**5 School data form**

*Some of the basic data that you will need to collect on schools and teachers involved in a validation activity:*

|  |
| --- |
| School data form example: |
| Generic information to be collected: |
| Name of School: |  |
| Address: |  |
| Town: |  |
| Postal/Code: |  |
| Region (European NUTS list): |  |
| Country: |  |
| School website address: |  |
| Number of students in school: |  |
| Age range of students: |  |
| Name of Head Teacher: |  |
| Email address of Head Teacher: |  |
| Name of Lead Teacher: |  |
| Email address of Lead Teacher: |  |
| Subject discipline of Lead Teacher: |  |
| Specific information to be collected, dependant on validation – example types of information |
| **Financial:** (if honorarium payment is being made): bank account details, to be agreed at the start of the validation and whether payment is to the school or the teacher. It will be made explicit in the contract.**Technical:** technical information will be collected dependant on the validation. This will be collected as part of the school application, to ensure the schools meet the requirements for the validation. It may be part of the validation to collect the information again, for example, to monitor changes in technical infrastructure. Technical aspects will cover areas such as: speed of school broadband connection; wireless coverage (in part, or throughout/outside school); access to a learning platform inside/outside school; access to specific hardware (e.g. interactive whiteboards, projectors, desktops/laptops/tablets/mobile phones, cameras); specific curriculum equipment and software.The Survey of Schools: ICT in Education (2013) provides detailed technical information on schools across Europe, which can help inform your analysis. The detailed questionnaires can help inform the data you want to collect <http://essie.eun.org/> |