandate, school improvements, etc.]

**About the OurSCHOOL Staff Survey:**

* The results are not intended to assess staff performance in any way.
* Results are **anonymous**: login credentials are randomly generated and answers cannot be linked back to individual participants.
* The survey is **voluntary**, however we encourage you to participate, to give you the opportunity to contribute directly into our school improvement initiatives.
* The survey takes approximately 20 minutes to complete and must be completed in one sitting.

The research-based questions are grouped to assess eight Drivers of Student Learningand four Dimensions of Classroom and School Practice. For more information about the OurSCHOOL Staff Survey, please visit The Learning Bar’s website: [www.thelearningbar.com](http://www.thelearningbar.com).

[select one of the following two options]

[If using **unique, individual logins** for each participant:]

**To access the survey:**

1. Go to [www.ourschool.net](http://www.ourschool.net)
2. Enter your login information

Username: XXXXXX

Password: XXXXXX

1. Click on “Begin Survey”

[If using a **single, master login** for all participants, insert the link below:]

**To access the survey**,go to [insert link]

If you have questions or would like to request more information about [name of school]’s upcoming implementation of the OurSCHOOL Staff Survey, please contact [name and contact information].