Country Region School Instrum	District District	SACMEQ II The Southern Africa Consortium for Monitoring Educational Quality and The International Institute for Educational Planning Standard 6 Study of English and Mathematics	
Office U	Jse	School Head Questionnaire	
	1	I in this questionnaire must refer to the School re might be filled in by another person. SELF	
1.	What is your sex? Male Female		
2.	What is your age? (Please write the number in the years old	boxes below.)	
3.	(Please tick only one box.) Primary education or e Junior secondary education or e Senior secondary education	ation or equivalent ation or equivalent r study, but not a first degree	

4.	How many years of teacher training have you received <u>altogether</u> ? (<i>Please tick only one box.</i>)
	I did not receive any teacher training.
	I have had (a) short course(s) of less than one-year duration in total.
	I have had a total equivalent of one year of teacher training.
	I have had a total equivalent of two years of teacher training.
	I have had a total equivalent of three years of teacher training.
	I have had a total equivalent of more than three years of teacher training
5.	Have you received specialised training in school management? (<i>Please tick only one box. If 'Yes', please indicate the total length of the course(s) in the boxes on the final line.</i>)
	No Yes, a training programme of around weeks
6.	How many years <u>altogether</u> have you been in teaching (including the years that you have been a School Head)? (Please write the number in the boxes below. Please round to '1' if it is less than one year.)
	years
7.	How many periods/lessons do you actually teach in a typical school week at this school? (Please write the number in the boxes below. Please write '0' if you do <u>not</u> teach.)
	periods/lessons per week
8.	How long are these periods on average? (Please write the number in the boxes below.)
	minutes per period

9.	How many years have you been heading this school as School Head and/or Acting School Head? (<i>Please write the number in the boxes below. Please count the current year as one full year.</i>)
	years
10.	How many years <u>altogether</u> have you been a School Head or Acting School Head? (<i>Please write the number in the boxes below. Please count the current year as one full year.</i>)
	years
SOM)	E QUESTIONS ABOUT YOUR SCHOOL
11.	Is your school a government school or a private school? (<i>Please tick only one box.</i>)
	Government Private
12.	In what year was this school established? (When was it opened?) (Please write the year in the boxes below. Estimate the year if you do not know the actual year.)

13.	How many kilometres is it by road from your school to: (<i>Please write the number in the boxes for <u>each</u> item. <i>Please round to '1' if it is less than one kilometre.</i>)</i>					
	mun 0	ne kuometre.)				
	13.1	The nearest health centre/clinic.		kilometres		
	13.2	The nearest tarred or tarmac road.		kilometres		
	13.3	The nearest public library.		kilometres		
	13.4	The nearest book shop.		kilometres		
	13.5	The nearest school offering secondary grades to which most of your graduating pupils go. (Please write '0' if your own school offers secondary grades.)		kilometres		
	13.6	The nearest shopping centre or market place with at least two shops.		kilometres		
14.		n of the following best describes the location of ye tick only one box.) Isolated	our school?			
	(2)	Rural				
	(3)	In or near a small town				
	(4)	In or near a large town or city				

SOME QUESTIONS ABOUT YOUR TEACHERS

15.	teache (Please one ca not 6]	ers) are there in your school this we write the number in the boxes for tegory, please put zeros. Enter a ze	reach category. If you have no teachers for to before any single digit numbers [e.g. 06 te the total number in the boxes on the final
	15.1	Permanent male teachers	teachers
	15.2	Permanent female teachers	teachers
	15.3	Temporary male teachers	teachers
	15.4	Temporary female teachers	teachers
	15.5	Student male teachers	teachers
	15.6	Student female teachers	teachers
	15.7	Total number of teachers	teachers
16.	of <u>aca</u> (Please terms there a	demic education? Do not count so write the number in the boxes for of his/her highest qualification. Page teachers in it. Please make so	ool have completed the following levels tudent teachers. <u>each</u> category. Please count <u>each</u> teacher in Please write '0' for a particular category if we that the total number of teachers in this Question 15, excluding student teachers.)
	16.1	Only primary school	teachers
	16.2	Up to secondary school	teachers
	16.3	Tertiary academic education	teachers
	16.4	Total number of teachers	teachers

17. How many of the teachers in your school have completed the for teacher training? Do not count student teachers .		
	(Plea terms categ teach	se write the number in the boxes for <u>each</u> category. Please count <u>each</u> teacher in s of his/her highest category of teacher training. Please write '0' for a particular gory if there are <u>no</u> teachers in it. Please make sure that the total number of ters in this question agrees with the total number in Question 15, excluding the teachers.)
	17.1	No teacher training teachers
	17.2	Short course(s) of less than one-year of duration in total teachers
	17.3	A total equivalent of one year of teacher training teachers
	17.4	A total equivalent of two years of teacher training teachers
	17.5	A total equivalent of three years of teacher training teachers
	17.6	A total equivalent of more than three years of teacher training teachers
	17.7	Total number of teachers teachers
<u>SOM</u> 1	Wha	ESTIONS ABOUT ENROLMENT It is the total enrolment of your school ? Is write the number in the boxes for <u>each</u> category. Include <u>all</u> children who are led, even if absent this week.)
	18.1	Boys
	18.2	Girls
19.	(Plea	t is the total enrolment in Standard 6 in your school? see write the number in the boxes for <u>each</u> category. Include <u>all</u> children who are led, even if absent this week.)
	19.1	Standard 6 boys
	19.2	Standard 6 girls

20.		number of class group	os (or classes) in your school.)	ool?
	class g	roups (or classes)		
21.	school? (Please write the nu	number of Standa s mber in the boxes below 6 class groups (or class		asses) in your
SOM]	E QUESTIONS ABO	OUT SCHOOL OPER	<u>ATION</u>	
22.	(If you have only or	ne session, then please e fill in the first line for	nool (excluding sessions for fill in the first line only. If the first session and the second	If you have two
		No. of pupils	No. of classes	
	1 st session	per session	per session	
	2 nd session			
	3 rd session			
	4 th session			
	5 th session			
	6th session			

23.		t was the last year your school had a full inspection? se tick only one box.)		
	(1)	There has never been a full inspection at this school.		
	(2)	The last full inspection year was before 1997.		
	(3)	1997		
	(4)	1998		
	(5)	1999		
	(6)	2000		
	(7)	2001		
24.	2000	se write the number in the boxes below. Please write '0' if the		,
		times		
25.	the fo	many times has an inspector visited your school since Jacollowing purposes? se write the number in the boxes for <u>each</u> purpose. If the inspectal <u>issues</u> during a visit, count all of them. That is, one visit coses.)	ctor atten	ded the
	25.1	Full inspection		times
	25.2	Routine inspection		times
	25.3	Inspection of one or more teacher – <u>not</u> for Promotion		times
	25.4	Inspection for promotion of a teacher		times
	25.5	To assist teachers to improve their teaching skills or to introduce new teachers to their work		times
	25.6	To advise the school head and/or other senior staff on management and administration		times
	25.7	To address a crisis or problem in the school		times
	25.8	Only to deliver something or to make a courtesy call (that is, not for any of the purposes listed above)		times

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26.	How many times have one or more members of the staff of the education resource centre (or education centre or teacher resource centre) visited your school during this school year? (Please tick only one box. If they have visited the school, please write the frequency in the boxes on the final line.)						
	(1)	There is <u>no</u> education resource centre.					
	(2)	They have <u>not</u> visited this school during the	nis school ye	ar.			
	(3)	They have visited the school tir	mes this scho	ool year.			
27.		many schools does the education resource e tick only one box.)	centre serve	?			
	(1)	There is <u>no</u> education resource centre.					
	(2)	1-5					
	(3)	6-10					
	(4)	11-15					
	(5)	16 or more					
28.	activi	ur work as a School Head, how import ties? • tick the appropriate box for <u>each</u> statement.)	ant is each	of the follo	owing		
			Not important	Of some importance	Very important		
	28.1	Contacts with local community	(1)	(2)	(3)		
	28.2	Monitoring pupils' progress	(1)	(2)	(3)		
	28.3	Administrative tasks concerning the functioning of the school	(1)	(2)	(3)		
	28.4	Discussing educational objectives with the teaching staff	(1)	(2)	(3)		
	28.5	Activities aimed at the professional development of teachers	(1)	(2)	(3)		
	28.6	Activities aimed at the professional development of School Heads	(1)	(2)	(3)		

29.		six activities listed above, rank the three that you	ou consider	to be the
		write the numbers of the reasons above, 28, in the b	oxes below.)	
	28.	Most important activity		
	28.	Second most important activity		
	28.	Third most important activity		
30.		of the following activities occur in your school? <i>tick the appropriate box for <u>each</u> statement.)</i>		
			No	Yes
	30.1	The production of a school magazine in the form of a little booklet or some sheets of paper posted on the wall	(1)	(2)
	30.2	A public speaking day when pupils read speeches to parents that they themselves have written	(1)	(2)
	30.3	An 'open-door policy' for parents to visit the school head or teachers <u>at any time</u> either by appointment or not by appointment	(1)	(2)
	30.4	An 'open-day policy' where <u>a special day</u> is nominated for parents to visit the school head or teachers	(1)	(2)
	30.5	Formal debates or debating contests	(1)	(2)

31. About how often does the school have to deal with the following behaviours of <u>pupils</u>?

(Please tick the appropriate box for <u>each</u> statement. Indicate whether this is seen as a serious problem in your school, ticking the appropriate box in the final column.)

		Never	Sometimes	Often
31.01	Pupils arriving late at school	(1)	(2)	(3)
31.02	Pupil absenteeism (i.e., unjustified absence)	(1)	(2)	(3)
31.03	Pupils skipping classes	(1)	(2)	(3)
31.04	Pupils dropping out of school	(1)	(2)	(3)
31.05	Classroom disturbance by pupils	(1)	(2)	(3)
31.06	Cheating by pupils	(1)	(2)	(3)
31.07	Use of abusive language by pupils	(1)	(2)	(3)
31.08	Vandalism by pupils	(1)	(2)	(3)
31.09	Theft by pupils	(1)	(2)	(3)
31.10	Intimidation or bullying of pupils by pupils	(1)	(2)	(3)
31.11	Intimidation/verbal abuse of teachers/staff by pupils	(1)	(2)	(3)
31.12	Physical injury to staff by pupils	(1)	(2)	(3)
31.13	Sexual harassment of pupils by other pupils	(1)	(2)	(3)
31.14	Sexual harassment of teachers by pupils	(1)	(2)	(3)
31.15	Drug abuse by pupils	(1)	(2)	(3)
31.16	Alcohol abuse or possession by pupils	(1)	(2)	(3)
31.17	Fights among pupils	(1)	(2)	(3)
31.18	Pupil health problems	(1)	(2)	(3)

32. About how often does the school have to deal with the following behaviours of <u>teachers</u>?

(Please tick the appropriate box for <u>each</u> statement. Indicate whether this is seen as a serious problem in your school, ticking the appropriate box in the final column.)

		Never	Sometimes	Often	
32.01	Teachers arriving late at school	(1)	(2)	(3)	
32.02	Teacher absenteeism (i.e., unjustified absence)	(1)	(2)	(3)	
32.03	Teachers skipping classes	(1)	(2)	(3)	
32.04	Intimidation or bullying of pupils by teachers	(1)	(2)	(3)	
32.05	Sexual harassment of teachers by other teachers	(1)	(2)	(3)	
32.06	Sexual harassment of pupils by teachers	(1)	(2)	(3)	
32.07	Use of abusive language by teachers	(1)	(2)	(3)	
32.08	Drug abuse by teachers	(1)	(2)	(3)	
32.09	Alcohol abuse or possession by teachers	(1)	(2)	(3)	
32.10	Teacher health problems	(1)	(2)	(3)	
How many official school days did you lose (i.e., no teaching took place) in the last school year as a result of such things as late start of term, organization of examinations, school festivals, national celebrations, storms, etc.? (Please write the number in the boxes below. Please write '0' if there were no days lost.)					
days					

33.

SOME QUESTIONS ABOUT SCHOOL FACILITIES

34.	teach	many permanent classrooms, temporary classrooms, and open-air ing areas does your school have? See write the number in the boxes for each type of teaching environment.)		
mater include teachi	rials ii de, foi	manent classrooms are completed classrooms that have been built using a compliance with approved specifications; temporary classrooms are example, temporary/thatch roof, roof only, walls only; open-air eas are areas that have no floors, walls, or roofs and are usually located to		
	34.1	Permanent classrooms		
	34.2	Temporary classrooms		
	34.3	Open-air teaching areas		
35.	tempe (Pleas	r is the total inside area (in square metres) of all permanent and orary classrooms in your school? See write the number in the boxes for each type of classroom. Please do not de the open-air teaching areas.) Permanent square metres Temporary square metres		
		Temporary Square metres		
36.	What is the general condition of your school buildings? (<i>Please tick only one box.</i>)			
	(1)	The school needs complete rebuilding.		
Some classrooms need major repairs.				
	Most or all classrooms need minor repairs. Some classrooms need minor repairs.			
	(5)	In good condition		

37. How many toilets or latrines does your school have? State the number of places for individual pupils.

(Please write the number in the boxes for <u>each</u> type of users for <u>each</u> category. If there are <u>no</u> toilets of any kind, tick the final column. If the answer is zero, please put a zero.)

Toilets / latrine – places for		Types of toilet			No toilets or
		Flush toilet	Squat holes or pit toilets	Other types of toilet or latrine	latrines at all
37.1	Boys	a	b	С	d (2)
37.2	Girls	a	b	с	d (2)
37.3	Staff	a	b	С	d (2)

38. Which of the following does your school have? (*Please tick appropriate box for each item.*)

		No	Yes
38.01	School library	(1)	(2)
38.02	School or community hall	(1)	(2)
38.03	Teacher/staff room	(1)	(2)
38.04	Separate office for school head	(1)	(2)
38.05	Store room (separate from head's office)	(1)	(2)
38.06	First aid kit	(1)	(2)
38.07	Sports area/Playground	(1)	(2)
38.08	Piped water/Water tank/Borehole/Spring	(1)	(2)
38.09	Electricity (mains or generator)	(1)	(2)
38.10	Telephone	(1)	(2)
38.11	Fax machine	(1)	(2)
38.12	School garden	(1)	(2)
38.13	Typewriter	(1)	(2)
38.14	Duplicator	(1)	(2)
38.15	Radio	(1)	(2)
38.16	Tape recorder	(1)	(2)

			No	Yes
	38.17	Overhead projector	(1)	(2)
	38.18	TV set	(1)	(2)
	38.19	Video cassette recorder (VCR)	(1)	(2)
	38.20	Photocopier	(1)	(2)
	38.21	Computer	(1)	(2)
	38.22	Fence or hedge around school borders	(1)	(2)
	38.23	Cafeteria/shop/kiosk	(1)	(2)
		nool library is a library where pupils from difference of the contract of the	erent grades	s or classes can
39.	Can pupils borrow books from the school library to take them to their homes? (<i>Please tick only one box.</i>)			
	(1)	We have no school library.		
	(2)	No Yes		
40.	40. What do parents and/or the community contribute to the school? They contribute towards the following: (Please tick the appropriate box for <u>each</u> statement.)			
			No	Yes
	40.01	Building of school facilities (such as classrooms, teacher houses, etc.)	(1)	(2)
	40.02	Maintenance of school facilities (such as classrooms, teacher houses, etc.)	(1)	(2)
	40.03	Construction or maintenance and repair of furniture, equipment, etc.	(1)	(2)
	40.04	The purchase of textbooks	(1)	(2)
	40.05	The purchase of stationery	(1)	(2)
	40.06	The purchase of other school supplies, materials and/or equipment	(1)	(2)

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			No	Yes
	40.07	Payment of examination fees	(1)	(2)
	40.08	Payment of the salaries of additional teachers	(1)	(2)
	40.09	Payment of an additional amount on top of the normal salary of teachers	(1)	(2)
	40.10	Payment of the salaries of non-teaching staff	(1)	(2)
	40.11	Payment of an additional amount on top of the normal salary of non-teaching staff	(1)	(2)
	40.12	Extra-curricular activities including school trips	(1)	(2)
	40.13	Assisting teachers in teaching and/or teach or supervise pupils themselves without pay	(1)	(2)
	40.14	Provision of school meals	(1)	(2)
41. To what extent is lack of co-operation from the community a problem in your school? (Please tick only one box.) Not a problem A minor problem A major problem				
THANK YOU FOR COMPLETING THIS QUESTIONNAIRE.				