Country Region School Instrum	District District	SACMEQ II The Southern Africa Consortium for Monitoring Educational Quality and The International Institute for Educational Planning Grade 6 Study of English and Mathematics			
Office U	Jse	School Head Questionnaire			
Head	NOTE: The information provided in this questionnaire must refer to the School Head, even though the questionnaire might be filled in by another person.				
<u>SOM</u>	E QUESTIONS ABOUT YOUR	<u>SELF</u>			
1.	What is your sex? Male Female				
2.	What is your age? (Please write the number in the years old	boxes below.)			
3.	What is the highest level of a (<i>Please tick only one box.</i>)	cademic education you have attained?			
	Primary education or e	equivalent			
	Junior secondary educ	ation or equivalent			
	Senior secondary educ	ration or equivalent			
	A-level or some furthe	r study, but not a first degree			
Tertiary education (at least a first degree)					

4. How many years of teacher training have you received <u>altogether</u> ? (<i>Please tick only one box.</i>)			
	I did not receive any teacher training.		
	I have had (a) short course(s) of less than one-year duration in total.		
	I have had a total equivalent of one year of teacher training.		
	I have had a total equivalent of two years of teacher training.		
	I have had a total equivalent of three years of teacher training.		
	I have had a total equivalent of more than three years of teacher training.		
5.	Have you received specialised training in school management? (<i>Please tick only one box. If 'Yes', please indicate the total length of the course(s) in the boxes on the final line.</i>)		
	No Yes, a training programme of around weeks		
6.	How many years <u>altogether</u> have you been in teaching (including the years that you have been a School Head)? (Please write the number in the boxes below. Please round to '1' if it is less than one year.)		
	years		
7.	How many periods/lessons do you actually teach in a typical school week at this school? (Please write the number in the boxes below. Please write '0' if you do <u>not</u> teach.)		
	periods/lessons per week		
8.	How long are these periods on average? (Please write the number in the boxes below.)		
	minutes per period		

9.	How many years have you been heading this school as School Head and/or Acting School Head? (<i>Please write the number in the boxes below. Please count the current year as one full year.</i>)
	years
10.	How many years <u>altogether</u> have you been a School Head or Acting School Head? (<i>Please write the number in the boxes below. Please count the current year as one full year.</i>) years
SOM:	IE QUESTIONS ABOUT YOUR SCHOOL
11.	Is your school a government school or a private school? (Please tick only one box.) Government Private
12.	In what year was this school established? (When was it opened?) (Please write the year in the boxes below. Estimate the year if you do not know the actual year.)

13.	How many kilometres is it by road from your school to: (<i>Please write the number in the boxes for <u>each</u> item. Please round to '1' if it is less than one kilometre.)</i>					
	13.1	The nearest health centre/clinic.		kilometres		
	13.2	The nearest tarred or tarmac road.		kilometres		
	13.3	The nearest public library.		kilometres		
	13.4	The nearest book shop.		kilometres		
	13.5	The nearest school offering secondary grades to which most of your graduating pupils go. (<i>Please write '0' if your own school offers secondary grades.</i>)		kilometres		
	13.6	The nearest shopping centre or market place with at least two shops.		kilometres		
14.		n of the following best describes the location of ye tick only one box.) Isolated Rural In or near a large town or city	our school?			
	(4)	In or near a large town or city				

SOME QUESTIONS ABOUT YOUR TEACHERS

15.	How many teachers (permanent teachers, temporary teachers, and student teachers) are there in your school this week? (Please write the number in the boxes for <u>each</u> category. If you have no teachers for one category, please put zeros. Enter a zero before any single digit numbers [e.g. 06 not 6]. Please add <u>all</u> the teachers and write the total number in the boxes on the final line. Please include yourself if you teach at all.)				
	15.1	Permanent male teachers		teachers	
	15.2	Permanent female teachers		teachers	
	15.3	Temporary male teachers		teachers	
	15.4	Temporary female teachers		teachers	
	15.5	Student male teachers		teachers	
	15.6	Student female teachers		teachers	
	15.7	Total number of teachers		teachers	
16.	of <u>acad</u> (Please terms there a	many of the teachers in your schodemic education? Do not count st write the number in the boxes for each of his/her highest qualification. Place make sum agrees with the total number in Quantific to the property of the second sec	udent teach each category ease write '0 re that the to	ers. Please count <u>each</u> teacher in for a particular category if tal number of teachers in this	
	16.1	Only primary school		teachers	
	16.2	Up to secondary school		teachers	
	16.3	Tertiary academic education		teachers	
	16.4	Total number of teachers		teachers	

17.	How many of the teachers in your school have completed the following teacher training? Do not count student teachers . (Please write the number in the boxes for <u>each</u> category. Please count <u>each</u> teacher in terms of his/her highest category of teacher training. Please write '0' for a particular category if there are <u>no</u> teachers in it. Please make sure that the total number of teachers in this question agrees with the total number in Question 15, excluding student teachers.)					
	17.1	No teacher training			teachers	
	17.2	Short course(s) of les in total	ss than one-year of duration		teachers	
	17.3	A total equivalent of	one year of teacher training		teachers	
	17.4	A total equivalent of	two years of teacher training		teachers	
	17.5	A total equivalent of	three years of teacher training		teachers	
	17.6	A total equivalent of teacher training	f more than three years of		teachers	
	17.7	Total number of teach	hers		teachers	
<u>SOM</u> 18.	Wha (Plea	ESTIONS ABOUT END t is the total enrolmen se write the number in led, even if absent this u	nt of your school ? the boxes for <u>each</u> category. Includ	de <u>all</u> chil	dren who are	
	18.1	Boys				
	18.2	Girls				
19.	(Plea		nt in Grade 6 in your school? the boxes for <u>each</u> category. Includ veek.)	le <u>all</u> chil	dren who are	
	19.1	Grade 6 boys				
	19.2	Grade 6 girls				

20.	What is the total number of class groups (or classes) in your school? (<i>Please write the number in the boxes below.</i>)					
	class	groups (or classes)				
21.		number of Grade 6 cl umber in the boxes belo	ass groups (or classes) in y	our school?		
	Grade 6	class groups (or class	es)			
SOM	E QUESTIONS AE	BOUT SCHOOL OPEI	RATION			
22.	(If you have only	one session, then please se fill in the first line fo	thool (excluding sessions for fill in the first line only. In the first session and the sec	If you have two		
		No. of pupils	No. of classes			
		per session	per session			
	1 st session					
	2 nd session					
	3 rd session					
	4 th session					
	5 th session					
	6 th session					

23.	23. What was the last year your school had a full inspection? (Please tick only one box.)			
	(1)	There has never been a full inspection at this school.		
	(2)	The last full inspection year was before 1995.		
	(3)	1995		
	(4)	1996		
	(5)	1997		
	(6)	1998		
	(7)	1999		
24.	1998	se write the number in the boxes below. Please write '0' if th		•
25.	the f (Plea sever	many times has an inspector visited your school since Jollowing purposes? The write the number in the boxes for each purpose. If the insperal issues during a visit, count all of them. That is, one visitoses.)	ector atten	ded the
	25.1	Full inspection		times
	25.2	Routine inspection		times
	25.3	Inspection of one or more teacher – <u>not</u> for Promotion		times
	25.4	Inspection for promotion of a teacher		times
	25.5	To assist teachers to improve their teaching skills or to introduce new teachers to their work		times
	25.6	To advise the school head and/or other senior staff on management and administration		times
	25.7	To address a crisis or problem in the school		times
	25.8	Only to deliver something or to make a courtesy call (that is, not for any of the purposes listed above)		times

26.	How many times have one or more members of the staff of the education resource centre (or education centre or teacher resource centre) visited your school during this school year? (Please tick only one box. If they have visited the school, please write the frequency in the boxes on the final line.)							
	(1)	There is <u>no</u> education resource centre.	ais sahaal wa	or.				
	(2)	They have <u>not</u> visited this school during the They have visited the school tire.	mes this scho					
27.	(Please	many schools does the education resource to the education resource to the education resource centre.	centre serve	?				
	(2)	1-5 6-10						
	(4)	11-15 16 or more						
28.	activit	ur work as a School Head, how import ties? • tick the appropriate box for <u>each</u> statement.)	ant is each	of the follo	owing			
			Not important	Of some importance	Very important			
	28.1	Contacts with local community	(1)	(2)	(3)			
	28.2	Monitoring pupils' progress	(1)	(2)	(3)			
	28.3	Administrative tasks concerning the functioning of the school	(1)	(2)	(3)			
	28.4	Discussing educational objectives with the teaching staff	(1)	(2)	(3)			
	28.5	Activities aimed at the professional development of teachers	(1)	(2)	(3)			
	28.6	Activities aimed at the professional development of School Heads	(1)	(2)	(3)			

29.	Of the six activities listed above, rank the <u>three</u> that you consider to be the most important. (<i>Please write the numbers of the reasons above, 28, in the boxes below.</i>)					
	28.	Most important activity				
	28.	Second most important activity				
	28.	Third most important activity				
30.		of the following activities occur in your school? <i>tick the appropriate box for <u>each</u> statement.)</i>				
			No	Yes		
	30.1	The production of a school magazine in the form of a little booklet or some sheets of paper posted on the wall	(1)	(2)		
	30.2	A public speaking day when pupils read speeches to parents that they themselves have written	(1)	(2)		
	30.3	An 'open-door policy' for parents to visit the school head or teachers <u>at any time</u> either by appointment or not by appointment	(1)	(2)		
	30.4	An 'open-day policy' where <u>a special day</u> is nominated for parents to visit the school head or teachers	(1)	(2)		
	30.5	Formal debates or debating contests	(1)	(2)		

31. About how often does the school have to deal with the following behaviours of <u>pupils</u>?

(Please tick the appropriate box for <u>each</u> statement. Indicate whether this is seen as a serious problem in your school, ticking the appropriate box in the final column.)

		Never	Sometimes	Often
31.01	Pupils arriving late at school	(1)	(2)	(3)
31.02	Pupil absenteeism (i.e., unjustified absence)	(1)	(2)	(3)
31.03	Pupils skipping classes	(1)	(2)	(3)
31.04	Pupils dropping out of school	(1)	(2)	(3)
31.05	Classroom disturbance by pupils	(1)	(2)	(3)
31.06	Cheating by pupils	(1)	(2)	(3)
31.07	Use of abusive language by pupils	(1)	(2)	(3)
31.08	Vandalism by pupils	(1)	(2)	(3)
31.09	Theft by pupils	(1)	(2)	(3)
31.10	Intimidation or bullying of pupils by pupils	(1)	(2)	(3)
31.11	Intimidation/verbal abuse of teachers/staff by pupils	(1)	(2)	(3)
31.12	Physical injury to staff by pupils	(1)	(2)	(3)
31.13	Sexual harassment of pupils by other pupils	(1)	(2)	(3)
31.14	Sexual harassment of teachers by pupils	(1)	(2)	(3)
31.15	Drug abuse by pupils	(1)	(2)	(3)
31.16	Alcohol abuse or possession by pupils	(1)	(2)	(3)
31.17	Fights among pupils	(1)	(2)	(3)
31.18	Pupil health problems	(1)	(2)	(3)

32. About how often does the school have to deal with the following behaviours of <u>teachers</u>?

(Please tick the appropriate box for <u>each</u> statement. Indicate whether this is seen as a serious problem in your school, ticking the appropriate box in the final column.)

		Never	Sometimes	Often	
32.01	Teachers arriving late at school	(1)	(2)	(3)	
32.02	Teacher absenteeism (i.e., unjustified absence)	(1)	(2)	(3)	
32.03	Teachers skipping classes	(1)	(2)	(3)	
32.04	Intimidation or bullying of pupils by teachers	(1)	(2)	(3)	
32.05	Sexual harassment of teachers by other teachers	(1)	(2)	(3)	
32.06	Sexual harassment of pupils by teachers	(1)	(2)	(3)	
32.07	Use of abusive language by teachers	(1)	(2)	(3)	
32.08	Drug abuse by teachers	(1)	(2)	(3)	
32.09	Alcohol abuse or possession by teachers	(1)	(2)	(3)	
32.10	Teacher health problems	(1)	(2)	(3)	
How many official school days did you lose (i.e., no teaching took place) in the last school year as a result of such things as late start of term, organization of examinations, school festivals, national celebrations, storms, etc.? (Please write the number in the boxes below. Please write '0' if there were no days lost.)					
	days				

33.

SOME QUESTIONS ABOUT SCHOOL FACILITIES

J 4.	teach	ing areas does your school have? See write the number in the boxes for each type of teaching environment.)		
matei includ teach	rials in de, for	manent classrooms are completed classrooms that have been built using n compliance with approved specifications; temporary classrooms r example, temporary/thatch roof, roof only, walls only; open-air eas are areas that have no floors, walls, or roofs and are usually located example.		
	34.1	Permanent classrooms		
	34.2	Temporary classrooms		
	34.3	Open-air teaching areas		
35.	temp (Pleas	r is the total inside area (in square metres) of all permanent and orary classrooms in your school? See write the number in the boxes for each type of classroom. Please do not de the open-air teaching areas.) Permanent square metres Temporary square metres		
36.	What is the general condition of your school buildings? (<i>Please tick only one box.</i>)			
	(1)	The school needs complete rebuilding.		
	Some classrooms need major repairs. Most or all classrooms need minor repairs. Some classrooms need minor repairs.			
	(5)	In good condition		

37. How many toilets or latrines does your school have? State the number of places for individual pupils.

(Please write the number in the boxes for <u>each</u> type of users for <u>each</u> category. If there are <u>no</u> toilets of any kind, tick the final column. If the answer is zero, please put a zero.)

Toile	to / latrina —	Types of toilet			No toilets or
Toilets / latrine – places for		Flush toilet	Squat holes or pit toilets	Other types of toilet or latrine	latrines at all
37.1	Boys	a	ь	С	d (2)
37.2	Girls	a	ь	С	d (2)
37.3	Staff	a	b	С	d (2)

38. Which of the following does your school have? (*Please tick appropriate box for each item.*)

		No	Yes
38.01	School library	(1)	(2)
38.02	School or community hall	(1)	(2)
38.03	Teacher/staff room	(1)	(2)
38.04	Separate office for school head	(1)	(2)
38.05	Store room (separate from head's office)	(1)	(2)
38.06	First aid kit	(1)	(2)
38.07	Sports area/Playground	(1)	(2)
38.08	Piped water/Water tank/Borehole/Spring	(1)	(2)
38.09	Electricity (mains or generator)	(1)	(2)
38.10	Telephone	(1)	(2)
38.11	Fax machine	(1)	(2)
38.12	School garden	(1)	(2)
38.13	Typewriter	(1)	(2)
38.14	Duplicator	(1)	(2)
38.15	Radio	(1)	(2)
38.16	Tape recorder	(1)	(2)

			No	Yes
	38.17	Overhead projector	(1)	(2)
	38.18	TV set	(1)	(2)
	38.19	Video cassette recorder (VCR)	(1)	(2)
	38.20	Photocopier	(1)	(2)
	38.21	Computer	(1)	(2)
	38.22	Fence or hedge around school borders	(1)	(2)
	38.23	Cafeteria/shop/kiosk	(1)	(2)
		nool library is a library where pupils from difference of the contract of the	erent grades	s or classes can
39.	Can pupils borrow books from the school library to take them to their homes? (<i>Please tick only one box.</i>)			
	(1)	We have no school library.		
	(2)	No Yes		
40.	40. What do parents and/or the community contribute to the school? They contribute towards the following: (Please tick the appropriate box for each statement.)			
			No	Yes
	40.01	Building of school facilities (such as classrooms, teacher houses, etc.)	(1)	(2)
	40.02	Maintenance of school facilities (such as classrooms, teacher houses, etc.)	(1)	(2)
	40.03	Construction or maintenance and repair of furniture, equipment, etc.	(1)	(2)
	40.04	The purchase of textbooks	(1)	(2)
	40.05	The purchase of stationery	(1)	(2)
	40.06	The purchase of other school supplies, materials and/or equipment	(1)	(2)

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			No	Yes
	40.07	Payment of examination fees	(1)	(2)
	40.08	Payment of the salaries of additional teachers	(1)	(2)
	40.09	Payment of an additional amount on top of the normal salary of teachers	(1)	(2)
	40.10	Payment of the salaries of non-teaching staff	(1)	(2)
	40.11	Payment of an additional amount on top of the normal salary of non-teaching staff	(1)	(2)
	40.12	Extra-curricular activities including school trips	(1)	(2)
	40.13	Assisting teachers in teaching and/or teach or supervise pupils themselves without pay	(1)	(2)
	40.14	Provision of school meals	(1)	(2)
41.	school (Please	at extent is lack of co-operation from the commu? tick only one box.) Not a problem A minor problem A major problem	nity a prob	lem in your
THANK YOU FOR COMPLETING THIS QUESTIONNAIRE.				