



SchoolSurveys.net

SchoolSurveys.net Terms and Conditions

We like to keep things simple. If you have any queries on the below, please contact us at info@SchoolSurveys.net.

1) Service

- a. School**Surveys**.net will set-up and host survey(s) for a given period of up to 1 month.
- b. School**Surveys**.net will analyse the outcomes of the survey(s).
- c. School**Surveys**.net will send reports of the surveys electronically to the school ([see here](#) for reports offered with each survey).

2) Ordering

- a. A **purchase order number** must be provided when ordering.
- b. Orders are placed through the form [found here](#). A copy of the order will be sent back electronically.
- c. Schools can amend the stock questions and add up to three custom questions (response options vary depending on the survey audience).
- d. An optional school logo can be added to the survey, this must be supplied electronically when ordering.
- e. The school will specify when a survey will start and end. We must be notified of any extension requests at least one day before the survey was scheduled to end.
- f. Once a survey is live, no amendments can be made (with the exception of extension requests).

3) Live Survey

- a. No survey asks for names and are conducted anonymously.
- b. The school will be sent a link to the survey(s). The school is responsible for distributing this link.
- c. The school will also be sent a paper copy of the survey.
 - i. The school is responsible for distributing the paper survey.
 - ii. The school is responsible for inputting the paper surveys into the electronic survey through the link or...
 - iii. ... School**Surveys**.net will input each survey for a fee (see below). These should be sent securely by recorded post.

4) End of Survey

- a. School**Surveys**.net will send reports of the surveys electronically to the school within 3 days of end of survey ([see here](#) for reports offered with each survey).
- b. The reports will come in pdf format with the exception of the 'comments' report. This will come as an editable word document. School**Surveys**.net is not responsible for any of the comments in this report and it is recommended that the school checks through them carefully.

5) Fees

- a. An invoice will be sent when an order is placed.
- b. Fees are £100 per survey.
- c. Should you require School**Surveys**.net to input any paper copies of the survey, there is an additional charge of £0.25 per form.
- d. Payment is expected within 14 days after the end of the survey.
- e. Payment can be made by cheque (to Martin Green c/o School**Surveys**.net), or by BACS. Details can be found in the invoice.
- f. Discounts are available from time to time and will be advertised on the website.

6) Cancellation

- a. If the school wishes to cancel an order, the school will still be required to pay 50% of the fee.
- b. In the unlikely event that School**Surveys**.net cancels the order, then no fees are payable.

7) Confidentiality and Copyright

- a. School**Surveys**.net will not pass data to any third party without written permission from the school, and will decline any third party requests.
- b. School**Surveys**.net complies with the Data Protection Act 1998.
- c. Any paper surveys sent to School**Surveys**.net will be disposed of properly after input.
- d. School contact information may be used by The Primary Collection (of which School**Surveys**.net is a part) to inform them of updates and service changes. Please inform us at info@SchoolSurveys.net if you do not wish to receive this information.