

Government of Jamaica
The Statistical Institute of Jamaica
The Planning Institute of Jamaica
The Ministry of Education

SURVEY OF LIVING CONDITIONS

EDUCATION MODULE

SCHOOL ADMINISTRATOR QUESTIONNAIRE
1990

INSTRUCTIONS: COMPLETE THIS QUESTIONNAIRE IN THE PRESENCE OF THE HIGHEST RANKING ADMINISTRATOR OF THE SCHOOL. IF NO ADMINISTRATORS ARE AVAILABLE, COMPLETE IN THE PRESENCE OF THE MOST SENIOR TEACHER. DISTRIBUTE TEACHER QUESTIONNAIRES TO SELECTED TEACHERS BEFORE BEGINNING THIS QUESTIONNAIRE.

PARISH: _____ PARISH CODE:

NAME OF SCHOOL: _____ MINISTRY OF EDUCATION SCHOOL CODE:

DATE OF INTERVIEW: DAY MONTH YEAR

TIME OF INTERVIEW: START : END :

NAME OF RESPONDENT: _____

STATUS OR POSITION OF RESPONDENT:

- CODES: PRINCIPAL/HEAD TEACHER.....1
- OTHER ADMINISTRATOR.....2
- TEACHER.....3
- OTHER. (DESCRIBE: _____) ..4

NAME OF INTERVIEWER: _____ INTERVIEWER CODE:

A. GENERAL INFORMATION

1. What type of school is this?

- PRIMARY.....1
- PREPARATORY (1-6).....2
- ALL-AGE SCHOOL.....3
- NEW SECONDARY.....4
- SECONDARY HIGH.....5
- COMPREHENSIVE HIGH.....6
- TECHNICAL HIGH.....7
- OTHER/SPECIALTY.....8

2. Is this a public or private school?

- PUBLIC (GOVERNMENT).....1
- PRIVATE (INDEPENDENT).....2

3. Is this an all-male, all-female or coeducational school?

- ALL-MALE.....1
- ALL FEMALE.....2
- CO-EDUCATIONAL.....3

4. Is this a boarding school?

- YES, ALL STUDENTS LIVE AT THE SCHOOL.....1
- YES, SOME STUDENTS LIVE AT SCHOOL.....2
- NO, NONE OF THE STUDENTS LIVE AT SCHOOL...3

5. What year did this school open?

YEAR:

6. What class school is this?

- CLASS 1.....1
- CLASS 2.....2
- CLASS 3.....3
- CLASS 4.....4

7. Are students grouped by ability in this school?

- YES.....1
- NO.....2

8. How many shifts does this school operate?

NUMBER
OF SHIFTS:

9. Does this school operate on an extended day?

YES.....1
NO.....2

B. PHYSICAL CHARACTERISTICS AND FACILITIES

1. How many classes are there in this school?

NUMBER OF
CLASSES:

2. How many classes meet in spaces separated only by a partition (not a wall)?

NUMBER OF
CLASSES:

3. How many classes which should meet in classrooms regularly meet outside or in corridors?

NUMBER OF
CLASSES:

4. How many classes need to be moved or excused when it rains?

NUMBER OF
CLASSES:

5. How many classroom blocks are there in this school?

CLASSROOM
BLOCKS:

6. What is the main construction material of these classroom blocks?

FIRST
MATERIAL:

CONCRETE.....1
BRICK.....2
NOG.....3
WOOD.....4
OTHER.....5

SECOND
MATERIAL:

7. Of what materials are the roofs made?

FIRST
MATERIAL:

TILE.....1
WOOD.....2
CONCRETE SLAB.....3
CORRUGATED IRON/ALUMINUM/ZINC...4
OTHER.....5
WITHOUT ROOF.....6

SECOND
MATERIAL:

8. What percentage of the students have seats and desks in the school?

PERCENT:

9. What percentage of classes have a seat and a desk for the teacher? PERCENT:

10. What percentage of classes have a useable blackboard? PERCENT:

11. Which of the following do you have in the school?
(READ OUT TO RESPONDENT)

YES.....1
NO.....2

File cabinets for records?

Telephone?

Typewriter?

Television?

Computer?

Radio?

Copying/Duplicating Machine?

Equipped School Library?
(e.g. with books and shelves)

Equipped Science Laboratory?
(e.g. with materials and equipment)

Equipped Subject Rooms?
(e.g. for cooking, woodwork, art, music)

Storage Facilities for Books?

Staff Room?

Office for School Head?

Canteen/Kitchen With a Stove?

Refrigerator/Freezer?

12 What type of health facilities are available in the school?

- DISPENSARY/SICK BAY WITH REGULAR NURSE.....1
- SICK BAY WITHOUT NURSE.....2
- OCCASIONAL VISIT FROM NURSE OR OTHER HEALTH WORKER....3
- FIRST AID KIT.....4
- NONE.....5
- OTHER (DESCRIBE: _____)....6

FIRST:

SECOND:

13. Does this school conduct...
[READ OUT TO RESPONDENT]

YES.....1
NO.....2

Vision tests?

Hearing tests?

14. Has anyone come to give immunizations to students in this school since September 1989?

- YES.....1
- NO.....2

15. Does this school have electricity?

- YES.....1
- NO.....2 [GO TO 17]

16. How regularly has the electricity been working this term?

- ALL THE TIME.....1
- MOST OF THE TIME.....2
- SOME TIME IN THE DAY.....3
- NEVER BECAUSE BILL NOT PAID....4
- NEVER (OTHER REASON).....5

17. Where does the school regularly get its water?

- PUBLIC PIPED WATER.....1
- RIVER OR STREAM.....2
- TANK.....3
- RAIN WATER CATCHMENT.....4
- OTHER (DESCRIBE: _____)..5
- NONE.....6

18. Does the school have toilet facilities for students?

- YES.....1
- NO.....2 [GO TO 24]

19. What type of toilet facilities are available for students?

- WATER FLUSH TOILETS.....1
- PERIODIC FLUSH TOILET.....2
- PIT LATRINE.....3 [GO TO 22]
- BOTH.....4

20. How many flush toilets are available for student?

NUMBER OF
TOILETS:
(SEATS)

21. Are these flush toilets working?

- ALL ARE WORKING.....1
- MOST ARE WORKING.....2
- MOST ARE NOT WORKING.....3
- NONE ARE WORKING.....4

[IF THE SCHOOL HAS NO PIT LATRINES FOR STUDENTS, GO TO 24]

22. How many pit latrines are available for students?

NUMBER OF
LATRINES:
(SEATS/
HOLES)

23. In what condition are these pit latrines?

- ALL ARE CLEAN.....1
- MOST ARE CLEAN.....2
- MOST ARE DIRTY.....3
- MOST ARE TOO DIRTY TO USE.....4

24. In addition, does the school have separate toilet facilities for teachers and staff?

- YES1
- NO2 [GO TO 30]

25. What type of toilet facilities are available for teachers and staff?

- WATER FLUSH TOILETS.....1
- PIT LATRINE.....2 [GO TO 28]
- BOTH.....3

26. How many flush toilets are available for teachers and staff?

NUMBER OF
TOILETS:
(SEATS)

27. In what condition are these flush toilets?

- ALL ARE WORKING.....1
- MOST ARE WORKING.....2
- MOST ARE NOT WORKING.....3
- NONE ARE WORKING.....4

[IF THE SCHOOL HAS NO PIT LATRINES FOR STAFF, GO TO 30]

28. How many pit latrines are available for teachers and staff?

NUMBER OF LATRINES:

29. In what condition are these pit latrines?

- ALL ARE CLEAN.....1
- MOST ARE CLEAN.....2
- MOST ARE DIRTY.....3
- MOST ARE TOO DIRTY TO USE.....4

30. Is housing provided for the principal or teachers?

- YES, FOR PRINCIPAL ONLY.....1
- YES, FOR TEACHERS ONLY.....2
- YES, FOR PRINCIPAL AND TEACHERS..3
- NO.....4 [GO TO 33]

31. Is this housing situated on the school grounds or somewhere else?

- ON SCHOOL GROUNDS.....1
- ELSEWHERE.....2

32. Is this housing supplied with:
[READ OUT TO RESPONDENT]

YES.....1
NO.....2

Electricity?

Water?

Toilet facilities?

Furniture?

Individual bedrooms?

33. What percentage of windows, doors and gates in this school are protected by grilles or locks? PERCENT:

34. What percentage of cupboards and cabinets in this school are protected by locks? PERCENT:

35. Is there someone employed by the school to protect the school at night, on the weekends and over holidays?
YES, ALWAYS.....1
YES, SOMETIMES PROTECTED.....2
NO.....3

36. Despite this effort to protect the school, did the school suffer any damage from vandalism during the last school year?
YES.....1
NO.....2 [GO TO SECTION C]

37. Has the damage from vandalism been repaired?
YES.....1
NO.....2 [GO TO 39]

38. How much did you spend to repair the damage done during the last school year? JAMAICAN \$:
[IF THE RESPONDANT DOESN'T KNOW, ENTER "DK"]

39. What do you estimate it will cost to repair any damage from the last school year not yet repaired? JAMAICAN \$:
[IF DAMAGE ALREADY COMPLETELY REPAIRED, ENTER 0]

40. How is the regular maintenance of the school building, furniture and grounds accomplished? [DO NOT INCLUDE CLEANING]
BY A SCHOOL MAINTENANCE MAN OR HANDY MAN EMPLOYED FULL-TIME OR PART-TIME BY THE SCHOOL.....1
BY PARENTS AND COMMUNITY GROUPS WHO DONATE LABOR OR HIRE SOMEONE FOR A PARTICULAR JOB.....2
BY CONTACTING THE MINISTRY OF EDUCATION FOR THE REPAIR.....3
BY THE CHURCH OR PRIVATE OWNER OF THE SCHOOL.....4
OTHER (DESCRIBE: _____).....5
NO ONGOING MAINTENANCE.....6

C. SCHOOL FEEDING PROGRAM

1. Does this school provide children with any food during the day?

YES.....1
NO.....2 [GO TO SECTION D]

2. Does this school provide breakfast to some or all of its students?

YES.....1
NO.....2 [GO TO 7]

3. Is the breakfast program supported by the community (e.g. parents, local businesses) or by the nutribun program?

YES, COMMUNITY.....1
YES, NUTRIBUN PROGRAM.....2
YES, BOTH.....3
NO.....4

4. About what percentage of this school's students participate in the breakfast program?

PERCENT:

5. How many weeks per year are breakfasts served?

WEEKS
PER YEAR:

6. How often do children receive school breakfast?

DAILY.....1
TWO, THREE OR FOUR TIMES A WEEK....2
ONCE A WEEK.....3
LESS THAN ONCE A WEEK.....4

7. Does this school provide lunch to some or all of its students?

YES.....1
NO.....2 [GO TO SECTION D]

8. Is the lunch cooked, nutribuns, or both?

- COOKED LUNCH.....1 [GO TO 14]
- NUTRIBUNS.....2
- BOTH.....3
- OTHER.....4 [GO TO SECTION D]

9. How often do children receive nutribuns?

- DAILY.....1
- TWO, THREE OR FOUR TIMES A WEEK.....2
- ONCE A WEEK.....3
- LESS THAN ONCE A WEEK.....4

10. What percentage of children receive a nutribun?

PERCENT:

11. Of those children who do receive a nutribun, what percentage make a contribution (pay) for their nutribun?

PERCENT:

12. What percentage of children do not eat (throw away) more than half their nutribun?

PERCENT:

13. Last year, how often were nutribuns not served because of delivery delays?

- NEVER.....1
- ONCE A YEAR OR LESS.....2
- 2-3 TIMES A YEAR.....3
- ONCE A MONTH.....4
- 2-3 TIMES A MONTH.....5
- ONCE A WEEK.....6
- OTHER (SPECIFY: _____)....7

14. For how many weeks last year did you serve a cooked lunch?

WEEKS
LAST YEAR:

15. When the cooked lunch is available, what percentage of your students choose to eat it?

PERCENT:

16. How much do you charge students for your cooked lunch?

JAMAICAN \$:

17. If students cannot pay this amount, may they receive the lunch anyway?

- YES.....1
- NO.....2

18. How much of the cost of providing the lunch is obtained from contributions by the parents, community or teachers, excluding the fee requested for buying the lunch?

- LESS THAN 25%.....1
- BETWEEN 25-50%.....2
- MORE THAN HALF.....3
- ALL.....4

D. EXPENDITURES ON SCHOOLING

1. What was the total government grant or subvention to this school for the last financial year?

JAMAICAN \$:

2. Last year, how much money did this school raise from the community (charitable contributions and fund-raising activities)?

JAMAICAN \$:

3. Is there an initial entrance or registration fee (for example, a fee when entering the school for the first time) at this school?

- YES.....1
- NO.....2 [GO TO 5]

4. How much are these initial entrance fees or processing fees?

JAMAICAN \$:

5. Other than entrance fees, does this school have a regular annual fee or charge it makes to all students?

- YES.....1
- NO.....2 [GO TO 7]

6. How often are these fees or charges collected?

- ONCE A YEAR.....1
- ONCE A TERM.....2
- OTHER (DESCRIBE: _____)....3

7. How much are the annual school fees this year for each grade?

(IF NONE, WRITE IN "0". IF GRADE DOES NOT INFLUENCE LEVEL OF FEES, WRITE "ALL" IN SPACE FOR GRADE LEVEL.)

GRADE JAMAICAN
LEVEL \$

GRADE JAMAICAN
LEVEL \$

8. For each grade, how much does it cost a child to rent or purchase the textbooks required by this school? Please give separate figures for renting and purchasing.

[DO NOT INCLUDE FREE TEXTBOOKS PROVIDED BY SCHOOL]

GRADE	YEARLY RENTAL COST JAMAICAN \$	YEARLY PURCHASE COST JAMAICAN \$

9. What percentage of the students buy some or all of their own textbooks?

PERCENT:

10. What percentage of the students receive some or all of their textbooks from the school, either free of charge or for a rental fee?

PERCENT:

11. What percentage of parents of the students belong to a Parent Teacher Association (PTA)?

PERCENT:

12. Is there a P.T.A. subscription fee?

YES.....1
NO.....2

13. What percentage of parents make the annual PTA contribution?

PERCENT:

14. How much money per year must parents contribute to this association?

JAMAICAN \$:

AMOUNT SHOWN IS: PER CHILD.....1
PER FAMILY.....2

15. Are there other fees (not initial entrance fees or annual school fees) which are required during the school year, such as sports or culture fees, or contributions for health care or for school construction or repair?

YES.....1
NO.....2 [GO TO 19]

16. How much are these other fees per child for each grade for the present school year?

GRADE JAMAICAN
LEVEL \$

GRADE JAMAICAN
LEVEL \$

17. Where does this school keep the money it collects in fees from parents?

- IN A SCHOOL BANK ACCOUNT.....1
- IN A SCHOOL SAFE.....2
- OTHER (DESCRIBE: _____)....3

18. Are students required to wear uniforms to this school?

- YES.....1
- NO.....2 [GO TO SECTION E]

19. Is this rule strictly enforced (e.g. a written excuse is required), or are children allowed to attend even if they are not wearing a uniform?

- STRICTLY ENFORCED.....1
- NOT STRICTLY ENFORCED.....2

20. How much does a boy's uniform cost (purchased ready made)? Do not include shoes.
[SKIP THIS QUESTION IN ALL-GIRLS SCHOOL]

JAMAICAN \$:

21. How much does the material for a girl's uniform cost?
[SKIP THIS QUESTION IN ALL-BOYS SCHOOL]

JAMAICAN \$:

E. INSTRUCTIONAL MATERIALS AND GUIDES

1. Do teachers have enough of the following materials?
[READ OUT TO RESPONDENT]

- | |
|----------------------------|
| YES, ALWAYS ENOUGH.....1 |
| OCCASIONAL SHORTAGES.....2 |
| NO, NEVER ENOUGH.....3 |

Chalk?

Pens, pencils, crayons?

Paper?

2. About how many teachers have the following in their classrooms:

ALL OR ALMOST ALL.....	1
MOST.....	2
SOME.....	3
NONE.....	4

Instructional guides?

Illustrations (maps, charts)?

Science kits?

Teacher's textbooks?
(manuals)

Dictionaries?

3. What percentage of the teachers have cupboard, shelves or other storage areas to keep these materials in their class area?

PERCENT:

4. What percentage of the students have the following materials?

Pens/pencils?
PERCENT:

Paper/notebooks?
PERCENT:

A complete set of required
textbooks for all subjects?
PERCENT:

Dictionaries?
PERCENT:

5. Can students take textbooks home at night or over weekends?

YES.....1
NO.....2

6. Is this school supposed to receive textbooks from the government?

YES.....1
NO.....2 [GO TO SECTION F]

7. Where were textbooks delivered this year?

- TO THE SCHOOL.....1 [GO TO 9]
- TO LOCAL POLICE STATION.....2
- TO LOCAL POST OFFICE.....3 [GO TO 9]
- NOT DELIVERED.....4 [GO TO 9]
- OTHER(SPECIFY)_____5

8. How many weeks were textbooks at the post office or police station before they were taken to the school?

- LESS THAN ONE WEEK.....1
- ONE TO TWO WEEKS.....2
- MORE THAN TWO WEEKS.....3

9. What percentage of the textbooks that you ordered from the Ministry of Education did you receive?

PERCENT:

10. When were the textbooks ordered from the Ministry of Education received at this school this year?

- IN SEPTEMBER OR BEFORE.....1
- IN OCTOBER.....2
- IN NOVEMBER.....3
- NOT YET RECEIVED.....4

F. INSTRUCTIONAL TIME

1. Was the school closed on any official school day last year?

- YES.....1
- NO.....2 [GO TO 4]

2. For how many official school days last year was the school closed?

DAYS
CLOSED:

3. What were the two most important reasons for the school being closed?

- BAD WEATHER CONDITIONS.....1
- SCHOOL CONSTRUCTION.....2
- COMMUNITY EVENT.....3
- TEACHER ABSENCES FOR OFFICIAL REASONS..4
- UNOFFICIAL TEACHER ABSENCES5
- UNHEALTHY: CLOSED BY MEDICAL AUTHORITIES.....6
- OTHERS (DESCRIBE: _____)....7

MOST IMPORTANT:

NEXT MOST IMPORTANT:

4. What time of day does school begin?

BEGIN TIME:

5. What time of day does school end?

END TIME:

6. How long is the lunch break in minutes?

MINUTES:

7. How long are other breaks (all total) in minutes?

MINUTES:

8. Is this school building available for use after school hours or on weekends?

- YES.....1
- NO.....2

9. For what purposes is the school open after school hours or on weekends?

- FOR STUDENTS TO STUDY BY THEMSELVES.....1
- FOR PRIVATE LESSONS.....2
- FOR STUDENT ACTIVITIES (SPORTS, CLUBS).....3
- FOR COMMUNITY MEETINGS.....4
- OTHER (DESCRIBE: _____)....5

FIRST:

SECOND:

THIRD:

10. How many instructional periods are there in a school day?

PERIODS:

11. What is the average length of an instructional period in minutes?

MINUTES:

12. For each grade, I would like to know how many hours per week children have classes in English, mathematics, science and social studies. Please start with the lowest grade and continue up through the highest grade.

GRADE	How many hours per week does a student in grade [] have classes in...?			
	English, including reading & literature?	...Mathematics?	...Science	...Social Studies?

13. In your experience, what are the three most important reasons why students do not come to school on some days. Answer first about boys and then about girls.

REASONS FOR ABSENTEEISM:

THREE MOST
IMPORTANT
REASONS
FOR BOYS

THREE MOST
IMPORTANT
REASONS
FOR GIRLS

- WORK RESPONSIBILITIES AT HOME (E.G. BABY-SITTING, HOUSEWORK).....1
- SOCIAL RESPONSIBILITIES AT HOME (E.G. WEDDINGS, BIRTHS, FUNERAL ETC.).....2
- ILLNESS.....3
- MENSTRUATION.....4
- NO CLEAN OR GOOD UNIFORM.....5
- NO LUNCH MONEY.....6
- COMMUNITY CELEBRATION.....7
- MARKET DAY.....8
- NO TRANSPORT.....9
- DON'T LIKE SCHOOL/TRUANT.....10
- DON'T KNOW.....11

G. ADMISSION, COMPLETION, DROPPING-OUT, AND REPETITION

1. How many boys and girls are presently enrolled in each grade of this school, and how many of these are repeaters?

GRADE	BOYS ENROLLED	BOYS REPEATING	GIRLS ENROLLED	GIRLS REPEATING

2. During this school year, were all the students who wanted to enroll in the school admitted?

YES.....1
NO.....2 [GO TO QUESTION 4]
DON'T KNOW.....3 [GO TO QUESTION 4]

3. What are the most important criteria for determining whether a child gets admitted to this school?
(INTERVIEWER: PROBE FOR ADDITIONAL REASONS)

- AGE OF CHILD.....1
- RESIDENCE IN SCHOOL CATCHMENT AREA.....2
- WHETHER PARENTS CAN PAY SCHOOL FEES.....3
- BEING ON WAITING LIST.....4
- EARLY REGISTRATION.....5
- PERFORMANCE ON NATIONAL EXAMINATION.....6
(E.G. PRIMARY SCHOOL READINESS OR CEE)
- PERFORMANCE ON SCHOOL ENTRY EXAMINATION.....7
- RELIGIOUS AFFILIATION.....8
- OTHER (DESCRIBE: _____).....9

FIRST:

SECOND:

THIRD:

[ASK QUESTIONS 4-9 ONLY FOR PRIMARY, PREPARATORY OR ALL-AGE SCHOOLS]

	MALE	FEMALE
4. How many 5th grade students were enrolled last year?	<input type="text"/>	<input type="text"/>
5. How many 5th grade students took (sat for) the Common Entrance Examination in 1990?	<input type="text"/>	<input type="text"/>
6. How many 5th grade students passed the CEE (gained admission to high school)?	<input type="text"/>	<input type="text"/>
7. How many 6th grade students were enrolled last year?	<input type="text"/>	<input type="text"/>
8. How many 6th grade students took (sat for) the Common Entrance Examination in 1990?	<input type="text"/>	<input type="text"/>
9. How many 6th grade students passed the CEE (gained admission to high school)?	<input type="text"/>	<input type="text"/>

[ASK QUESTIONS 10-16 FOR SECONDARY SCHOOLS ONLY]

10. How many students were enrolled in Form 5 (or Grade 11) last year?	<input type="text"/>	<input type="text"/>
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	MALE	FEMALE
11. How many students took the Caribbean Examinations Council (CXC) English language exam?	<input type="checkbox"/>	<input type="checkbox"/>
12. How many passed the CXC English language exam with a grade of 1 or 2?	<input type="checkbox"/>	<input type="checkbox"/>
13. How many students took the Caribbean Examinations Council (CXC) mathematics exam?	<input type="checkbox"/>	<input type="checkbox"/>
14. How many passed the CXC mathematics exam with a grade of 1 or 2?	<input type="checkbox"/>	<input type="checkbox"/>
15. How many students took the GCE "O" level exams?	<input type="checkbox"/>	<input type="checkbox"/>
16. How many passed at least 5 GCE "O" level subjects?	<input type="checkbox"/>	<input type="checkbox"/>
17. Last year, did any students drop out from this school?		
YES.....1	<input type="checkbox"/>	<input type="checkbox"/>
NO.....2 [Go to Section H)	<input type="checkbox"/>	<input type="checkbox"/>

18. What are the three most important reasons why students drop-out of this school? Please answer for boys and girls separately.

	THREE MOST IMPORTANT REASONS FOR BOYS	THREE MOST IMPORTANT REASONS FOR GIRLS
SCHOOL COSTS.....1		
NEED TO WORK FOR THE FAMILY.....2		
FAMILY MOVED AWAY.....3		
ILLNESS.....4	<input type="checkbox"/>	<input type="checkbox"/>
MARRIAGE.....5		
PREGNANCY.....6		
POOR ACADEMIC PERFORMANCE.....7		
STUDENT DISINTEREST IN SCHOOL LEARNING.....8	<input type="checkbox"/>	<input type="checkbox"/>
DON'T KNOW.....9		
OTHER (SPECIFY: _____).....10	<input type="checkbox"/>	<input type="checkbox"/>

H. TEACHERS AND PARENTS

1. On an average Friday, about what percentage of teachers are absent? PERCENT:

2. When teachers are absent, what happens to their class most of the time?

- CHILDREN GET SENT HOME 1
 - CHILDREN REMAIN UNSUPERVISED IN CLASS..... 2
 - PUPILS SUPERVISED BY OTHER STUDENT..... 3
 - PRINCIPAL SUBSTITUTES..... 4
 - OTHER TEACHERS SUBSTITUTE..... 5
 - OTHERS (DESCRIBE: _____).... 6
-

3. How often do teachers in this school receive in-service training at this school?

- NEVER.....1
- ONCE A YEAR OR LESS.....2
- 2-3 TIMES A YEAR.....3
- ONCE A MONTH.....4
- 2-3 TIMES A MONTH.....5
- ONCE A WEEK.....6

4. What was the most frequent subject of in-service training?

- NEW ADMINISTRATIVE PROCEDURES....1
- CURRICULUM CONTENT.....2
- BETTER TEACHING METHODS.....3

5. Last year, how many teachers taught at this school? TEACHERS:

6. Of these teachers, how many are no longer teaching at this school? TEACHERS WHO LEFT:

[IF NONE, GO TO QUESTION 9]

7. Of those who left the school, how many left permanently? LEFT PERMANENTLY:

8. Of those who left the school, how many left temporarily (e.g. for a study leave)? LEFT TEMPORARILY:

9. Are there any vacant teaching posts in this school?

YES.....1
NO.....2

10. Please estimate the percent of your parents who...

Actively and regularly participate in PTA activities?

PERCENT:

Regularly attend meetings about school programs and activities?

PERCENT:

Volunteer time frequently to help in classrooms or other school areas?

PERCENT:

I. SCHOOL ORGANIZATION

1. What individual or group has the most influence over the following?

HEAD OFFICE OF MINISTRY OF EDUCATION.....1
SCHOOL BOARD.....2
HEADMASTER.....3
TEACHERS/DEPARTMENT HEADS/SENIOR TEACHERS....4
PARENTS OR PTA.....5
TEACHERS AND HEADMASTER JOINTLY.....6

Selecting teachers for the school?

Selecting non-teaching staff?

Dismissing school personnel?

Selecting teachers for in-service training?

Evaluating teacher performance?

Adapting the curriculum to local conditions?

Establishing standards for student promotion?

Improving instructional practices?

Choosing textbooks?

Purchasing equipment?

Establishing homework policies?

Selecting students for entrance to the school?

Setting school fees?

Using school fees?

2. How often is there a staff meeting with all the teachers?

- EVERY TWO WEEKS.....1
- ONCE A MONTH.....2
- ONCE A TERM.....3
- OTHER (DESCRIBE: _____).....4

3. What are the two most frequent subjects of staff meetings?

- ADMINISTRATIVE PROCEDURES.....1
- CURRICULUM CONTENT.....2
- SPECIFIC PEDAGOGICAL PRACTICES.....3
- STUDENT DISCIPLINE.....4
- FUNDRAISING.....5
- OTHER _____.....6

FIRST:

SECOND:

4. In a typical week, about how many hours do you spend on:

Teaching regular classes (not substituting)?

HOURS:

Providing instructional assistance and leadership?
For example, supervising teachers, reducing class interruptions, substitute teaching, working with teachers on ways to improve academic standards.

HOURS:

Generating funds for the school? For example, fund-raising, mobilizing community involvement, etc.

HOURS:

Communication with head education office and responding to requests from these offices?

HOURS:

Performing general administrative duties? For example, making decisions about enrollment, school supplies, seeing parents, resolving conflicts among teachers and among students, etc.

HOURS:

5. Are good teachers rewarded in this school?

YES.....1

NO.....2 [GO TO 7]

6. What kinds of rewards are given to good teachers in this school?

GIVEN PROMOTION TO DEPARTMENT HEAD OR SENIOR TEACHER.....1
GIVEN LESS TEACHING AND MORE OTHER DUTIES BUT NOT PROMOTED.....2

FIRST:

GIVEN TIME OFF TO ATTEND PROFESSIONAL MEETINGS.....3
GIVEN SPECIAL AWARDS OR RECOGNITION BY STUDENTS, PARENTS OR COMMUNITY.....4
GIVEN SALARY INCREASES OR BONUSES.....5
OTHERS (DESCRIBE: _____)....6

SECOND:

THIRD:

7. Schools reward students for different things. During the last school year, did students in this school receive school wide recognition or awards for:

YES.....1
NO.....2

Academic skills, writing tests, honors?

Arts, music, mechanical, sports or other skills?

Attendance/timeliness?

Citizenship, service to community?

Good conduct and behavior (effort)?

8. What are the three most important educational goals for your school?

- BASIC LITERACY SKILLS (READING, MATH, WRITING, SPEAKING).....1
- CRITICAL THINKING AND REASONING SKILLS.....2
- CITIZENSHIP (UNDERSTANDING INSTITUTIONS AND PUBLIC VALUES).....3
- SPECIFIC OCCUPATIONAL SKILLS.....4
- GOOD WORK HABITS AND SELF-DISCIPLINE.....5
- PERSONAL GROWTH AND FULFILLMENT (SELF-ESTEEM, PERSONAL EFFICACY, SELF-KNOWLEDGE).....6
- HUMAN RELATIONS SKILLS (CULTURAL UNDERSTANDING AND RESPECT, GETTING ALONG WITH OTHERS).....7
- MORAL AND RELIGIOUS VALUES.....8
- OTHER (DESCRIBE; _____).....9

FIRST:

SECOND:

THIRD:

J. COMMUNICATION

1. How far is this school to the nearest main road?

DISTANCE IN MILES:

2. How long does it take to drive from this school to the head office (Ministry of Education in Kingston)?

HOURS:

MINUTES:

3. How often does the principal visit the head office (Ministry of Education)?

- NEVER.....1
- ONCE A YEAR OR LESS.....2
- 2-3 TIMES A YEAR.....3
- ONCE A MONTH.....4
- 2-3 TIMES A MONTH.....5
- ONCE A WEEK.....6
- OTHER (SPECIFY: _____)..7

4. How often does someone from the head education offices visit this school?

- NEVER.....1
- ONCE A YEAR OR LESS.....2
- 2-3 TIMES A YEAR.....3
- ONCE A MONTH.....4
- 2-3 TIMES A MONTH.....5
- ONCE A WEEK.....6
- OTHER (SPECIFY: _____)..7

5. When was this school last visited by someone from the head office?

MONTH:

YEAR:

7. What type of information do you generally receive from the Ministry of Education?

- ADMINISTRATIVE CIRCULARS.....1
- INDIVIDUAL STUDENT TEST SCORES.....2
- ANALYSIS OF SCHOOL PERFORMANCE ON
NATIONAL TESTS.....3
- TEACHER TRAINING PROGRAMS.....4
- OTHERS (DESCRIBE: _____)
_____).....5

FIRST:

SECOND:

THIRD:

8. Aside from visits and general information from the head office, how often does this school contact the head office for special advice and assistance?

- NEVER.....1
- ONCE A YEAR OR LESS.....2
- 2-3 TIMES A YEAR.....3
- ONCE A MONTH.....4
- 2-3 TIMES A MONTH.....5
- ONCE A WEEK.....6
- OTHER (SPECIFY: _____)..7

9. What vehicles does this school have?

- SCHOOL BUS OR MINI-VAN.....1
- MOTOR CAR.....2
- MOTOR BICYCLE OR MOTORCYCLE.....3
- BICYCLE.....4
- OTHER (DESCRIBE: _____)..5
- NONE.....7

FIRST:

SECOND:

THIRD:

10. What percentage of the students come to school by the following means?

Bus?

PERCENT:

Private motor car?

PERCENT:

Motorbicycle/motorcycle?

PERCENT:

Bicycle?

PERCENT:

Walking?

PERCENT:

Other?

PERCENT:

[SHOULD ADD UP TO 100]

END OF QUESTIONNAIRE

THANK THE RESPONDANT FOR COOPERATING
AND PICK UP THE TEACHER QUESTIONNAIRES
FROM THE TEACHERS. FILL IN THE END OF
INTERVIEW TIME ON THE FRONT PAGE.