

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		/_____/
106	Code of the School		/___/___/___/___/
107	Treatment Received	1. WSD 2. Grant Only 3. 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?	<i>Count buildings as separate if they have a separate roof.</i>	/_____/_____/
113	<i>What is the condition of the main school building? [The building where the head teacher's office is]</i>	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	What is the name of the school that you were at last year?	<i>Mark the name of the school, and fill the school code later</i>	/ _____ / _____ /		<i>Name Code</i>																																																	
204	Does this school have two shifts?	0. No 1. Yes	/ _____ /																																																			
205	How many total students are there in this school? <i>(For all shifts)</i>	<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>Total Morning Shift Only (Lower Basic Only) / _____ /</p> <p>Total Afternoon Shift Only (Lower Basic Only) / _____ /</p>					Grade	Male	Female	1			2			3			4			5			6																													
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3																																																						
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5																																																						
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206	Does this school have an upper basic stream?	0. No → 208 1. Yes	/ _____ /																																																			
207	How many students are in the upper basic streams?		/ _____ /																																																			
208	How many total teachers are currently working in this school? <i>(All shifts)</i> <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>	<table border="1"> <thead> <tr> <th>Grade</th> <th>Senior</th> <th>Junior</th> <th>TT</th> <th>Unqualified</th> <th>Other</th> </tr> </thead> <tbody> <tr><td>1</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>5</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>6</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Other: _____</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p>Upper Basic (Total only) / _____ /</p> <p>a) Teachers teaching Morning Shift Only (Lower Basic Only) / _____ / b) Teachers Teaching Afternoon Shift Only (Lower Basic Only) / _____ / c) Teachers Teaching Both Shift (Lower Basic Only) / _____ /</p>					Grade	Senior	Junior	TT	Unqualified	Other	1						2						3						4						5						6						Other: _____					
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3																																																						
4																																																						
5																																																						
6																																																						
Other: _____																																																						

209	How many teachers are here Right now? <i>Write only for <u>current shift</u></i>		Senior	Junior	TT	Unqualified	Other																					
		Lower Basic (Total only)																										
		Upper Basic (Total only)	/ _____ /																									
210	Do you have records of the teachers' attendance? <i>If yes, ask to see records.</i>	0. No → 213 1. Yes, did not show records → 213 2. Yes, showed records	/ _____ /																									
211	Look at the teacher attendance book and mark the number of teachers who were absent for 5 randomly picked days over the past 3 months.	<table border="1"> <tr> <td></td> <td>Day 1</td> <td>Day 2</td> <td>Day 3</td> <td>Day 4</td> <td>Day 5</td> </tr> <tr> <td>Absents</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>							Day 1	Day 2	Day 3	Day 4	Day 5	Absents														
	Day 1	Day 2	Day 3	Day 4	Day 5																							
Absents																												
212	How many classrooms does the school have?	/ _____ / _____ /																										
213	How many lower basic classes does the school have in total? <i>(All shifts included. Fill AM only, if the school is single shift)</i>	<table border="1"> <thead> <tr> <th>Grade</th> <th>AM (Morning)</th> <th>PM (Afternoon)</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>						Grade	AM (Morning)	PM (Afternoon)	1			2			3			4			5			6		
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3																												
4																												
5																												
6																												
214	Is there a place where materials can be stored which can be locked (other than the classroom)?	0. No 1. Yes	/ _____ /																									
215	Does this school have a library?	0. No 1. Yes	/ _____ /																									
216	How many working/usable latrines does the school have in total?	If 00 → 219	/ _____ / _____ /																									
217	How many separate and working/usable latrines are there for girls?	/ _____ / _____ /																										
218	How many separate and working latrines are there for teachers?	/ _____ / _____ /																										
219	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 → 222	/ _____ / / _____ / / _____ /																									
220	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	/ _____ /																									
221	Is there electricity right now?	0. No 1. Yes	/ _____ /																									

222	What is the main source of drinking water at the school?	1. Tap 2. Borehole / hand-pump 3. Ordinary well 4. River/stream/pond	/_____/
223	How far from the school is the nearest paved/tar road?	<i>In km. If less than half a km use the code 00. Put 1 if more than half a km but less than 1 km.</i>	/_____/_____/
224	How far from the school is nearest regional education directorate?	<i>In km. If less than half a km use the code 00. Put 1 if more than half a km but less than 1 km.</i>	/_____/_____/

SCHOOL FINANCES

The next few questions are about the school finances.

300	Does this school collect any charges/fees 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 (2009-2010)?	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 XX.</i> <i>If don't know, enter YY.</i>		Government	NGO / Donor	PTA/ Community
		TEXTBOOKS	/_____/	/_____/	/_____/
		MONEY	/_____/	/_____/	/_____/
303	Did the school receive any [...] from [...] this academic year? 0. No 1. Yes <i>(“Put 99 if Don't know”)</i>		Government	NGO	PTA/community
		BUILDING SUPPLIES	/_____/	/_____/	/_____/
		FURNITURE	/_____/	/_____/	/_____/
		FOOD FOR STUDENTS	/_____/	/_____/	/_____/
		OTHER: What?	/_____/	/_____/	/_____/
		OTHER: What?	/_____/	/_____/	/_____/
304	During this academic year, what is the estimated total amount that the school has received from all sources apart from the regular supplies from the government? <i>(In dalasi: Not only the cash, but the estimated dalasi value of everything)</i>	/_____			
305	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	/_____/		

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.

400A	What is the school's daily schedule from Monday to Thursday ?	<p>Morning Shift:</p> <p>i. Opening time: / ____ / ____ / : / ____ / ____ /</p> <p>ii. closing time: / ____ / ____ / : / ____ / ____ /</p> <p>iii. Total Break time including assembly: / _____ / Minutes</p> <p>Afternoon Shift:</p> <p>iv. Opening time: / ____ / ____ / : / ____ / ____ /</p> <p>v. closing time: / ____ / ____ / : / ____ / ____ /</p> <p>vi. Total Break time including assembly: / _____ / Minutes</p>	
400B	What is the school's daily schedule on Friday ?	<p>Morning Shift:</p> <p>i. Opening time: / ____ / ____ / : / ____ / ____ /</p> <p>ii. Closing time: / ____ / ____ / : / ____ / ____ /</p> <p>iii. Total Break time including assembly: / _____ / Minutes</p> <p>Afternoon Shift:</p> <p>iv. Opening time: / ____ / ____ / : / ____ / ____ /</p> <p>v. Closing time: / ____ / ____ / : / ____ / ____ /</p> <p>vi. Total Break time including assembly: / _____ / Minutes</p>	
401	How many days this school year has the school closed <u>apart from</u> public holidays?	<p>Write number of days.</p> <p>99. Don't know</p> <p>If 00 or 99 → 404</p>	/ ____ / ____ /
402	What is the main reason why the school closed?	<ol style="list-style-type: none"> 1. Strike 2. Rain/Storm (Weather) 3. Resources 4. Other _____ 	/ ____ /
403	And as a result, that instructional time was lost?	<ol style="list-style-type: none"> 1. Yes 2. No, speed up to cover the material 3. No, work extra time during the week 4. No, organize extra session during the weekend 	/ ____ /
404	How many teachers did not report on the first day of school after the Easter holiday this year?	<ol style="list-style-type: none"> 1. Saw a record 2. Response, no record 3. Doesn't know <p>Record number if given</p>	/ ____ / / ____ / ____ /
405	Does your school have a staff code of conduct? <i>If yes, then ask to see the code.</i>	<p>0. No</p> <ol style="list-style-type: none"> 1. Yes, did not show the code 2. Yes, showed the code 	/ ____ /

406	What was the date of the most recent staff meeting?	DD/MM/YYYY <i>mark 99/99/9999 if Don't know</i>	/____/____/_____/
407	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	/_____ /_____ /_____
408	Do you have a system in which senior teachers mentor junior teachers? <i>If yes, ask to see records.</i>	0. No →411 1. Yes, did not show records 2. Yes, showed records	/_____
409	That is great. For example, who is the mentor for your most junior teacher?	0. No mentor 1. Identified mentor	/_____
410	Are your mentors trained?	0. No 1. Yes	/_____
411	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	/_____
412	Did you calculate how many books you needed for the 2009-2010 academic year?	0. No →414 1. Yes	/_____
413	According to that calculation, how many books were needed?	XXXX. Don't know	/____/____/____/____/
414	Did you submit a request for books to the government this year?	0. No 1. Yes	/_____
415	How many instruction hours (teacher-pupils) per year are legally required from teachers?	99. Don't know	/_____
416	In your view, how many instruction hours (teacher-pupils) per year are needed to cover the curriculum?	XXX. Don't know	/_____
417	Do you conduct classroom observations in this school 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	/_____
418	Do you conduct performance review with your staff?	0. No 1. Yes	/_____

419	How many school level general test/evaluation/examination did you have this year?	If 00→423	/ _____ /
420	When was the last examination in this school?	DD/MM/YYYY If don't know, mark 99/99/9999	/ _ _ / _ _ / _____ /
421	After the last pupil examination, did you do anything to analyze the results?	0. No→ 423 1. Yes	/ _____ /
422	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: _____	/ _____ / / _____ /
423	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: _____	/ _____ / / _____ /
424	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: _____	/ _____ / / _____ /
425	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	/ _____ /
COMMUNITY PARTICIPATION			
500	Did you receive any support in cash or in kind from the community in the 2009-2010 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 →511 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 PTA to discuss school related issues during the 2009-2010 academic year?	If 00 → 508	/_____/_____/
506	Can you recall the dates of the last 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. <i>Finances</i> 4. <i>Student performance</i> 5. 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	Has this school adopted the PTA constitution? <i>If yes, ask to see records.</i>	0. No →513 1. Yes, did not show records 2. Yes, showed records 9. Doesn't know	/_____/
510	How was the head of PTA selected?	0. Nomination 1. Election 2. Chief of the village always 3. Head teacher always 4. Other: _____	/_____/
511	Has the School Management Committee (SMC) been established	0. No →513 1. Yes	/_____/
512	How many times has the SMC met so far this year?		/_____/
513	Does this school have a school development plan? <i>If the head teacher says Yes, then ask to see the plan.</i>	0. No →515 1. Yes, did not show the plan → 515 2. Yes, showed the plan 9. Doesn't know	/_____/

514	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	/ _____ /
515	Is there an up-to-date asset register as in the SMM (School Management Manual)? <i>If yes, ask to see records.</i>	0. No 1. Yes, did not show records 2. Yes, showed records 9. Doesn't know	/ _____ /
516	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	/ _____ /
517	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	/ _____ /
518	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	/ _____ /
519	Which statutory committees have been established? <i>Please Circle 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>	
520	Do you have a service level agreement (SLA) with the regional director?	0. No →522 1. Yes 9. Doesn't know →522	/ _____ /
521	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	/ _____ /
522	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: _____	/ _____ /
523	<i>After the interview, pass by each class and count the instances where you see students without the teacher. This should NOT be done during the break time</i>		/ _____ /

DISBURSEMENT AND USE OF THE GRANTS

[WSD AND GRANT ONLY SCHOOLS]

600	When was the grant made fully available for your school to use?	DD/MM/YYYY If don't know, mark: 99/99/9999 Grant not yet made available: 88/88/8888→607	/ ___ / ___ / _____ /
601	How much was the total amount made available to your school?		/ _____ /
602	When did you use the funds for the first time?	DD/MM/YYYY If don't know, mark 99/99/9999	/ ___ / ___ / _____ /
603	When did you use the funds for the latest time?	DD/MM/YYYY If don't know, mark 99/99/9999	/ ___ / ___ / _____ /
604	How much from that amount have you used until today?		/ _____ /
605	What is the most important thing you have used all or part of the grant for?		
606	How much did that cost?		/ _____ /
607	Who is or who are the people who decide what to spend the school's money on?	1. Head Teacher 2. Teachers 3. Students or representative 4. Parents or representative 5. Cluster monitor 6. Regional office 7. Based on School Development Plan	/ _____ / / _____ / / _____ /

OUTCOME

700	End Time of the Interview	HH: MM Use 24-hour clock: 2pm=14:00	/ ___ / ___ / : / ___ / ___ /
701	Outcome of this questionnaire	1. Complete → End of interview 2. Partial 3. No respondent available 4. Declined	/ _____ /
702	Why is this questionnaire incomplete?		/ _____ /

HEAD TEACHER OPEN ENDED QUESTIONS¹

AT THE END OF THE INTERVIEW, GIVE THIS ANONYMOUS FORM TO THE HEAD TEACHER TO FILL

WSD ONLY

106	Code of the School		/ ___ / ___ / ___ / ___ /
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What parts/components of the WSD, if any, did you find most difficult to implement and sustain? Please give your reasons regardless of your answer.

What parts/component of the WSD, if any, do you think is NOT appropriate to do? Please give your reasons regardless of your answer.

Do you think that it will be a good idea to give all the power of decision making to the schools and the community (Like hiring and firing teachers, managing the curriculum, establishing fees etc.)? Please give your reasons regardless of your answer.

Please, write down anything else that you would like to tell us about the WSD?

¹ Write at the back of this page if you need more space.