HEAD TEACHER QUESTIONNAIRE

METADATA			
100	Region		/_____/
101	Cluster NameCluster		/_____//_____/
102	Sub-cluster Code		/____/____/____/
1032	Village/Quarter		/_____/
1043	Name of the school		/_____/
1054	Code of the School		/___/__/___/___/___/
1065	Treatment Received	1.WSD 2.Grant Only 3.Control	/____/
1076	Number of the questionnaire		/___/___/___/___/__/
1087	Name of the enumerator		/_____/
1098	Name of the survey supervisor		/_____/
11009	Name of data entry clerk		/_____/
1110	Date	MM/DD/YYYY	/__/__/_____/
1121	*[TO BE FILLED AT THE END]* Outcome of this questionnaire	1.Complete 2.Partial 3.No respondent available 4.Declined	/_____/
2001132	*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	/_____/
1143	Start Time of the Interview	HH : MM 24-hour clock: 2pm=14:00	/___/___/: /___/___/

200	What is your name?	Surname First name	/_____/_____/
201	What is your position?	1. Head teacher 2. Deputy head teacher 3. Senior teacher 4. Other: _____	/_____/
202	Does this school have two shifts?	1. Yes 2. No	/_____/
203	How many total students are there in this school?	Write for each shift. If just one, just fill in first dash.	AM /_____/ PM /_____/
204	How many total teachers are currently working in this school?	Include head teacher, volunteer teachers but not teachers on leave. Count double shift teachers once, in the current shift. Write for each shift.	AM /_____/ PM /_____/
205	How many teachers are present right now?	Write only for current shift.	/_____/
206	How many buildings make up the school?	Count buildings as separate if they have a separate roof.	/_____ /
207	How many classrooms does the school have?		/____ /____ /
208	How many classes does the school have in total?		AM /____ /____ / PM /____ /____ /
209	Is there a place where materials can be stored which can be locked (other than the classroom)?	1. Yes 2. No	/___ __/
210	Does this school have a library?	1. Yes 2. No	/____/
211	How many working latrines does the school have in total?	00 →214	/_____/
212	How many separate and working latrines are there for girls?	if none, enter 00	/_____/
213	How many separate and working latrines are there for teachers?		/_____/

214	a. Does the school have NAWEC b. electricity? c. Does the school have a generator? d. Does the school have solar panels?	1. Yes 2. No If no to all 3 → 217	/____/ /____/ /____/
215	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	/_____/
216	Is there electricity right now?	1. Yes 2. No	/_____/
217	What is the main source of drinking water at the school?	1. Tap 2. Borehole / hand-pump 3. Ordinary well 4. River/stream/pond	/_____/
218	How far from the school is the nearest paved road?	In km. If less than half a km use the code 00.	/_____/
219	How far from the school is nearest regional education directorate?	In km. If less than half a km use the code 00.	/_____/

SCHOOL FINANCES & INPUTS

Now we would like to ask some questions about school finances and other materials that the school receives.

300	Does this school collect any charges directly from the parents?	1. Yes 2. No →302	/_____/
301	How much money in total did the school collect in charges from parents this academic year (2007-2008)?	Include all contributions, not just school fees. 99. Don't know	/_____/____/_____/_____/_____/

302	How much […] did the school receive from […] this academic year? *If none, enter 00.* *If received but cannot identify amount, enter 88.* *If don't know, enter 99.*		Government	NGO	Other: Who? ………………
		TEXTBOOKS	/___/___/___/	/___/___/___/	/___/___/___/
		MONEY	/___/___/___/	/___/___/___/	/___/___/___/

303	Did the school receive any […] from […] this academic year? 1. Yes 2. No		Government	NGO	Other: Who? …………
		BUILDING SUPPLIES	/_____/	/_____/	/_____/
		FURNITURE	/_____/	/_____/	/_____/
		FOOD FOR STUDENTS	/_____/	/_____/	/_____/
		OTHER: What? …………………	/_____/	/_____/	/_____/
		OTHER: What? …………………	/_____/	/_____/	/_____/

304	Do you keep records of the school's expenses? *Ask to see record*	1. Yes, showed record 2. Yes, did not show record 3. No	/_____/

SCHOOL MANAGEMENT

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 2007-2008 school year?	MM/DD/YYYY~~DAY / MO / YEAR~~	/_____/_____/_____/
401	How many days this school year has the school closed besides public holidays?	Write number of days. 99. Don't know	/_____/
402	Do you have records of the teachers' attendance? *If yes, then ask to see record.*	1. Yes, showed record 2. Yes, did not show record 3. No	/_____/
403	How many teachers did not report on the first day of school after the Easter holiday this year? *If yes, then ask to see a record.*	1. Saw a record 2. Response, no record 3. Doesn't know Record number	/_____/ /_____/_____/
404	Does your school have a staff code of conduct? *If yes, then ask to see the code.*	1. Yes, showed code 2. Yes, did not show code 3. No	/_____/
405	What was the date of the most recent staff meeting?	MM/DD/YYYY	/___/___/_____/ ~~_____//_____/_____/~~
406	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 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?	1. Yes 2. No → 409~~YYY~~	/_____/
408	That is great. For example, who is the mentor for your most junior teacher?	1. Identified mentor 2. No mentor	/_____/

409	Do you have any other professional development plan for teachers? *Ask to describe if yes*	1. Yes and described 2. Yes and cannot describe 3. No	/_____/	
410	Did you calculate how many books you would need for the 2007-2008 academic year?	1. Yes 2. No → 412	/_____/	
411	According to that calculation, how many books were needed for your school this past year?	99. Don't know	/_____/_____/_____/	
412	Did you submit a request for books to the government this year?	1. Yes 2. No	/_____/	
413	How many contact hours (teacher-pupils) per year are legally required from teachers?	99. Don't know	/_____/_____/_____/	
414	In your view, how many contact hours (teacher-pupils) per year are needed to cover the curriculum?	99. Don't know	/_____/_____/_____/	
415	Is there a record in the school of classroom observations made to ensure that teachers are teaching? *Ask to see it*	1. Yes and showed it 2. Yes and did not show it 3. No	/_____/	
416	After the last pupil examination, did you do anything to analyze the results?	1. Yes 2. No → 418YYY	/_____/	
417	What did you do?	*Do not prompt. Mark all that apply.* 1. Divided the results by subgroups (age, gender) 2. 1. Identified the lowest performing students & met with them / their parents 2. Divided the results by subgroups (age, gender) 3. 3. Other _____	/_____/ /_____/	
418	How do you punish bad behavior from the pupils, if you do?	*Do not prompt. Mark all that apply* 1. Corporal punishment 2. Give extra work 3. Deny break 4. Dismiss from class 5. Speak with parent 6. Threaten to expel 7. Do not punish 8. Other ………………	/_____/ /_____/ /_____/ /_____/	

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419	How do you reward good behavior from the pupils, if you do?	*Do not prompt. Mark all that apply* 1. Public praise 2. Private praise 3. Prize 4. Giving less work 5. Do not reward good behavior 6. Other ………………….	/_____/ /_____/ /_____/ /_____/ /_____/	
420	Do you have written punishment and reward policies for your school?	1. Yes and showed it 2. Yes and did not show it 3. No	/_____/	

COMMUNITY PARTICIPATION

Our last set of questions concern community participation in the school.

500	Did you receive any support in cash or in kind from the community in the 2007-2008 academic year?	1. Yes 2. No → 502	/_____/
501	What did the school receive from the community this year?	Write amount, then units (e.g. 500 dalasis, 200 bricks)	/_____/ /_____/ /_____/ /_____/ /_____/ /_____/
502	Does the school have a PTA?	1. Yes 2. No →509	/____/
503	How are the PTA funds raised?	*Do not prompt. Mark all that apply* 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 2007-2008 academic year?	If zero → 50~~8~~9	/____/____/
506	Can you recall the dates of the last two PTA meetings?	MM/DD/~~MO / DAY~~	/____/____/ /____/____/ /____/____/ /____/____/
507	At the last PTA meeting, what was the principal topic of discussion?	1. Elections 2. Transition to SMC 3. Other: _____	/_____/
508	When is the next PTA meeting scheduled for?	MM/DD/~~MO / DAY~~ 77/77. Not scheduled but regular interval 88/88. Not scheduled	/____/____/ /____/____/

~~509~~	~~Does this school have a school development plan?~~ ~~If the head teacher says Yes, then ask to see the plan.~~	~~1. Yes, showed the plan~~ ~~2. Yes, did not show the plan~~ ~~3. No~~	~~/___/~~
~~509~~510	What would you say is the biggest obstacle to this school in its effort to provide learning to the pupils?	*Do not prompt* 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: _____	/_____/
600	End Time of the Interview	HH : MM Use 24-hour clock: 2pm=14:00	/____/___ / : /___ /___ /