

Bi-Annual Cultural Audit in School

Objective:

To systematically assess and enhance the school's internal culture by collecting insights from students and staff on **morale, inclusion, and clarity of expectations**, ensuring alignment with the school's vision, values, and continuous improvement goals.

Rationale:

A positive school culture is critical to student achievement, teacher well-being, and overall school effectiveness. Through a **bi-annual audit**, the school leadership can understand real-time sentiments, surface unspoken concerns, and implement evidence-based strategies to improve school climate.

Key Focus Areas:

1. **Morale:** Emotional well-being, motivation, and job/study satisfaction.
2. **Inclusion:** Sense of belonging, fairness, and equity across diverse groups.
3. **Clarity of Expectations:** Understanding of rules, roles, and behavioural/academic expectations.

Guiding Principles:

- **Voice and agency:** Empower students and teachers to share honest feedback.
- **Transparency and trust:** Ensure anonymity and respectful handling of insights.
- **Action-oriented:** Use results for improvement, not for judgment.

Work Plan: Cultural Audit

Stage	Activities	Timeline	Responsibility
1. Planning	Define audit tools (surveys, focus groups, reflection circles).	Week 1 (Audit cycle)	Principal, Core Team
	Inform stakeholders about purpose and confidentiality.		
2. Tool Design	Develop separate instruments for students and teachers.	Week 2	School Counselor, Coordinators
	Sample questions on well-being, inclusion, voice, clarity of expectations.		
3. Data Collection	Conduct anonymous surveys (online or paper-based).	Week 3–4	Class Teachers, IT Team
	Facilitate student circles or teacher focus groups (optional).		
4. Analysis	Compile and analyze data using trends, themes, and representative quotes.	Week 5	Principal, School Counselor

Stage	Activities	Timeline	Responsibility
	Identify areas of strength and concern.		
5. Reporting	Share findings with staff and student council (summary report or presentation).	Week 6	Principal
	Highlight next steps, celebrate positives, and outline improvement plans.		
6. Action Plan	Form working groups to address key concerns (e.g., inclusion committee).	Week 7–8	Leadership Team
	Set 2–3 SMART action points per focus area.		
7. Follow-Up	Revisit progress during the next audit cycle.	After 6 months	Principal, Coordinators

Voice Tools Used:

- **Quantitative:** Likert-scale survey (anonymous) for morale, clarity, inclusion.
- **Qualitative:** Open-ended survey items, student dialogue circles, teacher sharing sessions.

Expected Outcomes:

- Enhanced understanding of lived experiences in the school.
- Improved student-teacher relationships and sense of belonging.
- Targeted action plans to support staff and student well-being and performance.
- A culture of listening, learning, and continuous growth.

STUDENT SURVEY TEMPLATE – CULTURAL AUDIT

(Anonymous | Choose one option unless stated otherwise)

Section A: Morale & Well-being

1. I feel happy and motivated to attend school.
 Strongly Agree Agree Neutral Disagree Strongly Disagree
2. My teachers care about my well-being.
 Strongly Agree Agree Neutral Disagree Strongly Disagree
3. I have someone at school I can talk to when I feel stressed or anxious.
 Yes No Not Sure

Section B: Inclusion & Belonging

4. I feel included and accepted in my class and school.
 Always Often Sometimes Rarely Never
5. Students of all backgrounds are treated fairly at school.
 Strongly Agree Agree Neutral Disagree Strongly Disagree

Section C: Clarity of Expectations

6. I clearly understand what behavior is expected from me.
 Yes Mostly Not Sure No
7. Teachers explain rules and consequences clearly.
 Always Often Sometimes Rarely Never

Section D: Student Voice (Open-ended)

8. One thing I love about our school's environment is: _____
9. One thing I would like to change or improve is: _____
10. If I were Principal for one day, I would: _____

◆ TEACHER SURVEY TEMPLATE – CULTURAL AUDIT

(Anonymous & Confidential)

Section A: Staff Morale

1. I feel valued and supported in my role at this school.
 Strongly Agree Agree Neutral Disagree Strongly Disagree
2. I feel motivated and inspired in my daily work.
 Strongly Agree Agree Neutral Disagree Strongly Disagree
3. I have opportunities to give input on school decisions.
 Always Often Sometimes Rarely Never

Section B: Inclusion & Collaboration

4. The school fosters a culture of teamwork and mutual respect.
 Strongly Agree Agree Neutral Disagree Strongly Disagree
5. All staff feel included and respected, regardless of background.
 Strongly Agree Agree Neutral Disagree Strongly Disagree

Section C: Clarity & Communication

6. Expectations for teaching, discipline, and planning are clear.
 Yes Mostly Not Sure No
7. Communication between school leadership and staff is timely and transparent.
 Always Often Sometimes Rarely Never

Section D: Teacher Voice (Open-ended)

8. One positive change in school culture I've seen this year: _____
9. A cultural or communication issue that needs more attention: _____
10. One idea I suggest to improve morale or collaboration: _____

◆ SAMPLE REPORTING FORMAT – CULTURAL AUDIT SUMMARY

Cultural Audit Report – [School Name]

Date: [Month, Year] | **Conducted by:** [Principal/Leadership Team]

Participants: [e.g., 480 students, 45 teachers]

1. Executive Summary:

Brief overview of key insights and major trends from the audit.

2. Key Findings:

A. Student Voice Highlights

- **Morale:** (72% of students feel motivated to attend school.)
- **Inclusion:** (85% feel included; 10% reported feeling isolated or ignored.)
- **Clarity of Expectations:** (68% understand school rules clearly.)

Top student suggestions:

- “More mental health support.”
- “Greater say in school event planning.”

B. Teacher Voice Highlights

- **Morale:** 64% feel valued; 23% reported occasional stress due to workload.
- **Inclusion:** 78% feel respected across departments.
- **Clarity & Communication:** 65% find expectations clear; 15% want more consistent updates.

Common suggestions:

- “Monthly staff wellness initiatives.”
- “More cross-grade collaboration.”

3. Recommendations & Next Steps:

- Launch student-led “Well-being Council.”
- Hold regular “Leadership-Staff Feedback Forums.”
- Create and display a simplified “Student Expectations Charter” across school spaces.

4. Follow-Up Plan:

Progress review in the next audit (Month). Assigned leads for each action area.

