Country Region District School Instrument 3	SACMEQ II The Southern Africa Consortium for Monitoring Educational Quality and The International Institute for Educational Planning Grade 6 Study of Portuguese and Mathematics
Office Use	
	School Head Questionnaire
-	I in this questionnaire must refer to the School re might be filled in by another person.
SOME QUESTIONS ABOUT YOUR	SELF
1. What is your sex? Male Female	
2. What is your age? (Please write the number in the years old	boxes below.)
3. What is the highest level of a (<i>Please tick only one box.</i>)	cademic education you have attained?
Primary education or e	equivalent
Junior secondary educ	ation or equivalent
Senior secondary educ	ation or equivalent
A-level or some furthe	r study, but not a first degree
Tertiary education (at	<i>G</i> ,
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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? (Please write the number in the boxes below. Please count the current year as one full year.) years
<u>SOM</u>	IE QUESTIONS ABOUT YOUR SCHOOL
11.	Is your school a government school or a private school? (Please tick only one box.) 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>					
	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. (<i>Please write '0' if your own school offers secondary grades.</i>)		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 Rural In or near a small town In or near a large town or city	our school?			
	(4)	in of hear a large town of city				

SOME QUESTIONS ABOUT YOUR TEACHERS

15.	How many teachers (permanent teachers, temporary teachers, and student teachers) are there in your school this week? (Please write the number in the boxes for <u>each</u> category. If you have no teachers for one category, please put zeros. Enter a zero before any single digit numbers [e.g. 06 not 6]. Please add <u>all</u> the teachers and write the total number in the boxes on the final line. Please include yourself if you teach at all.)				
	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 se write the number in the boxes for of his/her highest qualification. Peare <u>no</u> teachers in it. Please make se	bool have completed the following levels tudent teachers. <u>each</u> category. Please count <u>each</u> teacher in lease write '0' for a particular category if are 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.	teacher training? Do not count student teachers . (Please write the number in the boxes for <u>each</u> category. Please count <u>each</u> teacher in terms of his/her highest category of teacher training. Please write '0' for a particular category if there are <u>no</u> teachers in it. Please make sure that the total number of teachers in this question agrees with the total number in Question 15, excluding student teachers.)					
	17.1	No teacher training			teachers	
	17.2	Short course(s) of les in total	ss than one-year of duration		teachers	
	17.3	A total equivalent of	f one year of teacher training		teachers	
	17.4	A total equivalent of	f two years of teacher training		teachers	
	17.5	A total equivalent of	three years of teacher training		teachers	
	17.6	A total equivalent of teacher training	f more than three years of		teachers	
	17.7	Total number of teac	hers		teachers	
<u>SOM</u> 18.	What	ESTIONS ABOUT END t is the total enrolmer se write the number in led, even if absent this a	nt of your school ? the boxes for <u>each</u> category. Include	e <u>all</u> chii	ldren who are	
	18.1	Boys				
	18.2	Girls				
19.	(Pleas		nt in Grade 6 in your school? the boxes for <u>each</u> category. Include veek.)	e <u>all</u> chii	ldren who are	
	19.1	Grade 6 boys				
	19.2	Grade 6 girls				

20.		number of class grou number in the boxes belo	ps (or classes) in your so w .)	chool?
	class	groups (or classes)		
21.	(Please write the n	number of Grade 6 continumber in the boxes below class groups (or class	*	n your school?
<u>SOM</u>	E QUESTIONS AE	BOUT SCHOOL OPEI	<u>RATION</u>	
22.	(If you have only	one session, then pleas se fill in the first line fo	chool (excluding session e fill in the first line only or the first session and the	. If you have two
		No. of pupils	No. of classes	
		per session	per session	
	1st session			
	2 nd session			
	3 rd session			
	4 th session			
	5 th session			
	6 th session			

23.	Wha (Plea			
	(1)	There has never been a full inspection at this school.		
	(2)	The last full inspection year was before 1995.		
	(3)	1995		
	(4)	1996		
	(5)	1997		
	(6)	1998		
	(7)	1999		
24.	1998	se write the number in the boxes below. Please write '0' if th	-	•
		times		
25.	the f (Plea sever	many times has an inspector visited your school since Jollowing purposes? The see write the number in the boxes for each purpose. If the inspectal issues during a visit, count all of them. That is, one visit oses.)	ctor attend	ed 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 etick only one box.)	centre serve	?				
	(1)	There is <u>no</u> education resource centre.						
	(2)	1-5						
	(3)	6-10						
		11-15						
	(5)	16 or more						
28.	activit	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						
	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.	most ii	six activities listed above, rank the <u>three</u> that you mportant. write the numbers of the reasons above, 28, in the b		to be the
	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)
33.	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

SOME QUESTIONS ABOUT SCHOOL FACILITIES

34.	teach	many permanent classrooms, temporary classrooms, and open-air ing areas does your school have? The write the number in the boxes for each type of teaching environment.)	
mater includ teachi	ials in le, for	manent classrooms are completed classrooms that have been built using a compliance with approved specifications; temporary classrooms example, temporary/thatch roof, roof only, walls only; open-air has are areas that have no floors, walls, or roofs and are usually located.	
	34.1	Permanent classrooms	
	34.2	Temporary classrooms	
	34.3	Open-air teaching areas	
35.	. What is the total inside area (in square metres) of all permanent and temporary classrooms in your school? (Please write the number in the boxes for <u>each</u> type of classroom. Please do <u>not</u> include the open-air teaching areas.)		
	35.1	Permanent square metres	
	35.2	Temporary square metres	
36.		is the general condition of your school buildings? we tick only one box.)	
	(1)	The school needs complete rebuilding.	
	Some classrooms need major repairs. Most or all classrooms need minor repairs.		
	(4)	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			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	ь	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)
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			NO	ies
	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	or classes can
39. Can pupils borrow books from the school library to take them to (<i>Please tick only one box.</i>)			take them to	their homes?
	(1)	We have no school library.		
	(2)	No		
	(3)	Yes		
40.	contri	do parents and/or the community contribute towards the following: etick the appropriate box for each statement.)	to the school	? They
	40.01	Building of school facilities (such as classrooms, teacher houses, etc.)	No	Yes
	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.				