

SCHOOL HEAD TEACHER QUESTIONNAIRE

**UGANDA PRIMARY SCHOOL SURVEY
2002**

**THE WORLD BANK, THE ECONOMIC POLICY RESEARCH
CENTER, AND INTERNATIONAL DEVELOPMENT
CONSULTANTS LTD.**

Section 1. Identification

<i>Question</i>	<i>Unit</i>	<i>Value</i>
1. Sample code	Code	
2. Name of school	name	
3. Subcounty	name	
4. District	name	
5. Rural or Urban	1=rural, 2=urban	
6. Day or boarding	1=Day, 2=Boarding 3=Mixed	
7. Boys or girls	1=Boys, 2=Girls, 3=Mixed	
8. Respondent's position	1=Headteacher 2=Deputy headteacher	
9. Date of interview	day, month, year (dd,mm,yyyy)	
10. Starting time of interview	(e.g., 14.00)	

Section 2: General information about the school

(to be obtained from the school records)

<i>Question</i>	<i>Unit</i>	<i>Value</i>
11. Total number of students at the beginning of 2001	no. students	
12. of which P1-P3	no. students	
13. of which P4-P7	no. students	
14. of which P7	no. students	
15. of which girls (P1-P7)	no. students	
16. Total number of students at the end of 2001	no. students	
17. of which P1-P3	no. students	
18. of which P4-P7	no. students	
19. of which P7	no. students	
20. of which girls (P1-P7)	no. students	
21. Total number of orphans in P1-P7 in 2001	no. students	
22. Total number of students participating in primary leaving exam 2001	no. students	
23. of which received Grade 1, 2 or 3	no. students	
24. Total number of teachers in 2001	no. teachers	
25. of which qualified teachers	no. teachers	
26. Total number of classrooms	number	
27. Year headteacher (HT) started at the school	year (yyyy)	
28. Year deputy HT started at the school	year (yyyy)	

<i>Question</i>	<i>Unit</i>	<i>Value</i>
29. Distance to nearest place to buy a newspaper	km	
30. Distance to nearest bank branch	km	
31. Distance to district headquarters	km	
32. Access to personal telephone	1=yes, 2=no	
33. Access to telephone in school	1=yes, 2=no	
34. If yes, telephone number	number	
35. Access to radio in school	1=yes, 2=no	
36. Personal access to radio	1=yes, 2=no	
37. Access to newspaper in school	1=yes, 2=no	
38. Personal access to newspaper	1=yes, 2=no	
39. Access to The New Vision	1=yes, 2=no	
40. Access to The Monitor	1=yes, 2=no	
41. a. Access to other (specify)	1=yes, 2=no	
b. Specify	name	
c. Specify	name	
42. Days per week read The New Vision	no. of days	
43. Days per week read The Monitor	no. of days	
44. Days per week read other	no. of days	
45. Hours per week listen to the radio	hours	

<i>Question</i>	<i>Unit</i>	<i>Value</i>
46. Are there any other primary schools that students in your school could attend instead?	1=yes, 2=no	
47. a. If yes, first alternative school's name	name	
b. First alternative school owned by	1=Government 2=Private 3=Community	
c. Time to walk from this school to first alternative school	minutes	
48. a. If yes, second alternative school's name	name	
b. Second alternative school owned by	1=Government 2=Private 3=Community	
c. Time to walk from this school to second alternative school	minutes	
49. a. If yes, third alternative school's name	name	
b. Third alternative school owned by	1=Government 2=Private 3=Community	
c. Time to walk from this school to third alternative school	minutes	

Section 3. Organization and supervision

<i>Question</i>	<i>Unit</i>	<i>Value</i>
50. School Management Committee (SMC)	1=yes, 2=no	
51. Parent Teacher Association (PTA)	1=yes, 2=no	
52. Who is represented in SMC		
a. Local council (LC)	1=yes, 2=no	
b. DEO's office	1=yes, 2=no	
c. Parents	1=yes, 2=no	
d. PTA	1=yes, 2=no	
e. Headteacher	1=yes, 2=no	
f. Teachers	1=yes, 2=no	
g. Other (specify)	1=yes, 2=no	
h. Specify	name	
i. Specify	name	
53. Who is represented in PTA		
a. Parents	1=yes, 2=no	
b. Headteacher	1=yes, 2=no	
c. Teachers	1=yes, 2=no	
d. Other (specify)	1=yes, 2=no	
e. Specify other	name	
54. Number of SMC meetings in 2001	number	
55. Number of PTA meetings in 2001	number	
56. School decision making	MULTIPLE ANSWERS ALLOWED	
a. Budget approved by	1=HT 2=SMC	
b. Cheques signed by	3=PTA 4=Other (specify)	
c. Specify	name	

Section 4. Support from Government

<i>Question</i>	<i>Unit</i>	<i>Value</i>
57. School entitled to UPE capitation grant in 2001	1=yes, 2=no	
58. Do you know the school's entitlement of UPE capitation grant per student in 2001	Ush for P1-P3	
	Ush for P4-P7	
59. a. Where did you get the information on the UPE entitlement from	1=newspaper 2=radio 3=DEO 4=other (specify)	MULTIPLE ANSWERS ALLOWED
b. Specify	name	
60. Do you know how often you are supposed to receive UPE grants per year	times per year	
61. Access to written guidelines on UPE funding	1=yes, 2=no	
62. If yes, when did you receive latest guidelines on UPE funding	year (yyyy)	
63. Do you know when the district receives funds for UPE from the Ministry of Finance	1=yes, 2=no	
64. a. If yes, where did you get this information	1=newspaper 2=radio, 3=DEO 4=other (specify)	MULTIPLE ANSWERS ALLOWED
b. Specify	name	
65. When was the last disbursement to your district	month, year (mm, yyyy)	

<i>Question</i>	<i>Unit</i>	<i>Value</i>
66. In 2001, did you receive all entitled UPE capitation grants	1=yes, 2=no	
67. If no		
a. how much received as share of total entitlement	%	
b. did you complain or protest in order to increase funding?	1=yes, 2=no	
c. if yes, to whom did you complain?	1=DEO, 2=CAO 3=LC, 4=Other (specify)	MULTIPLE ANSWERS ALLOWED
d. specify	name	
68. What is the minimum you must spend of your UPE capitation grants on		
a. Scholastic materials	%	
b. School Management	%	
69. How much are you entitled to spend on administration	%	
70. Did you submit UPE expenditure reports in 2001	1=yes, 2=no	
71. If yes, how many reports submitted in 2001	number	
72. Last report submitted?	month, year (mm, yyyy)	
73 a. If no, why did you not submit UPE-reports in 2001	1=Did not know about them, 2=Not required to submit, 3= No UPE grants received 4=Records missing, 5=Other (specify)	
b. Specify	name	

<i>Question</i>	<i>Unit</i>	<i>Value</i>
74. In 2001, did the district or municipality carry out supervision and monitoring visits to the schools to assess		
a. Value for Money (if the money was properly spent)	1=yes, 2=no	
b. Compliance with guidelines	1=yes, 2=no	
c. Financial accountability	1=yes, 2=no	
75. If yes, who made the visits	1=DEO's office 2=CAO's office 3=District inspector of schools 4=Sub-county	MULTIPLE ANSWERS ALLOWED
a. Value for Money (if the money was properly spent)	5=Local council 6=Ministry of Education 7=Other (specify)	
b. Compliance with guidelines		
c. Financial accountability		
d. Specify	name	

<i>Question</i>	<i>Unit</i>	<i>Value</i>
76. Do you display publicly		
a. daily attendance	1=yes, 2=no	
b. total teachers' salaries received from district	1=yes, 2=no	
c. UPE capitation grant received	1=yes, 2=no	
d. school budget and expenditures	1=yes, 2=no	
e. additional charges (PTA fees, government fees)	1=yes, 2=no	
f. copy of school quarterly report to DEO	1=yes, 2=no	
77. If yes, where is information displayed		MULTIPLE ANSWERS ALLOWED
a. daily attendance	1=Visible in Head Teacher's office	
b. total teachers' salaries received from district	2= Visible in other staff's office	
c. UPE capitation grant received	3=Visible on notice boards outside staff offices	
d. school budget and expenditures	4=Other (specify)	
e. additional charges (PTA fees, government fees)		
f. copy of school quarterly report to DEO		
g. specify	name	

Section 5. Income/Receipts

<i>Question</i>	<i>Unit</i>	<i>Value</i>
78. Do you keep records on funding and expenditures	1=yes, 2=no	
79. School has a bank account	1=yes, 2=no	
80. Prepared budget for income and expenditures in 2001	1=yes, 2=no	
81. In 2001, received financial support from		
a. donors	1=yes, 2=no	
b. NGOs	1=yes, 2=no	
c. other benefactors	1=yes, 2=no	
d. specify	name	
82. In 2001, received in-kind support, such as textbooks, stationary, chalk, from		
a. government	1=yes, 2=no	
b. donors	1=yes, 2=no	
c. NGOs	1=yes, 2=no	
d. other benefactors	1=yes, 2=no	
e. specify	name	
83. Income from fundraising	1=yes, 2=no	

All information should refer to calendar year 2001. If needed, use data sheet on pages 15-17 to calculate total monetary value of recurrent in-kind support for 2001. Data should be obtained from the school records.

<i>Question</i>	<i>Unit</i>	<i>Value</i>
84. Financial support 2001		
a. Total UPE capitation grants	Ush	
b. Total teachers' salaries (incl. HT) from the government	Ush	
c. Total government fees	Ush	
d. Total PTA fees	Ush	
e. Other (specify below)	Ush	
f. Specify	name	
g. Specify	name	
85. In-kind support, such as textbooks and stationary		
a. Government	Ush	
b. NGO	Ush	
c. Donors	Ush	
86. Fund raisers	Ush	

UPE capitation grant: Details

<i>Question</i>	<i>Value</i>	<i>Question</i>	<i>Value</i>	<i>Question</i>	<i>Value</i>
87. Did you receive a UPE cheque (or UPE cash) from the district in		88. If yes, how much was the cheque for received in		89. If yes, what month(s) should this installment cover	
a. January 2001	1=yes,2=no	Ush		see coding below	
b. February 2001	1=yes,2=no	Ush		see coding below	
c. March 2001	1=yes,2=no	Ush		see coding below	
d. April 2001	1=yes,2=no	Ush		see coding below	
e. May 2001	1=yes,2=no	Ush		see coding below	
f. June 2001	1=yes,2=no	Ush		see coding below	
g. July 2001	1=yes,2=no	Ush		see coding below	
h. August 2001	1=yes,2=no	Ush		see coding below	
i. September 2001	1=yes,2=no	Ush		see coding below	
j. October 2001	1=yes,2=no	Ush		see coding below	
k. November 2001	1=yes,2=no	Ush		see coding below	
l. December 2001	1=yes,2=no	Ush		see coding below	
m. January 2002	1=yes,2=no	Ush		see coding below	
n. February 2002	1=yes,2=no	Ush		see coding below	
o. March 2002	1=yes,2=no	Ush		see coding below	

Use coding xxyy where xx is month (01-12) and yy is year (e.g., February, 2001 is 0201)

Section 6: Information

<i>Question</i>	<i>Unit</i>	<i>Value</i>	<i>C</i>
90. Name of			
a. District Education Officer	name		
b. Chief Administrative Officer	name		
c. LC 5 Chairman	name		
d. LC 3 Chairman	name		
e. Minister of Education	name		
f. Minister of Finance	name		
g. Prime Minister	name		
91. Who is			
a. Winnie Byanyima	reply		
b. Thabo Mbeki	reply		
c. Bono	reply		
d. George W. Bush	reply		
e. Charles Onyango-Obbo	reply		
f. Your representative in Parliament	name		
92. Coffee prices increased or fell during 2001	reply		
93. What is			
a. Largest newspaper in Uganda	reply		
b. Location of East African Parliament	reply		
c. MTN	reply		
d. Month when government's budget presented to Parliament	reply		
e. Number of districts in Uganda	reply		
f. Number of members in Parliament (i.e., MPs)	reply		

Data sheet to calculate total value of in-kind support

From Central Government

<i>Subject</i>	<i>Number</i>	<i>Price per unit</i>	<i>Value</i>
94. Text books			
a. English			
b. Science			
c. Social Studies			
d. Mathematics			
95. Stationary			
a. Pens			
b. Chalk			
c. Notebooks			
d. Uniforms			
e. Other			
96. Total value			

From Local Government

<i>Subject</i>	<i>Number</i>	<i>Price per unit</i>	<i>Value</i>
97. Text books			
a. English			
b. Science			
c. Social Studies			
d. Mathematics			
98. Stationary			
a. Pens			
b. Chalk			
c. Notebooks			
d. Uniforms			
e. Other			
99. Total value			

From NGOs

<i>Subject</i>	<i>Number</i>	<i>Price per unit</i>	<i>Value</i>
100. Text books			
a. English			
b. Science			
c. Social Studies			
d. Mathematics			
101. Stationary			
a. Pens			
b. Chalk			
c. Notebooks			
d. Uniforms			
e. Other			
102. Total value			

From Donors

<i>Subject</i>	<i>Number</i>	<i>Price per unit</i>	<i>Value</i>
103. Text books			
a. English			
b. Science			
c. Social Studies			
d. Mathematics			
104. Stationary			
a. Pens			
b. Chalk			
c. Notebooks			
d. Uniforms			
e. Other			
105. Total value			

From other sources

<i>Subject</i>	<i>Number</i>	<i>Price per unit</i>	<i>Value</i>
106. Text books			
a. English			
b. Science			
c. Social Studies			
d. Mathematics			
107. Stationary			
a. Pens			
b. Chalk			
c. Notebooks			
d. Uniforms			
e. Other			
108. Total value			

Enumerator's questions

Not be read to the respondent. Fill in right after interview.

<i>Question</i>	<i>Unit</i>	<i>2001</i>
109. Enumerators' names	name 1	
	name 2	
110. Ending time of interview	e.g. 15.00	
111. How many times did you visit this school in order to collect all necessary information	number	
112. Did you get the impression that the data were reported accurately and corresponds to the state of the school w.r.t.	1=yes 2=reported numbers overstated, 3=reported numbers understated	
a. students		
b. UPE grants		
113. Where you able to obtain information on enrollment and UPE from the school records	1=yes, 2=no	
114. Condition of school	1 = Clean, good state of repair 2 = Dirty, poor state of repair	
115. Respondent's name	name	

Verify that the information was displayed as reported

116. Information displayed		
a. daily attendance	1=Visible in Head Teacher's office 2= Visible in other staff's office 3=Visible on notice boards outside staff offices 4=Other (specify)	
b. total teachers salaries		
c. UPE capitation grant received		
d. school budget and expenditures		
e. additional charges		
f. copy of school report to DEO		
g. Specify		name
117. Date of latest UPE grant received	month, year (mm, yyyy)	
118. Period for which information is posted	no. of months	

