

For Office Use:	
EMIS number	«EMIS_N»
School name	«NAME»
Region	«reg»
District/Area	«dist»
Circuit	«CIRCUIT»

The School Register of Needs Survey 2000

The School Register of Needs Survey collects vital information to assist Education Departments in implementing policy. The information collected in this survey will assist in the management, administration and supply of school resources and governing of schools. It is therefore critical that the information provided is complete and accurate.

The first School Register of Needs survey was conducted in 1996. Much of the information about your school is pre-printed on this form in **darkly shaded-blocks**: you are requested to **carefully check this information**, and if it is incorrect make corrections in the **lightly shaded-blocks**. If the darkly shaded-blocks do not contain any information, then provide the required information in the lightly shaded-blocks. The completed form is to be processed electronically, so please **only** provide information in the correct lightly shaded-blocks and print neatly.

Instructions for the completion and submission of the form:

1. Read the headings and instructions carefully when completing the survey. Guidelines, where appropriate, are provided below the relevant question.
2. Where information for your school is available it is printed in the darkly shaded blocks. Please check this information carefully: if the information is incorrect or incomplete, please make the required changes in the lightly shaded blocks.

Example:

2.8 What is the <u>general</u> condition of <u>most</u> of the school building?					
If the option that is shown in the darkly shaded blocks is incorrect or incomplete, mark the correct option with a tick ✓ in the lightly shaded blocks. Only mark ONE option					
Very Weak Not at all suitable for education	Weak The structure needs attention ✓	Needs paint and minor repairs	Buildings are in good condition	New Building	Presently being upgraded/ Renovated

This pre-printed information is out of date

This correct information has been marked with a tick in the lightly shaded box

Buildings are in good condition

3. Only write or mark options in the lightly shaded blocks and only use BLACK INK.
4. If required to write in details, please print the answers neatly – a letter per block, in the lightly shaded blocks. Only make corrections in the lightly shaded blocks.
5. If provided with an option – tick the correct lightly shaded block.
6. If the answer is “0” please indicate with the number “0”, or leave blank. Do not write “none” or “nil”.
7. If the question is not applicable to your school – just leave blank. Do not write N/A across the question.
8. Where asked to only mark ONE option – please only mark ONE option, do not tick more than ONE option.
9. Ensure that the EMIS number for the school is provided on each page.
10. The principal of the school must read the statement provided at the foot of every page and sign each page.
11. Once completed the form is to be submitted together with the Annual School Survey Form.

Declaration:

I (Print Surname and Initials), Principal of
(Name of School) School fully understand the provision made by the South Africa Schools Act No 84, 1996 (Section 59, 1 & 2) on the duty of schools to provide information. This Act requires that:

- (1) A school **must** make information available for inspection by any person, insofar as such information is required for the exercise and protection of such person's rights, and
- (2) Every school **must** provide such information about the school as is reasonably required by the Head of Department.

By signing I certify that the information provided in the SCHOOL REGISTER OF NEEDS SURVEY 2000 is correct and complete to the best of my knowledge.

Principal:/2000
Please print Surname and Initials Signature Date

Provincial
Departmental
Representative:/2000
Please print Surname and Initials Rank/Office Signature Date

Thank you for the time taken to complete this survey form

Check the information for your school in the **Darkly Shaded** blocks.
If it is incorrect or missing make the corrections in the **Lightly shaded** blocks

«EMIS N»

In this section general information for your school is requested. You are required to provide the name and contact details of your school. You are also asked to provide the number of learners and educators at your school and the grades offered. If this is a platoon school, you will be required to provide relevant details. Information regarding the ownership of land and buildings is also to be provided.

Omit the word "school" from the Official name of your school

[illegible]

Provide a detailed postal address for the school. Do remember to include the postal code

[illegible]

Provide a **full and detailed** physical or delivery address for the school. If the school is in a rural area, please include the name of the tribal authority or the farm. This address will assist with the delivery of goods to your school if required.

[illegible]

If the school does not have a telephone on-site, indicate the number of the nearest telephone number or an alternative telephone number that can be used to make telephonic contact with the school.

Only provide **ONE** telephone number for the school.

[illegible]

Code	
------	--

Code	Number
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Cell Number

Cell Number		Cell Number	0	8							
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If the school has e-mail facilities, provide the e-mail address. If not leave the lightly shaded block blank.

E-mail Address		E-mail Address	
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By signing, I certify that the information provided in this SCHOOL REGISTER OF NEEDS SURVEY is correct and complete to the best of my knowledge.

.....
Signature of Principal

...../2000

Check the information for your school in the **Darkly Shaded** blocks.
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Please indicate the name of the region, district/area and circuit the school has been assigned to for administrative purposes.

[illegible]

Please provide the number of learners enrolled as at 25 April 2000. The same information

If the number of learners provided is incorrect, fill in the number, one digit per block in the lightly shaded blocks.

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All teaching and management staff are to be counted as “educators”, so include principal, deputies and heads of departments, remedial and special educators in the count of educators. Educators that are paid by the governing body are to be included as “privately paid” educators. You are required to provide the number of educators as at 25 April 2000. The same information will be required of you in the Annual Schools Survey.

1.10.1 Total number of <u>state paid</u> educators Include full time and part time educators.				
1.10.2 Total number of <u>privately paid</u> educators Include full time and part time educators.				

Mark "Yes" or "No" with a tick ✓. A platoon school is two separate schools (with different learner enrolment) that use one building.

	Yes	No
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1.11.1 If YES please complete 1.12

If NO continue with 1.14

If you are hosting another school in your building go to question 1.13.

1.12.1 Name of host school																					
1.12.2 EMIS number of the host school																					
1.12.3 Indicate when you use the other school's buildings Mark with a tick ✓	Morning										Afternoon										

[illegible]

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.....
Signature of Principal

...../2000

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EMIS NUMBER «EMIS_N»

1.14 Is the system of double sessions applied at your school?

The double session system involves one school that is divided into two groups having lessons at different times. Mark "Yes" or "No" with a tick ✓

Yes No

1.15 Type of school

Mark with a tick ✓

«typeIP»

Public school

Independent school

1.16 Does the land on which the school is situated belong to the government?

Mark "Yes" or "No" with a tick ✓. If YES move to 1.17. If NO complete 1.16.1.

«LndOY_N»

Yes No

1.16.1 If NO, who does the land belong to?

If the information shown in the darkly shaded block is incorrect or incomplete, mark the correct option with a tick ✓ in the lightly shaded blocks.
Mark only ONE option.

«lndOwnN»

Church

Factory

Farm

Hospital

Mine

Trust Land

Private

Private Company

1.17 Does the school building belong to the government?

Mark "Yes" or "No" with a tick ✓. If YES move to 1.18. If NO complete 1.17.1.

Yes No

1.17.1 If NO, who does the building belong to?

If the information shown in the darkly shaded block is incorrect or incomplete, mark the correct option with a tick ✓ in the lightly shaded blocks.
Only mark ONE option.

Church

Factory

Farm

Hospital

Mine

Trust Land

Private

Private Company

1.18 Grades offered at school

Check the information provided in the darkly shaded blocks. If incorrect or incomplete, mark **ALL GRADES OFFERED** at the school with a tick ✓ in the lightly shaded blocks.

Pre-primary	Grade R	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Post Matric
		★	★	★	★	★	★	★	★	★	★	★	★	
		✂	✂	✂	✂	✂	✂	✂	✂	✂	✂	✂	✂	
		⌚	⌚	⌚	⌚	⌚	⌚	⌚	⌚	⌚	⌚	⌚	⌚	

1.19 Which former Department of Education did your school fall under?

Check the information provided in the darkly shaded blocks. If incorrect or incomplete, mark the correct option with a tick ✓ in the lightly shaded blocks. Mark only **ONE** option with a tick ✓

Department of Education and Training (DET)		Department of Education and Culture: House of Assembly (DEC:HoA)	
Department of Education and Culture: House of Representatives (DEC: HoR)		Department of Education and Culture: House of Delegates (DEC: HoD)	
Bophuthatswana Education Department		Ciskei Education Department	
Gazankulu Department of Education		KaNgwane Department of Education	
KwaNdebele Department of Education		KwaZulu Department of Education and Culture	
Lebowa Department of Education		Qwa Qwa Department of Education	
Transkei Education Department		Venda Education Department	
The school was established under the new provincial education department (between 1994 – 2000)			

By signing, I certify that the information provided in this SCHOOL REGISTER OF NEEDS SURVEY is correct and complete to the best of my knowledge.

.....
Signature of Principal

...../2000

NOTE:

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EMIS NUMBER «EMIS_N»

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Section 2: Information on learning and administrative areas

In this section information on general and specialised teaching areas, hostel facilities and the use of these facilities is collected. Please ensure that no classroom or teaching area is counted twice or repeated in tables. Questions 2.1 through to 2.4 include classrooms on the school's premises and question 2.5 refers to classrooms not on the school's premises. Detailed information on water and electricity supply to these classrooms is required. Information on administrative areas and hostel facilities is requested of you. You are also required to indicate the construction material used in building the school. When completing this question (3.7) and the question regarding the condition of the school, please provide a response to the general construction or condition of most of the building i.e. in general terms. You are also required to provide information on access and facilities available for the physically disabled.

Remember to only make changes if the information provided is incorrect or incomplete. Mark all changes in the lightly shaded blocks.

2.1 Does the school have classrooms? Mark "Yes" or "No" with a tick ✓ A classroom can be constructed of any material but must have walls and a roof.		Yes	No
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2.2 Indicate the number of classrooms on the school premises Exclude all specialist rooms from this question as specialist rooms are counted in question 2.4.	Existing Number	Number under construction			
2.2.1 Permanent classrooms of brick/block and mortar Exclude the specialist rooms listed in 2.4					
2.2.2 Prefabricated classrooms Include asbestos classrooms, converted containers, etc. Exclude specialist rooms as they are counted in question 2.4.					
2.2.3 Number of Shelters Include all shelters that are used as classrooms. Shelters must have a roof, but may not necessarily have any walls/sides.					

2.3 Indicate the number of classrooms that are used for purposes other than teaching and learning																			
Staff rooms				Office				Store room				Accommodation				Other			

2.4. Non-instructional areas on the school premises used as classrooms on a permanent basis. A non-instructional area refers to a space or room that was not designed, built or intended to be used as a classroom. Please indicate the number of teaching areas/classrooms that the non-instructional area is divided into.																																							
Type of area used										Number of classrooms/teaching areas that the area is divided into										Type of area used										Number of classrooms/teaching areas that the area is divided into									
Hall																				Staff room																			
Office																				Store-room																			
Sports field																				Passage area																			
Other (Specify other below)																																							

By signing, I certify that the information provided in this SCHOOL REGISTER OF NEEDS SURVEY is correct and complete to the best of my knowledge.

.....
Signature of Principal

...../2000

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EMIS NUMBER «EMIS_N» 



2.5 Specialised classrooms on the school premises

Indicate the number and where appropriate mark "Yes" or "No" with a tick ✓

You only need to indicate the supply of water and electricity where there are specialist rooms.

Description of Specialist Room	Existing Number	Number under construction	Supplied with water		Supplied with electricity	
Art centre			Yes	No	Yes	No
Audio visual room			Yes	No	Yes	No
Biology laboratory (not physical or general science)			Yes	No	Yes	No
Computer centre (computers used for teaching and learning)			Yes	No	Yes	No
Cookery centre (used for Home Economics)			Yes	No	Yes	No
Design and Technology Centre			Yes	No	Yes	No
General Science Laboratory (not physical science)			Yes	No	Yes	No
Media centre or Library			Yes	No	Yes	No
Multi-purpose room (also referred to as a utility classroom or wet-and-dry room)			Yes	No	Yes	No
Music room					Yes	No
Needlework Centre			Yes	No	Yes	No
Physical Science Laboratory			Yes	No	Yes	No
Skills Centre (used for career education)					Yes	No
Store/Service room adjoining the classroom					Yes	No
Technical drawing centre					Yes	No
Typing centre					Yes	No
Woodwork centre			Yes	No	Yes	No
Workshops (used for all technical subjects and basic techniques)			Yes	No	Yes	No
Other – please specify						
			Yes	No	Yes	No
			Yes	No	Yes	No
			Yes	No	Yes	No
Number of specialist classrooms that are used exclusively by another school. (This does not include platooning schools that this school is hosting.)			Yes	No	Yes	No

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.....
Signature of Principal

...../2000

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EMIS NUMBER «EMIS_N»

2.6 Temporary classroom accommodation/ Tuition rooms <u>not</u> on the school premises							
2.6.1 Indicate the number of temporary classrooms that are not on the school premises							
2.6.2 The following temporary facilities are used If the information shown is incorrect, mark the facilities that are used on a temporary basis with a tick ✓							
Church or church hall	Community Hall	Another School	Another venue/Other				

2.7 Accommodation for administrative and other purposes																			
															Existing Number				Number under construction
Principal's Office																			
Deputy principal's Office																			
Offices for Heads of Departments																			
School Hall (Hall built for this purpose)																			
Quad Area (An open area used when the learners gather)																			
Staff Room																			
Duplicating Room /Photocopying room																			
Sick Room																			
General Storeroom (include stock room)																			
Book Room																			
Strong Room/Safe																			
Tuck shop																			
Other (Please specify)																			

2.8 Please indicate the general construction of most of the school building according to given categories: If the option that is shown in the darkly shaded block is incorrect or incomplete, mark the correct option with a tick ✓ in the lightly shaded blocks. Only mark ONE option for each question.						
2.8.1 Type of external wall	Mud/clay	Cement block/slab	Zinc	Brick	Prefabricated	Other
2.8.2 Type of roof	Asbestos	Thatch	Zinc	Tiles	Other	
2.8.3 Ceiling material	None	Asbestos	Ceiling board	Wood	Other	
2.8.4 Type of floors	Ground/mud	Cement	Wood	Tiles	Other	

2.9 What is the general condition of <u>most</u> of the school building? If the option that is shown in the darkly shaded block is incorrect or incomplete, mark the correct option with a tick ✓ in the lightly shaded blocks. Only mark ONE option.					
Very Weak Not at all suitable for education	Weak The structure needs attention	Needs paint and minor repairs	Buildings are in good condition	New Building	Presently being upgraded/ Renovated

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Signature of Principal

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EMIS NUMBER «EMIS_N»

2.10 Does the school provide boarding accommodation for learners? Mark "Yes" or "No" with a tick ✓		Yes	No
If YES, answer the questions below. If NO move to question 2.11			

Some schools may use hostels, or homes, outside the school premises which do not belong to the school, to accommodate learners. If this is the case, please supply the information for 2.10.1 to 2.10.4 under the column "Not owned by the School"	Owned by the School		Not owned by the School
2.10.1 Number of hostels does the school use?			
2.10.2 Number of beds (spaces) available for the learners?			
2.10.3 How many boarders are there from this school accommodated in the hostel?			
2.10.4 How many boarders are there from other schools accommodated in the hostel?			
2.10.5 Do the school owned hostels have in-door water supply? If YES answer 2.10.6, if NO move to 2.10.7	Yes	No	
2.10.6 Do the school owned hostels have a water meter?	Yes	No	
2.10.7 Do the school owned hostels have electricity? If YES answer 2.10.8, if NO move to 2.11	Yes	No	
2.10.8 Do the school owned hostels have a power meter?	Yes	No	

2.11 Does the school provide accommodation for staff? Staff includes educators, administrative and support staff. If information provided is incorrect, mark "Yes" or "No" with a tick ✓ in the lightly shaded blocks. If YES answer the questions below, if NO move to question 2.12		Yes	No
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2.11.1 Number of staff that can be accommodated?			
2.11.2 Number of staff presently being accommodated?			

2.12 Are the school facilities used for purposes other than teaching school learners? Mark "Yes" or "No" with a tick ✓ If YES answer the questions below, if NO move to question 2.13.		Yes	No
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2.12.1 Indicate how the facilities are used. Mark the correct option/s with a tick ✓					
Adult Basic Education	In door Sport	Religious Meeting	Community Centre	Health Clinic	Other

2.13 Indicate the number of physically disabled learners enrolled at the school				
2.13.1 Do you have purpose built access ramps (for the physically disabled) to school facilities? Mark "Yes" or "No" with a tick ✓	Yes	No		
2.13.2 Indicate the number of classrooms available to physically disabled learners, with ramp access.				
2.13.3 Indicate the number of toilets that can be accessed by wheelchair				

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...../2000

Signature of Principal

Check the information for your school in the **Darkly Shaded** blocks.
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In this section you are required to provide details regarding furniture and equipment that is available for education and administrative purposes. You are required to indicate the number of working or operational equipment. A separate question is provided that asks about the use of computers at the school.

Only include working or operational furniture and equipment in the count.

[illegible]

Only include working or operational furniture and equipment in the count.

[illegible]

Yes	No
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Mark "Yes" or "No" with a tick ✓. If YES answer the questions below, if NO move on to Section 4.

<p>3.3.1 Does the school have computers used for school administration and management?</p> <p>Mark "Yes" or "no" with a tick ✓</p> <p>If NO move to question 3.3.2</p>	Yes	No
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...../2000
Signature of Principal

NOTE: Check the information for your school in the **Darkly Shaded** blocks.
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EMIS NUMBER «EMIS_N»

3.3.1.1 How many computers are available for school administration and management?

Include all computers, working and non-operational, available for administration and management.

3.3.1.2 How many of the computers indicated in 3.3.1.1 are not being used?

3.3.1.3 Indicate the reason for these computers not being used.

Mark the correct category/ies with a tick ✓

Broken	Lack of skilled personnel	No suitable software/ programmes	No electricity	Other
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3.3.2 Does the school have computers used for teaching and learning?

Mark "Yes" or "no" with a tick ✓

If NO move to section 4.

Yes No

3.3.2.1 How many computers are available for teaching and learning?

Include all computers, working and non-operational, available for administration and management.

3.3.2.2 How many of the computers indicated in 3.3.1.1 are not being used?

3.3.2.3 Indicate the reason for these computers not being used.

Mark the correct category/ies with a tick ✓

Broken	Lack of skilled personnel	No suitable software/ programmes	No electricity	Other
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Section 4: Physical and Infra-Structure Resources

In this section you are required to provide information regarding the supply of water, electricity, toilets and road access to the school. You are also asked questions regarding the boundary fence and sport facilities. Security at schools is a growing concern, and questions are asked that relate to this.

4.1 Does the school have a telephone on-site?

Mark "Yes" or "No" with a tick ✓

«telYN»

Yes No

4.1.1 Indicate the type of telecommunications available.

If the option that is shown in the darkly shaded block is incorrect or incomplete, mark the correct option/s with a tick ✓ in the lightly shaded blocks.

«telT»

Telephone	2-way radio	Cellular phone	Fax	Modem	Internet connection	Other
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4.2 Does the school have water available on-site?

Mark "Yes" or "No" with a tick ✓

«watYN»

Yes No

4.2.1 If YES, Indicate the type and source of water available.

If NO move to question 4.2.3

Piped In-doors	Public tap	Water Carrier/Tank	Reservoir/Bore-hole/Tank	Other
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4.2.2 Is there a water meter for the school?


Yes No

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...../2000
Signature of Principal

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EMIS NUMBER «EMIS_N» 

4.2.3 Indicate the type of water source that is nearest to the school. Only complete this question if you do not have water on-site. If the option that is shown is incorrect or incomplete, mark the correct option with a tick ✓ in the lightly shaded blocks. Only mark ONE option.				
River/Stream	Dam	Reservoir/Bore-hole/ Tank off-site	Public Tap	Other

4.3 Does the school have power for lighting? Mark "Yes" or "No" with a tick ✓ If NO, move to question 4.4	Yes	No
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4.3.1 If YES, indicate the type of power supply. If the option that is shown in the darkly shaded blocks is incorrect or incomplete, mark the correct option with a tick ✓ in the lightly shaded blocks. Only mark only ONE option.					
Wired & supplied with electricity	Wired but not supplied with electricity	Generators	Solar power	Other	
4.3.2 Is there a power meter for the school?				Yes	No

4.4 Does the school have toilet facilities on-site? Mark "Yes" or "No" with a tick ✓ If YES answer questions 4.4.1 and 4.4.2. If NO move on to question 4.5	Yes	No
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4.4.1 What type of toilets are available on-site? If the option that is shown is incorrect or incomplete, mark the correct option with a tick ✓ in the lightly shaded blocks. Only mark ONE option.				
Flush system to sewer	Flush system to septic tank	Chemical Toilet	Pit latrine	Bucket system
4.4.2 Indicate the number of toilets available on site that <u>are working</u> and the number that are NOT working. Only include toilets available within the school block – exclude hostel toilet facilities.				
Female Learner toilets		Male learner toilets		Toilets for staff
Number that are working	Number NOT working	Number that are working	Number NOT working	Number that are working

4.5 Does the school have a boundary fence or wall? Mark "Yes" or "No" with a tick ✓ If YES answer the next questions. If NO move on to question 4.6	Yes	No
--	-----	----

4.5.1 How high (on average) is the fence/wall? Mark the correct option with a tick ✓. Only mark ONE option		
Low (lower than 1.2 m)	Medium height (1.2 to 1.8 m)	High (above 1.8 m)
4.5.2 What material is the fence/wall made of? Mark the correct category with a tick ✓. Only mark ONE option.		
Mesh Wire	Barbed wire	Brick
Concrete/Cement	Wood	Other
4.5.3 Generally, what is the condition of the fence/wall? Mark the correct category with a tick ✓. Only mark ONE option.		

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...../2000

Signature of Principal

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Good

Needs some repair

Bad

4.6 What type of road/path is there to the school and what is the general condition?

Mark correct category with a tick ✓. Only mark **ONE** option.

Good Tar Road	Broken Tar Road	Good Gravel/Dirt Road	Poor Gravel/Dirt Road	Foot Path only
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4.6.1 If the access road to the school is not a tarred surface, indicate the distance in kilometres to the nearest tar road.

Kms

4.7 Does the school have sport facilities ?

Mark "Yes" or "No" with a tick ✓. If NO move to question 4.8

Yes

No

Questions 4.7.1 and 4.7.2 include facilities that are provided on school premises. Question 4.7.3 allows for premises that are utilised that are **not** on the school premises.

	Soccer	Athletics	Netball	Cricket	Rugby	Tennis	Volley ball	Soft ball	Hockey	Water sports	Other
4.7.1 Number of <u>standard</u> size sports grounds/tracks on school premises											
4.7.2 Number of <u>non – standard</u> size sports grounds/tracks on school premises											
4.7.3 Number of sports grounds/tracks not on the school premises											

4.8 Security

4.8.1 Have there been any criminal incidents at the school during the 1999 academic year?

Yes

No

Mark "Yes" or "No" with a tick ✓. If NO move to question 4.8.2.

4.8.1.1 Indicate the number of burglaries that occurred at school during the 1999 academic year.

4.8.1.2 Indicate the number of assault cases that occurred on the school site during the 1999 academic year.

(Assault cases refer to physical attacks on or by educators and learners)

4.8.1.3 Indicate the incidents of serious crimes that occurred on school premises during the 1999 academic year.

(Serious crimes include, rape, murder, stabbings, etc.)

4.8.1.4 Estimate in Rands the value of property lost because of crime during 1999.

Only indicate the Rand value – do not include cents

R

4.8.2 Is a security guard/company employed at school?

Yes

No

Mark "Yes" or "No" with a tick ✓

4.8.3 Indicate the number of classrooms with burglar bars

4.8.4 Indicate the number of offices with burglar bars

4.8.5 Is an alarm system fitted in the administration office/block?

Yes

No

Mark "Yes" or "No" with a tick ✓

If YES, how many offices have an alarm fitted?

4.8.6 Is an alarm system fitted in any of the classrooms?

Yes

No

Mark "Yes" or "No" with a tick ✓

If YES, how many classrooms have an alarm fitted?

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Signature of Principal/2000

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.....
Signature of Principal

.....
Signature of Principal

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.....
Signature of Principal

...../2000