QUALITY PRESCHOOL FOR GHANA STUDY
HEAD TEACHER QUESTIONNAIRE - JUNE 2015

A. IDENTIFICATION		
A01.	Interviewer code	[__]__]
A02.	Interviewer name	[__]__]__]__]__]__]__]__]__]__]__]__]__]__]__]
A03.	Interview date	___ ___/ ___ ___/___ ___ ___ ___ *Day Month Year*
A04.	Survey ID	[__]__]__]
A05.	Confirm survey ID	[__]__]__]
A06.	District code	[__]__]
A07.	District name	[__]__]__]__]__]__]__]__]__]__]__]__]__]__]__]
A08.	Locality	[__]__]__]__]__]__]__]__]__]__]__]__]__]__]__]
A09.	Landmarks	[__]__]__]__]__]__]__]__]__]__]__]__]__]__]__]
A10.	Type of school	1. [ ] Private 2. [ ] Public
A11.	ID of the school	[__]__]__]
A12.	Name of the school	[__]__]__]__]__]__]__]__]__]__]__]__]__]__]__]
A13.	Time interview started	___ ___/ ___ ___/ (24 HRS) *HH MM*

INTERVIEWER: ADMINISTER INFORMED CONSENT TO PARTICIPANT BEFORE YOU BEGIN.
B. CONSENT

Good day, my name is ……………………………. I work with Innovations for Poverty Action (IPA) here in Accra. IPA is working with researchers at New York University in the United States, Ghana Education Service and the National Nursery Teacher Training Center, Accra to learn about how to best provide kindergarten teachers with effective training and support so they can best teach young children to learn. We have received official permission from the Ghana Education Service (and your school owner) to conduct this survey. Our research team wants to learn from you.

I would like to invite you to participate in a survey about your background; overall school profile and management; parent and community participation; kindergarten school management; kindergarten teacher attendance; kindergarten children attendance; and perceptions about parent involvement, retention, work stress, and early childhood education in Ghana. This should only take about 1 hour. A Samsung tablet will be used to collect the information you provide. Even though the study may not directly benefit you, the information you share with us will contribute to the improvement of kindergarten education in the region.

Note that your participation in this study is voluntary. You do not have to participate if you do not want to and there is no known risk to you from participating. If you agree to take part in this survey, your answers to all questions will remain strictly confidential. Neither your name, nor any other personal information about you or your school will be used in reports. You may refuse to answer any of the questions and you may end the interview at any time; however, your decision will not in any way affect you or your school.

If you have any questions, comments, or concerns about taking part in this study, you should first talk to me. If you have additional questions, you may also contact the IPA Research Associate, Edward Tsinigo at [XXXX] or

Research Manager, Maham Farhat at [XXXXXX] to ask questions you may have about this research.

Either myself or my colleagues will come again to interact with the KG teacher and children in September 2015.

Do you have any questions that I can answer?

B01	Would you be happy for us to conduct surveys with head teacher, teachers and children at your school?	1. [ ] Yes, everyone can be interviewed 2. [ ] No, only head teachers but not others 3. [ ] No, no one should be interviewed	
B02	Do you agree to participate in this survey today?	1. [ ] Yes 2. [ ] No	→M01

INTERVIEWER: REQUEST FOR THE TEACHER AND CHILDREN ATTENDANCE RECORDS FOR THIS ACADEMIC YEAR BEFORE YOU START.

C. BACKGROUND CHARACTERISTICS

No.	Questions	Coding Categories	Skip To
C01.	Is the Head Teacher also the proprietor of the school?	1. [ ] Yes 2. [ ] No	→C08
C02.	Head teacher's first name	[__]__]__]__]__]__]__]__]__]__]	
C03.	Head teacher's surname	[__]__]__]__]__]__]__]__]__]__]	
C04.	Sex of head teacher *FILL OUT WITHOUT ASKING.*	1. [ ] Male 2. [ ] Female	
C05.	How old are you? **IN COMPLETED YEARS.**	[__]__]	
C06.	What is/are the head teacher's phone number(s)? **ENTER NUMBER(S).**	[__]__]__]__]__]__]__]__]__]__] [__]__]__]__]__]__]__]__]__]__]	
C07.	What is the highest level of education that you have completed?	1. [ ] None 2. [ ] Primary school 3. [ ] Middle/JSS/JHS 4. [ ] SSS/SHS 5. [ ] O/A level 6. [ ] Vocational/Technical/Commercial 7. [ ] Post-secondary certificates 8. [ ] Diploma/HND 9. [ ] Bachelor degree 10. [ ] Master's 11. [ ] PhD 12. [ ] Others _____ -999. [ ] Refuse to answer	
C08.	Do you have any education or training in early childhood development?	1. [ ] Yes 2. [ ] No	→C10
C09.	What is the highest level of qualification in early childhood development that you have received? **DO NOT PROMPT**.	1. [ ] Workshop/Seminar 2. [ ] Certificate 3. [ ] Diploma 4. [ ] Other (specify) _____	
C10.	What is your position in this school? **DO NOT PROMPT**.	1. Head teacher 2. Deputy head teacher 3. Teacher 4. Other (Specify)_____	 →D01 →D01
C11.	Do you also double as a class teacher?	1. [ ] Yes 2. [ ] No	→C13

C12.	How many years have you been a class teacher? **IN COMPLETED YEARS.**	[___]___] If don't know indicate -888	
C13.	How many years have you been a head teacher? **IN COMPLETED YEARS.**	/___ ___/___ ___ / *Years Months* -888 if don't know -111 Not applicable.	
C14.	How many years have you been a head teacher at <u>this</u> school?	/___ ___/___ ___ / *Years Months* -888 if don't know -111 Not applicable.	

D. OVERALL SCHOOL PROFILE AND MANAGEMENT

The following questions relate to the **overall** school profile and management.

D01.	What year was the school established?	[___|___]___|___] Year Record -888 for Don't Know.	
D02.	What year did the kindergarten classes start? **IF DIFFERENT YEARS FOR KG 1 AND KG 2, USE THE START YEAR FOR KG 1.**	[___|___]___|___] Year Record -888 for Don't Know.	
D03.	Is this school run by a religious body?	1. [ ] Yes 2. [ ] No	→**D05**
D04.	What is the school's religious affiliation?	1. [ ] Catholic 2. [ ] Anglican 3. [ ] Presbyterian 4. [ ] Methodist 5. [ ] Pentecostalist 6. [ ] Charismatic 7. [ ] Spiritualist 8. [ ] Other Christian 9. [ ] Muslim 10. [ ] Traditional 11. [ ] No religion 12. Other (specify)_____	
D05.	Who owns the school currently?	1. [ ] Privately owned (Individual)_____ 2. [ ] Privately owned (company)_____ 3. [ ] Government 4. [ ] Religious body_____ 5. [ ] Charity/NGO_____ 6. [ ] Community group_____ 7. [ ] Other _____	
D06.	Which of these institutions is the school registered with or has submitted an application for registration? **READ ANSWER CHOICE. MARK ALL THAT APPLY.**	1. [ ] Department of Social Welfare 2. [ ] Environmental Protection Agency 3. [ ] Ghana Education Service 4. [ ] Ghana Revenue Authority 5. [ ] Not registered 6. [ ] Other (Specify)_____ -999. [ ] Don't know	→**D13** →**D13** →**D13** →**D13** →**D13** →**D13**
D07.	(If GES): What is the registration status of this school with the GES?	1. [ ] Submitted application for registration 2. [ ] Approval process started but not fully	→**D13** →**D13**

		completed 3. [ ] Approved/registered	
	DO NOT PROMPT.		
D08.	If registered, which A-D bands/grades did the GES allocate to this school?	1. [ ] A 2. [ ] B 3. [ ] C 4. [ ] D -888. [ ] Don't know -999. Refuse to answer	
D09.	How long has the school been registered? **IN COMPLETED YEARS.**	[___|___]	
D10.	(If approved) Did the circuit supervisor visit the school during the 2013/2014 academic year? **DO NOT PROMPT.**	1. [ ] Yes 2. [ ] No	→D13
D11.	What was the purpose of the circuit supervisor's visit? **DO NOT PROMPT. CHECK ALL THAT APPLY.**	1. [ ] Administrative inspection (resolution, etc.) 2. [ ] Academic inspection (scheme of work, dispute, work output i.e., exercises, attendance, enrollment, dropout; lesson plans, etc.) 3. [ ] Inspection of school environment 4. [ ] Other (specify)_____	
D12.	How many times did the circuit supervisor visit the school during the 2013/2014 academic year?	(Number) [___|___]	
D13.	What classes does this school have? **MARK ALL THAT APPLY.**	1. [ ] Creche 12. [ ] Class 5 2. [ ] Nursery 1 13. [ ] Class 6 3. [ ] Nursery 2 14. [ ] JHS 1 4. [ ] Combined nursery 15. [ ] JHS 2 5. [ ] KG 1 16. [ ] JHS 3 6. [ ] KG 2 17. [ ] SHS1 7. Combined KG 18. [ ] SHS 2 8. [ ] Class 1 19. [ ] SHS 3 9. [ ] Class 2 10. [ ] Class 3 11. [ ] Class 4	
D14.	Do you have written/documented rules and regulations for staff in the school? *IF YES, THEN ASK TO SEE THE CODE. CHECK ALL THAT APPLY.*	1. [ ] Yes, showed regulations that are unique to the school 2. [ ] Yes, showed the regulations from GES 3. [ ] Yes, did not show the code 4. [ ] No	
D15.	What was the date of the most recent staff meeting?	___ ___/ ___ ___/___ ___ ___ ___ *Day Month Year* *Mark -99/-99/-9999 if Don't know*	
D16.	What were the main topics of discussion at the last staff meeting? *DO NOT PROMPT. MARK ALL THAT APPLY.*	1. [ ] School finance 2. [ ] Child attendance 3. [ ] Child performance 4. [ ] Child discipline 5. [ ] Teacher-pupil relationships 6. [ ] Teacher attendance / punctuality	

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		7. [ ] Whole school development program 8. [ ] Other (Specify): _____ -888. [ ] Don't know	
D17.	Do you have a formal system in which senior teachers mentor junior teachers?	1. [ ] Yes 2. [ ] No.	→D20
D18.	For example, who is the mentor for your most junior teacher? **DO NOT PROMPT.**	1. [ ] No mentor 2. [ ] Identified mentor	
D19.	Are your mentors trained? **DO NOT PROMPT.**	1. [ ] Yes 2. [ ] No	
D20.	Do you have any other professional development plan for teachers? *IF YES, ASK TO DESCRIBE*	1. [ ] Yes and describe. 2. [ ] Yes and cannot describe 3. [ ] No -888. [ ] Don't know	
D21.	Do you conduct performance review with your staff? **DO NOT PROMPT.**	1. [ ] Yes 2. [ ] No	
D22.	Do teachers participate in decision making in this school? **DO NOT PROMPT.**	1. [ ] Yes 2. [ ] No	→E01
D23.	Which category of teachers are involved in decision making in the school?	1. [ ] Proprietor only 2. [ ] Head teacher only 3. [ ] Proprietor and Head teacher 4. [ ] Senior teachers only 5. [ ] All teachers 6. [ ] All staff (teaching and non-teaching staff)	
D24.	Does your school plan to take part in any in-service KG teacher training during the 2015/2016 academic year?	1. [ ] Yes 2. [ ] No -888. [ ] Don't know	→D26 →D26
D25.	Which body or organisation plans to organize the KG teacher training during the 2015/2016 school year?	1. Government (GES, District, Circuit) 2. School itself 3. Non-governmental organisation [Name: _____] 4. Others _____	
D26.	Is the school a part of a cluster of schools managed by the government?	1. [ ] Yes 2. [ ] No	→E01
D27.	Is the school a part of a school cluster/group which organizes activities such as teacher training?	1. [ ] Yes 2. [ ] No	→E01
D28.	What are the other schools that form a part of this cluster?	[__]__]__]__]__]__]__]__]__]__]	
D29.	On the average, how many times in the academic year does this cluster/group meet?	[__]__]	
D30.	What are the other schools that form a part of this cluster?	[__]__]__]__]__]__]__]__]__]__]__] [__]__]__]__]__]__]__]__]__]__]__]	
E. PARENT AND COMMUNITY PARTICIPATION			
The following questions are about parent and community participation.			
E01.	Does the school have a Parent Teacher Association (PTA)?	1. [ ] Yes 2. [ ] No	→E06

E02.	How many times has the school met with the PTA to discuss school related issues during 2013/2014 academic year? **NUMBER.**	[___|___]	
E03.	How many parents attended the last PTA meeting? **READ OUT OPTIONS.**	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	
E04.	At the last PTA meeting, what were the principal topic of discussion? **DO NOT PROMPT. MARK ALL THAT APPLY**.	1. [ ] School fees/levies 2. [ ] Discipline 3. [ ] Procurement of school items 4. [ ] Children's performance 5. [ ] Elections 6. [ ] Health and sanitation 7. [ ] Other (Specify): _____	
E05.	Imagine that something comes up that requires a PTA meeting in the next 3 days. How many PTA members do you think would attend the meeting? **READ ANSWER CHOICES.**	1. [ ] All of the members 2. [ ] Most of the members 3. [ ] About half of the members 4. [ ] A few of the members 5. [ ] None	
E06.	Did the school receive any support in cash from any source during the 2013/2014 academic year? **DO NOT PROMPT.**	1. [ ] Yes 2. [ ] No -888. [ ] Don't know	→**E08** →**E08**
E07.	About what percentage of your total financial support during the 2013/2014 academic year comes from the following sources? **IF NONE, ENTER ZERO.**	1. [ ] Government (e.g. capitation grant) [___|___] 2. [ ] School fees or levies [___|___] 3. [ ] Donations or sponsorships [___|___] 4. Other _____ [___|___]	
E08.	Did the school receive any support in kind from any source during the 2013/2014 academic year? **DO NOT PROMPT.**	1. [ ] Yes 2. [ ] No -888. [ ] Don't know	→**F01** →**F01**
E09.	For each of the following items, please indicate whether and from whom the school received these items during the 2013/2014 school year. **TICK ITEM IF RECEIVED AND INDICATE SOURCE. MULTIPLE SOURCES APPLY.** **Source codes:** 1. Ministry of Education 2. District/Municipal 3. Private individual donors 4. Private institutional donors 5. Donated by PTA 6. Donated by parent(s) 7. Other (Specify)_____	*Items* *Source* 1. [ ] Text books [___|___] 2. [ ] Desks for children/pupil [___|___] 3. [ ] Paper (A4) [___|___] 4. [ ] Notebooks [___|___] 5. [ ] Pens/pencils [___|___] 5. [ ] Chalk/Marker [___|___] 6. [ ] Black/white boards [___|___] 7. [ ] Football [___|___] 8. [ ] Pair of jersey [___|___] 9. [ ] Football boot [___|___] 10. [ ] Maps/posters [___|___] 11. [ ] Cement [___|___] 12. [ ] Maps/posters [___|___] 13. [ ] Blocks [___|___]	

		14. [ ] Tables/chairs for staff [___]___]	
		15. [ ] Crayon [___|___]	
		16. [ ] Other (specify) _____	
E10.	For each of the following items, please indicate the quantity the school had received during the 2013/2014 academic year. **READ ANSWER CATEGORIES. IF NONE, ENTER ZERO.**	*Items* *Quantity* 1. Books [___|___]___] 2. Desks for children/pupil [___|___]___] 3. Paper (e.g. A4 rim) [___|___]___] 4. Notebooks [___|___]___] 5. Pens/pencils [___|___]___] 6. Chalk/Makers [___|___]___] 7. Black/white boards [___|___]___] 8. Football [___|___]___] 9. Pair of jersey [___|___]___] 10. Boot [___|___]___] 11. Maps/posters [___|___]___] 12. Cement [___|___]___] 13. Blocks [___|___]___] 14. Tables/chairs for staff [___|___]___] 15. Crayon [___|___]___] 15. Other (specify) _____	

All remaining questions in this survey relate to the KG level and **NOT** the whole school.

F. KINDERGARTEN SCHOOL MANAGEMENT

The following questions are about school management at the KG level.

F01.	Does the school have a curriculum for the KG level?	1. [ ] Yes 2. [ ] No	**→F03**
F02.	Where did the school obtain the curriculum? **DO NOT PROMPT.**	1. [ ] GES 2. [ ] Purchased 3. [ ] Borrowed from another school 4. [ ] Gift/donation from a philanthropist 5. [ ] Other (Specify)_____	
F03.	Does this school run a double shift system?	1. [ ] Yes 2. [ ] No	**→F07**
F04.	Does the double shift apply to KG classes?	1. [ ] Yes 2. [ ] No	**→F07**
F05.	What is the total number of KG children currently in the **morning shift**? **NUMBER. IF NONE, ENTER ZERO.**	[___|___]	
F06.	What is the total number of KG children currently in the **afternoon shift**? **NUMBER. IF NONE, ENTER ZERO.**	[___|___]	
F07.	Which of these KG classes does the school have?	1. [ ] KG 1 2. [ ] KG 2 3. [ ] Combined KG	
F08.	What is the total number of KG1 children currently enrolled in this school? **IF NONE, ENTER ZERO.**	Boys [___|___] Girls [___|___] Total [___|___]	
F09.	What is the total number of KG2 children currently enrolled in this school?	Boys [___|___] Girls [___|___]	

	IF NONE, ENTER ZERO.	Total [___|___]	
F10.	What is the total number of combined KG children currently enrolled in this school? **IF NONE, ENTER ZERO.**	Boys [___|___] Girls [___|___] Total [___|___]	
F11.	Does the school admit all children who wish to enroll in KG?	1. [ ] Yes 2. [ ] No	→**F13**
F12.	If not, what criteria does the school use when deciding which children to exclude from enrollment? **DO NOT PROMPT. MARK ALL THAT APPLY.**	1. [ ] Exclude children with physical challenges 2. [ ] Exclude children with special needs (autistic, down syndrome). 3. [ ] Exclude children who cannot pay school fees 4. [ ] Income level of parents 5. [ ] Age of child 6. [ ] Class limit/capacity 7. [ ] Other (Specify) _____	
F13.	What is the main language of instruction used at the KG 1 level? **READ ANSWER CHOICES.**	1. [ ] English only 2. [ ] Mother tongue only 3. [ ] Mixture of English and mother tongue	→**F16**
F14.	What is the main language of instruction used at the KG 2 level? **READ ANSWER CHOICES.**	1. [ ] English only 2. [ ] Mother tongue only 3. [ ] Mixture of English and mother tongue	→**F16**
F15.	What are the **main** mother tongue languages used for instruction at the KG level? **DO NOT PROMPT. CHECK UP TO ONLY TWO OPTIONS.**	1. [ ] Twi 2. [ ] Ga 3. [ ] Dangme 4. [ ] Ewe 5. [ ] Hausa 6. [ ] Other_____	
F16.	How many KG teachers currently work at the school on the payroll? **INDICATE NUMBER.**	[___|___]	
F17.	How many KG attendants currently work in the school? **INDICATE NUMBER.** *ATTENDANTS ARE UNTRAINED TEACHERS (E.G. SHS GRADUATES).*	[___|___]	
F18.	How many school-based assessments did you have in the 2013/2014 academic year at the KG 1 level? **READ OUT CATEGORIES. IF NONE, ENTER ZERO.**	Number Class tests [___|___] Class exercise [___|___] Project work (e.g. painting) [___|___] Terminal exams [___|___]	
F19.	How many school-based assessments did you have in the 2013/2014 academic year at the KG 2 level? **READ OUT CATEGORIES. IF NONE, ENTER ZERO.**	Number Class tests [___|___] Class exercise [___|___] Project work (e.g. painting) [___|___] Terminal exams [___|___]	
F20.	After the last KG children examination, did you do anything to analyze the results? **DO NOT PROMPT.**	1. [ ] Yes 2. [ ] No	→**F22**

F21.	What did you do after analyzing the results? *DO NOT PROMPT. MARK ALL THAT APPLY.*	1. [ ] Met with the parents of the lowest performing children. 2. [ ] Met directly with lowest performing children to give them more assistance. 3. [ ] Separated the lowest and highest performing children during class time. 4. [ ] Repeat poor performing children 5. [ ] Promote good children 6. [ ] Other (Specify):_____	
F22.	Do you discipline bad behavior at the KG level? **DO NOT PROMPT.**	1. [ ] Yes 2. [ ] No	→**F24**
F23.	How do you discipline bad behavior from the KG children? *DO NOT PROMPT. MARK ALL THAT APPLY.*	1. [ ] Publically shame child 2. [ ] Privately shame child 3. [ ] Give extra school work 4. [ ] Give non-school related work 5. [ ] Deny break 6. [ ] Dismiss from class 7. [ ] Speak with parent 8. [ ] Threaten corporal punishment. 9. [ ] Corporal punishment 10. [ ] Other (specify): _____	
F24.	Do you reward good behavior from the KG children?	1. [ ] Yes 2. [ ] No	→**F26**
F25.	How do you reward good behavior from the KG children? *DO NOT PROMPT. MARK ALL THAT APPLY.*	1. [ ] Public praise 2. [ ] Private praise 3. [ ] Prizes 4. [ ] Giving less school work 5. [ ] Other (Specify): _____	
F26.	What is the total cost of attending this school for a KG child per term? **IF NONE, ENTER ZERO.**	*Amount (GH¢)* 1. Registration fees (If new) [___]___]___] 2. Tuition fees [___]___]___] 3. PTA fees [___]___]___] 4. Uniform and sports clothes [___]___]___] 5. Exam fees [___]___]___] 6. Books and school supplies [___]___]___] 7. Extra classes [___]___]___] 8. Food/feeding [___]___]___] 9. In-kind expense [___]___]___] 10. Boarding [___]___]___] 11. Other (specify)_____	
F27.	Does this school ever have problems paying its necessary bills? **DO NOT PROMPT.**	1. [ ] Yes 2. [ ] Sometimes 3. [ ] No	
F28.	On average, how much are KG teachers paid per month? **DO NOT PROMPT.**	1. [ ] GH¢ <500 2. [ ] GH¢ 500 - GH¢ 999 3. [ ] GH¢ 1000 - GH¢ 1499 4. [ ] GH¢ 1500 or more -999. [ ] Refuse to answer	

F29.	How does the school choose the salary level to pay KG teachers? Based on … *DO NOT PROMPT. CHECK ALL THAT APPLY.*	1. [ ] Teachers' educational qualifications 2. [ ] What other schools pay 3. [ ] The number of children enrolled. 4. [ ] What teachers' need 5. [ ] Government/GES criteria. 6. [ ] Other (specify)_____	
F30.	How is the salary level of KG teachers in this school compared to other schools in this locality/circuit? **READ OUT ANSWER CHOICES.**	1. [ ] Lower 2. [ ] About the same 3. [ ] Higher -888. [ ] Don't know	
F31.	What would you say are the obstacles to this school in its effort to provide learning to the KG children? *DO NOT PROMPT. MARK ALL THAT APPLY.*	1. [ ] Lack of school resources / materials 2. [ ] Lack of appropriate training of teachers 3. [ ] Parents' financial situation (e.g., unable to afford school fees; unable to purchase learning materials for their children). 4. [ ] Lack of parental support and understanding. 5. [ ] Lack of community participation 6. [ ] Lack of enthusiasm from the children 7. [ ] Lack of enthusiasm from the teachers 8. [ ] Migration of parents/children from locality 9. [ ] Poor conditions of service for teachers. 10. [ ] Other (specify): _____	

G. KINDERGARTEN TEACHER ATTENDANCE

The following questions are about teacher attendance at the kindergarten level.

G01.	On average, how many school days per month are the KG teachers absent? **NUMBER.**	[___|___]	
G02.	Do you have records of KG teachers' class attendance? **IF YES, ASK TO SEE RECORDS**.	1. [ ] Yes, showed records. 2. [ ] Yes, did not show records. 3. [ ] No.	→H01 →H01
G03.	Observe the KG teachers attendance record. Record the number of KG teachers' absent on each day and the total number of KG teachers in the record based on the following randomly selected days within the 2014/2015 academic year. **READ OUT CATEGORIES. RECORD -222 FOR UNIQUE SCHOOL HOLIDAY OR -333 FOR INCOMPLETE RECORD.**	*Absence* *No. of teachers in the record* October 16 [__|__] [__|__] November 25 [__|__] [__|__] December 10 [__|__] [__|__] February 23 [__|__] [__|__] May 14 [__|__] [__|__]	

H. KINDERGARTEN CHILDREN ATTENDANCE

The following questions are about school attendance by children at the kindergarten level.

H01.	Do you have records of the KG children's class attendance? *IF YES, ASK TO SEE RECORDS.*	1. [ ] Yes, showed records. 2. [ ] Yes, did not show records. 3. [ ] No.	→H05 →H05

H02.	Observe the KG1 children attendance record. Record the number of children absence on each day and the total number of children in the record based on the following randomly selected days within the 2014/2015 academic year. **READ OUT CATEGORIES. RECORD -222 FOR UNIQUE SCHOOL HOLIDAY OR -333 FOR INCOMPLETE RECORD.**	*Absence* *No. of children in the record* October 15 [__|__] [__|__] November 4 [__|__] [__|__] December 12 [__|__] [__|__] February 27 [__|__] [__|__] May 14 [__|__] [__|__]	
H03.	Observe the KG2 children attendance record. Record the number of children absence on each day and the total number of children in the record based on the following randomly selected days within the 2015/2016 academic year. **READ OUT THE DATES. RECORD -222 FOR UNIQUE SCHOOL HOLIDAY OR -333 FOR INCOMPLETE RECORD.**	*Absence* *No. of children in the record* October 15 [__|__] [__|__] November 3 [__|__] [__|__] December 12 [__|__] [__|__] February 27 [__|__] [__|__] May 14 [__|__] [__|__]	
H04.	Observe the combined KG children attendance record. Record the number of children absence on each day and the total number of children in the record based on the following randomly selected days within the 2015/2016 academic year. **READ OUT THE DATES. RECORD -222 FOR UNIQUE SCHOOL HOLIDAY OR -333 FOR INCOMPLETE RECORD.**	*Absence* *No. of children in the record* October 15 [__|__] [__|__] November 3 [__|__] [__|__] December 12 [__|__] [__|__] February 27 [__|__] [__|__] May 14 [__|__] [__|__]	
H05.	What are the reasons for KG children absenteeism in this school? **DO NOT PROMPT. MARK ALL THAT APPLY.**	1. [ ] Family health (i.e., sickness of parents/caregivers) 2. [ ] Ill-health or chronic sickness of child 3. [ ] Financial constraints 4. [ ] Lack of parental control 5. [ ] Transportation problems 6. [ ] Poor school climate or facilities 7. Other _____	
H06.	What percentage of KG1 children admitted in September 2014 are still currently enrolled in the school?	[___]___]___]	
H07.	What percentage of KG1 children who continued to KG2 in September 2014 are still currently in the school?	[___]___]___]	
H08.	What percentage of KG2 children admitted in September 2014 are still currently enrolled in the school?	[___]___]___]	

I. CHILD FRIENDLY SCHOOLS–FAMILY/COMMUNITY INVOLVEMENT

Please indicate your opinion as to the extent to which the following statements about how the school engages parents and/or the community in its management are true.

No.	Questions	Not at all true	A little bit true	Mostly true	Very true
I01.	Staff from this school makes direct contact with families whose children drop out of school or are at risk of dropping out to encourage the child's continued enrolment.				
I02.	When children are absent from school for more than a few days, school staff makes direct contact with their families to find out what the problem is and to facilitate the child's return to school as soon as possible.				
I03.	School staff regularly keeps families informed of children progress (at least twice during the school year).				
I04.	School staff contacts families promptly if there are concerns about a child's learning or behavior.				
I05.	School staff talks to families about how to help their children with their academic studies.				
I06.	The school provides information about what is happening at the school to families in a language and format they understand (written or oral).				
I07.	All types of families are encouraged to participate in decision-making in the school, regardless of ethnicity, gender, language, disability, or religion.				
I08.	The school holds meetings with parents at least thrice a year.				
I09.	The school provides information on children progress to families in a language and format they understand (written or oral).				
I10.	The school has an active Parent Teacher Association (PTA).				
I11.	The school has an active School Management Council (SMC).				
I12.	The school actively informs the community about what is happening at the school at least several times a year.				
I13.	The school includes community members on all decision-making and advisory committees.				
I14.	The school provides training for community representatives on the school's decision-making or advisory committees.				
I15.	The school has partnerships with local businesses or community organizations to support student learning.				

J. RETENTION

Please indicate your opinion as to the extent to which you think the following are true about your retention.

No.	Questions	False	Somewhat false	Somewhat true	True
J01.	I am satisfied with my job at this school.				
J02.	I am satisfied with my decision to be a head teacher.				
J03.	I want to transfer to another school.				
J04.	I want to leave the education profession.				

K. WORK STRESS/BURNOUT

Please indicate how frequently you experience the following in your work using the scales: **1** = Never; **2** = A few times per year; **3** = A few times per month; **4** = A few times per week; and **5** = Every day

No.	Questions	1	2	3	4	5

K01.	I feel mentally drained from my work.					
K02.	I feel fatigues when I get up in the morning.					
K03.	Work all day with people is really a strain for me.					
K04.	I deal very effectively with the problems of my staff.					
K05.	I feel burned out from my work.					
K06.	I feel I am positively influencing other people's lives.					
K07.	I've become more callous/careless toward people since I took this job.					
K08.	I worry that this job is hardening me emotionally.					
K09.	I feel very energetic.					
K10.	I feel frustrated by my job.					
K11.	I feel that I have accomplished many worthwhile things in this job.					

L. EARLY CHILDHOOD DEVELOPMENT

SKIP THIS SECTION IF C01 = YES. Please indicate your opinion as to the extent to which you agree or disagree with the following statements regarding early childhood development.

No.	Questions	Strongly disagree	Disagree	Agree	Strongly agree
L01	Kindergarten children learn much at school.				
L02	If children do not get a good education early in life, it is easier for them to catch up to their peers.				
L03	Teachers should focus kindergarten instruction on building children's social and behavioral skills.				
L04	Kindergarten education is necessary for children to do well in primary school.				
L05	Teachers should focus kindergarten instruction on building children's literacy and math skills.				
L06	Kindergarten children learn best when the teacher directs their instruction, rather than child-directed learning.				
L07	Kindergarten children learn best when they are expected to sit still and pay attention while they are at school.				
L08	Kindergarten schoolchildren learn important skills that are necessary for their success in primary school.				
L09	Kindergarten children learn best when they are asked to memorize facts.				
L10	Expectations for the behavior of kindergarten children should be different than expectations for older children.				
L11	Kindergarten children learn best through play, rather than through formal instruction.				
L12	Kindergarten schoolchildren learn important skills that lay the foundation for their future educational success.				
L13	Kindergarten children learn best when the teacher holds children accountable for completing work and for attaining a high standard of work.				
L14	Children succeed at school if they are helped by their teachers.				
L15	Children succeed at school if they are helped by their parents.				

M. ADDITIONAL QUESTION

M01	As part of the study to improve quality KG classroom instruction in	1. [ ] Yes

	Ghana, IPA will be conducting a KG classroom observation in September 2015. Does your school approve that IPA takes a video of the classroom observation?	2. [ ] No
M02	When does the school plan to start the 2015/2016 academic year?	___ ___/ ___ ___/___ ___ ___ ___ *Day Month Year* *Mark -99/-99/-9999 if Don't know*

END TIME: _____ That is the end of our questionnaire. We appreciate your help.

M01. Outcome of this questionnaire (circle one)
1. [ ] Refused
2. [ ] Completed
3. [ ] Partially completed
4. [ ] Not at school/ not available
5. [ ] Incapacitated
6. [ ] Other (specify)_____

M02. If refused, why?
1. [ ] Busy
2. [ ] Note interested
3. [ ] Wants more information
4. [ ] Other (specify)_____

M03. Why is the questionnaire incomplete? _____