

# HEAD TEACHER QUESTIONNAIRE

METADATA			
100	Region		/ ____ /
101	Cluster Name		/ _____ /
102	Sub-cluster Code		/ ____ / ____ / ____ /
103	Village/Quarter		/ _____ /
104	District	ACCORDING TO GBOS'S CLASSIFICATION. PLEASE, CIRCLE.	1- Rural      2- Urban
105	Name of the school	First Name - Surname	/ _____ /
106	Code of the School		/ ____ / ____ / ____ / ____ /
107	Treatment Received	1. WSD 2. Control	/ ____ /
108	Name of the enumerator	First Name - Surname	/ _____ /
109	Name of the survey supervisor	First Name - Surname	/ _____ /
110	Name of data entry clerk	First Name - Surname	/ _____ /
111	Date	DD/MM/YYYY	/ ____ / ____ / ____ /
112	How many buildings make up the school?	Count buildings as separate if they have a separate roof.	/ ____ / ____ /
113	What is the condition of the main school building? [the building where the head teacher's office is]	1. Building in good condition 2. Building needs some minor repairs (roof, windows, walls) 3. No roof, building needs rehabilitation 4. No roof, walls are heavily damaged, needs complete reconstruction 5. Needs complete reconstruction	/ ____ /
114	Start Time of the Interview	HH : MM 24-hour clock: 2pm=14:00	/ ____ / ____ / : / ____ / ____ /

Good morning / afternoon. We are working with the Ministry of Basic and Secondary Education to gather some information about the current situation of Gambian lower basic schools. We really appreciate your cooperation. We may ask to see whether you have written records of things. If you do not have them or do not have them readily available, that is fine; just let us know. Your responses will be kept confidential. We will start with a few general questions about the school.

200	What is your name?	First name - Surname	/ _____ / _____ /																					
201	What is your position?	1. Head teacher → 203 2. Deputy head teacher 3. Senior teacher 4. Other: _____	/ _____ /																					
202	Why is the head teacher absent?	1. Meeting/workshop at regional level 2. Meeting/workshop at national level 3. Don't know 4. Other: _____	/ _____ /																					
203	Where were you posted last year?	1. This school → 205 2. Another School-WSD 3. Another School- Grant Only 4. Another School-Control 5. First year as teacher → 205	/ _____ /																					
204	What the name of the school you were at last year?	<i>Mark the name of the school, and fill the school code later</i>	/ _____ / _____ / Name Code																					
205	Does this school have two shifts?	0. No 1. Yes	/ _____ /																					
206	How many total students are there in this school?  (For all shifts)	<table border="1"> <thead> <tr> <th>Grade</th> <th>Male</th> <th>Female</th> </tr> </thead> <tbody> <tr><td>1</td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td></tr> <tr><td>5</td><td></td><td></td></tr> <tr><td>6</td><td></td><td></td></tr> </tbody> </table> <p><b>Total Morning Shift Only (Lower Basic Only)</b> / _____ /</p> <p><b>Total Afternoon Shift Only (Lower Basic Only)</b> / _____ /</p>	Grade	Male	Female	1			2			3			4			5			6			
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1																								
2																								
3																								
4																								
5																								
6																								
207	Does this school have an upper basic stream?	0. No → 209 1. Yes	/ _____ /																					
208	How many students are in the upper basic streams?		/ _____ /																					

209	<p>How many total teachers are currently working in this school?</p> <p><i>(All shifts)</i></p> <p><i>Include head teacher, volunteer teachers but not teachers on leave. Count double shift teachers <u>once</u>, in the <u>current</u> shift.</i></p>	<table border="1"> <thead> <tr> <th>Grade</th> <th>Senior</th> <th>Junior</th> <th>TT</th> <th>Other</th> </tr> </thead> <tbody> <tr><td>1</td><td></td><td></td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td><td></td><td></td></tr> <tr><td>5</td><td></td><td></td><td></td><td></td></tr> <tr><td>6</td><td></td><td></td><td></td><td></td></tr> <tr> <td>Other: _____</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Upper Basic (Total only)</td> <td colspan="4">/ _____ /</td> </tr> </tbody> </table> <p>Total Morning Shift (Lower Basic Only ) / _____ /</p> <p>Total Afternoon Shift (Lower Basic Only ) / _____ /</p>						Grade	Senior	Junior	TT	Other	1					2					3					4					5					6					Other: _____					Upper Basic (Total only)	/ _____ /			
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210	<p>How many teachers are here Right now?</p> <p><i>Write only for <u>current shift</u>.</i></p>	<table border="1"> <thead> <tr> <th>Grade</th> <th>Senior</th> <th>Junior</th> <th>TT</th> <th>Other</th> </tr> </thead> <tbody> <tr><td>1</td><td></td><td></td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td><td></td><td></td></tr> <tr><td>5</td><td></td><td></td><td></td><td></td></tr> <tr><td>6</td><td></td><td></td><td></td><td></td></tr> <tr> <td>Upper Basic(Total only)</td> <td colspan="4">/ _____ /</td> </tr> </tbody> </table>						Grade	Senior	Junior	TT	Other	1					2					3					4					5					6					Upper Basic(Total only)	/ _____ /								
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211	<p>Do you have records of the teachers' attendance?</p> <p><i>If yes, ask to see records.</i></p>	<p>0. No → 213</p> <p>1. Yes, did not show records → 213</p> <p>2. Yes, showed records</p>		<p>/ _____ /</p>																																																
212	<p>Look at the teacher attendance record and mark the number of teachers absents for 5 randomly picked days over the past 3 months.</p>	<table border="1"> <thead> <tr> <th></th> <th>Day 1</th> <th>Day 2</th> <th>Day 3</th> <th>Day 4</th> <th>Day 5</th> </tr> </thead> <tbody> <tr> <td>Absents</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>							Day 1	Day 2	Day 3	Day 4	Day 5	Absents																																						
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213	<p>How many classrooms does the school have?</p>			<p>/ _____ / _____ /</p>																																																
214	<p>How many classes does the school have in total?</p>			<p>AM (Morning) / _____ / _____ /</p> <p>PM (Afternoon) / _____ / _____ /</p>																																																
215	<p>Is there a place where materials can be stored which can be locked (other than the classroom)?</p>	<p>0. No</p> <p>1. Yes</p>		<p>/ _____ /</p>																																																

216	Does this school have a library?	0. No 1. Yes	/ ____ /
217	How many working latrines does the school have in total?	If 00 → 220	/ ____ / ____ /
218	How many separate and working latrines are there for girls?		/ ____ / ____ /
219	How many separate and working latrines are there for teachers?		/ ____ / ____ /
220	a. Does the school have NAWEC electricity? b. Does the school have a generator? c. Does the school have solar panels?	0. No 1. Yes If no to all 3 → 223	/ ____ / / ____ / / ____ /
221	How often did the school have electricity in the past 6 months (during the day)?	1. Often, everyday or once a day 2. Sometimes, once per week to once per month 3. Rarely, less than once per month 4. Never	/ ____ /
222	Is there electricity right now?	0. No 1. Yes	/ ____ /
223	What is the main source of drinking water at the school?	1. Tap 2. Borehole / hand-pump 3. Ordinary well 4. River/stream/pond	/ ____ /
224	How far from the school is the nearest paved/tar road?	In km. If less than half a km use the code 00.	/ ____ / ____ /
225	How far from the school is nearest regional education directorate?	In km. If less than half a km use the code 00.	/ ____ / ____ /

### SCHOOL FINANCES

The next few questions are about the school finances.

300	Does this school collect any charges directly from the parents?	0. No → 302 1. Yes	/ ____ /												
301	How much money in total did the school collect in charges from parents this academic year (2008-2009)?	Include all contributions, not just school fees.  99. Don't know	a) Per student ( <i>Lower Basic</i> ) / ____ /  b) Total collected: / ____ / ( <i>Whole school</i> )												
302	How much [...] did the school receive from [...] this academic year?  <i>If none, enter 00.</i>  <i>If received but cannot identify amount, enter 88.</i>  <i>If don't know, enter 99.</i>	<table border="1"> <tr> <td></td> <td>Government</td> <td>NGO</td> <td>Other: Who? .....</td> </tr> <tr> <td>TEXTBOOKS</td> <td>/ ____ /</td> <td>/ ____ /</td> <td>/ ____ /</td> </tr> <tr> <td>MONEY</td> <td>/ ____ /</td> <td>/ ____ /</td> <td>/ ____ /</td> </tr> </table>		Government	NGO	Other: Who? .....	TEXTBOOKS	/ ____ /	/ ____ /	/ ____ /	MONEY	/ ____ /	/ ____ /	/ ____ /	
	Government	NGO	Other: Who? .....												
TEXTBOOKS	/ ____ /	/ ____ /	/ ____ /												
MONEY	/ ____ /	/ ____ /	/ ____ /												

303	Did the school receive any [...] from [...] this academic year?  0. No 1. Yes		Government	NGO	Other: Who? .....
		BUILDING SUPPLIES	/ ____ /	/ ____ /	/ ____ /
		FURNITURE	/ ____ /	/ ____ /	/ ____ /
		FOOD FOR STUDENTS	/ ____ /	/ ____ /	/ ____ /
		OTHER: What? .....	/ ____ /	/ ____ /	/ ____ /
		OTHER: What? .....	/ ____ /	/ ____ /	/ ____ /
304	Do you keep records of the school's expenses?  <i>If yes, ask to see record</i>	0. No 1. Yes, did not show records 2. Yes, showed records		/ ____ /	
<b>SCHOOL MANAGEMENT</b>  Now we would like to ask a few questions about school management. We are interested both in school management and in school record keeping, so in some cases we may ask to see whether you have written records of things. If you do not have them or do not have them readily available, that is fine; just let us know.					
400	What date did your school actually open for the 2008-2009 school year?	DD/MM/YYYY If doesn't know mark 99/99/9999		/ ____ / ____ / ____ /	
401	How many days this school year has the school closed <u>besides</u> public holidays?	Write number of days.  99. Don't know  If 00 or 99 → 403		/ ____ / ____ /	
402	What is the main reason why the school closed?	1. Strike 2. Rain/Storm (Weather) 3. Resources 4. Other _____		/ ____ /	
403	How many teachers did not report on the first day of school after the Easter holiday this year?	1. Saw a record 2. Response, no record 3. Doesn't know  Record number if given		/ ____ /  / ____ / ____ /	
404	Does your school have a staff code of conduct?  <i>If yes, then ask to see the code.</i>	0. No 1. Yes, did not show the code 2. Yes, showed the code		/ ____ /	
405	What was the date of the most recent staff meeting?	DD/MM/YYYY <i>mark 99/99/9999 if Don't know</i>		/ ____ / ____ / ____ /	
406	What were the main topics of discussion at the last staff meeting?	<i>Do not prompt. Mark all that apply</i>  1. School Finance 2. Child attendance 3. Child performance 4. Child discipline 5. Teacher attendance / punctuality 6. NAT 7. Whole School Development program 8. Other: _____ 99. Don't know		/ ____ /  / ____ /  / ____ /	

407	Do you have a system in which senior teachers mentor junior teachers? <i>If yes, ask to see records.</i>	0. No→410 1. Yes, did not show records 2. Yes, showed records	/_____/
408	That is great. For example, who is the mentor for your most junior teacher?	0. No mentor 1. Identified mentor	/_____/
409	Are your mentors trained?	0. No 1. Yes	/_____/
410	Do you have any other professional development plan for teachers? <i>If yes, ask to describe</i>	0. No 1. Yes and cannot describe 2. Yes and described 3. Don't know	/_____/
411	Did you calculate how many books you needed for the 2008-2009 academic year?	0. No →413 1. Yes	/_____/
412	According to that calculation, how many books were needed?	XXXX. Don't know	/_____/_____/_____/_____/
413	Did you submit a request for books to the government this year?	0. No 1. Yes	/_____/
414	How many contact hours (teacher-pupils) per year are legally required from teachers?	99. Don't know	/_____/_____/_____/
415	In your view, how many contact hours (teacher-pupils) per year are needed to cover the curriculum?	XXX. Don't know	/_____/_____/_____/
416	Is there a record in the school of classroom observations made to ensure that teachers are teaching? <i>If yes, ask to see records.</i>	0. No 1. Yes, did not show records 2. Yes, showed records	/_____/
417	Do you conduct performance review with your staff?	0. No 1. Yes	/_____/
418	How many school level test/evaluation/examination did you have this year?		/_____/_____/
419	When was the last examination in this school?	DD/MM/YYYY If don't know, mark 99/99/9999	/__/_/ __ _/_____/
420	After the last pupil examination, did you do anything to analyze the results?	0. No→ 422 1. Yes	/_____/

421	What did you do?	<i>Do not prompt. Mark all that apply</i> 1. Identified the lowest performing students & met with them / their parents 2. Divided the results by subgroups (age, gender) 3. Other: _____	/ _____ / / _____ /
422	How do you punish bad behavior from the pupils, if you do?	<i>Do not prompt. Mark all that apply</i> 1. Corporal punishment 2. Give extra school work 3. Give non- School related work 4. Deny break 5. Dismiss from class 6. Speak with parent 7. Threaten to expel 8. Do not punish 9. Other: _____	/ _____ / / _____ /
423	How do you reward good behavior from the pupils, if you do?	<i>Do not prompt. Mark all that apply</i> 1. Public praise 2. Private praise 3. Prize 4. Giving less school work 5. Do not reward good behavior 6. Other: _____	/ _____ / / _____ /
424	Do you have written punishment and reward policies for your school? <i>If yes, ask to see it</i>	0. No 1. Yes, did not show records 2. Yes, showed records	/ _____ /
<b>COMMUNITY PARTICIPATION</b>			
500	Did you receive any support in cash or in kind from the community in the 2008-2009 academic year?	0. No → 502 1. Yes	/ _____ /
501	What did the school receive from the community this year?	Write amount, then units (e.g. 500 dalasi, 200 bricks)	/ _____ / / _____ / / _____ /
502	Does the school have a PTA?	0. No → 509 1. Yes	/ _____ /
503	How are the PTA funds raised?	<i>Do not prompt. Mark all that apply</i> 1. Members contribution 2. School budget 3. NGO 4. Government 5. Fund raisers 6. Not funded 7. Other: _____	/ _____ / / _____ /

504	Imagine that something comes up that requires a PTA meeting in the next 3 days. How many PTA members do you think you would be able to get to the meeting?	1. All of the members 2. Most of the members 3. About half of the members 4. A few of the members 5. No one	/ ____/
505	How many times has the school met with the parents, community or PTA to discuss school related issues during the 2008-2009 academic year?	If 00 → 508	/ ____/ ____/
506	Can you recall the dates of the last two PTA meetings?	DD/MM/YYYY  <i>Mark 99/99/9999 if can't recall</i>	/ __ __/ __ __/ ____/____/_____ / __ __/ __ __/ ____/____/_____ 
507	At the last PTA meeting, what was the principal topic of discussion?	1. Elections 2. Transition from PTA executive to SMC ( <i>school management committee</i> ) 3. Other: _____	/ ____/
508	When is the next PTA meeting scheduled for?	DD/MM/YYYY 77/77/7777. Not scheduled but regular interval 88/88/8888. Not scheduled 99/99/9999. Doesn't know	/ __ __/ __ __/ ____/____/_____ 
509	Does this school have a school development plan?  <i>If the head teacher says Yes, then ask to see the plan.</i>	0. No → 511 1. Yes, did not show the plan → 511 2. Yes, showed the plan 9. Doesn't know	/ ____/
510	Does the format of the school development plan corresponds with the one prescribed in the SMM (School Management Manual)?  <i>Compare to example given</i>	0. No 1. Yes 2. Can not tell 9. Doesn't know	/ ____/
511	Is there an up-to-date asset register as in the SMM ( <i>School Management Manual</i> )?  <i>If yes, ask to see records.</i>	0. No 1. Yes, did not show records 2. Yes, showed records 9. Doesn't know	/ ____/
512	Is there handing over notes?  <i>If yes, ask to see records.</i>	0. No 1. Yes, did not show records 2. Yes, showed records 9. Doesn't know	/ ____/
513	Does this school have a school vision?  <i>If yes, ask to see records.</i>	0. No 1. Yes, did not show the vision 2. Yes, showed the vision 9. Doesn't know	/ ____/
514	Has this school developed any school policy?  <i>If yes, ask to see records.</i>	0. No 1. Yes, did not show records 2. Yes, showed records 9. Doesn't know	/ ____/
515	Has this school adopted the PTA constitution?  <i>If yes, ask to see records.</i>	0. No → 517 1. Yes, did not show records 2. Yes, showed records 9. Doesn't know	/ ____/



516	Which statutory committees have been established?  <i>Please <b>Circle</b> all that apply</i>	1. Leadership and Management 2. Community Participation 3. Curriculum Management 4. Teachers professional development 5. Teaching and learning resources 6. Learners' welfare and school environment  <i>[Do not prompt]</i>	
517	Do you have a service level agreement (SLA) with the regional director?	0. No →519 1. Yes 9. Doesn't know →519	/ ____ /
518	On the scale of 0 to 5, (0 meaning not at all and 5 meaning a lot) how much the service level agreement (SLA) has helped you?	Write number, 0 to 5	/ ____ /
519	What would you say is the biggest obstacle to this school in its effort to provide learning to the pupils?	<i>Do not prompt</i>  1. Lack of resources / materials / furniture 2. Lack of appropriate training of teachers 3. Lack of community participation 4. Lack of enthusiasm from the pupils 5. Lack of enthusiasm from the teachers 6. Other: _____	/ ____ /
<b>OUTCOME</b>			
600	End Time of the Interview	HH : MM Use 24-hour clock: 2pm=14:00	/ ____ / ____ / : / ____ / ____ /
601	Outcome of this questionnaire	1. Complete → End of interview 2. Partial 3. No respondent available 4. Declined	/ ____ /
602	Why is this questionnaire incomplete?		/ _____ /