

Survey preparation checklist

- ☐ Independent schools, APs, PRUs and special schools surveying additional year groups only: complete data sharing agreement
- ☐ Timetable completion time for all pupils
- ☐ Ensure appropriate IT equipment will be available
- ☐ Send out parent/carer information sheet and opt-out forms by 16th September 2026
- ☐ Independent schools, APs, PRUs and special schools surveying additional year groups only: provide #BeeWell with pupil lists for those participating
- ☐ Contact the #BeeWell Team to receive the password to access your pupil password list
- ☐ Check pupil password lists are correct. Inform the #BeeWell Team of any changes
- ☐ Check that the survey site is accessible on school devices
- ☐ Share guidance materials with all staff who will be supporting survey completion
- ☐ Plan activities for those that aren't taking part or who finish quickly
- ☐ Make preparations to support pupils with additional needs
- ☐ Brief the pupils (at least 24 hours before the survey)

