

CIS Steering Committee

Chair: William Bradley

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4 March 2011

Dear parents,

CIS Accreditation Self Study Questionnaire

As you are aware, the school has commenced upon the process of gaining CIS Accreditation. This involves us in undertaking a highly reflective self study over the next two years. The self study will involve parents, students, staff, the leadership team and the Board of Governors. Some parents will be invited to join the various committees that need to be formed in order to carry out the self study. Indeed, Karen Akinci has joined the Steering Committee which will oversee the entire process. At the end of the two years, around February of 2013, we will be visited by a group of around twelve to sixteen teachers, head teachers and governors from other schools who will analyse our self study and look at the improvements we have made or are planning to make as a result of that study.

The study begins with a questionnaire prepared by Endicott College of Beverly, Massachusetts, USA which is directed at all groups in our community. The staff have a questionnaire directed specifically at them, as do the students from Year 6 upwards. The Board of Governors have their own questionnaire and you have one which is aimed at collecting your views on our school.

In order to give all staff the best possible opportunity to fill in the questionnaire the IT rooms at our Zekeriya köy campus will be opened to parents between 9am and noon on Saturday the 12th of March. Completing the questionnaire takes approximately 15 minutes. For Korean parents, Mrs. Chang will be on hand to assist with translation. We are not going to run an appointments system for this day but we have forty computers available for you if you would simply like to turn up.

Parents who wish to use their own home or office computers may do so and instructions on how to undertake the survey can be found as an annex to this letter.

I urge all parents to complete the questionnaire. This is your opportunity to have your say in the decisions that will affect the future of the British International School Istanbul. Please do not let this opportunity pass you by for the sake of spending just 15 minutes at your computer. Please note that the survey must be completed before Friday the 18th of March.

Yours faithfully,

William Bradley

Annex: Instructions for accessing and completing the questionnaire



Self Study Survey Instructions

PARENTS

Dear Parent,

Your son or daughter's school is beginning an eighteen month self-study process. The purpose of this process is to help your school determine its strengths and areas for improvement. The survey will take approximately 15 minutes to complete.

Your principal and teachers are very interested in what you think of your son or daughter's school.

Please go to the website www.endicottresearchcenter.net

On that page you will see:



HERE TO TAKE A SURVEY? Enter Your Survey Code Here:
 GO!

Enter the following survey code: **CNP329806** and click GO.

Follow the instructions. Every question on the survey must be answered in order for your answers to be recorded. Skipped questions will be presented again until they are answered.

The last three questions on the survey refer to School Question 1, School Question 2 and School Question 3. You should answer each of these 'not applicable' which is the last button on the right

When you have finished, click SUBMIT.

Thank you for your help with this important work.