

Tick here when
completed

General School Questionnaire
Expenditure and Service Delivery Survey
ZAMBIA: Educational Sector
The World Bank

General School Questionnaire

Section I: **Please leave this section blank: it will be filled by the surveyor. Thank you.**

		Only codes entered here	code legend
1	Name of supervisor		
2	Name of enumerator		To be filled in at time of survey
3	Location of school: Province		To be filled in at time of survey
4	Location of School: District		To be filled in at time of survey
5	Location of School: Village/Town		To be filled in at time of survey
6	Type of School		To be filled in at time of survey
7	Interview Date		To be filled in at time of survey
8	Interview Time		To be filled in at time of survey
9	Name of School		To be filled in at time of survey
10	Name of Primary Respondent		To be filled in at time of survey
11	Respondent's job		1=Head-Teacher 2=Deputy Head-Teacher 3=Acting Head-Teacher 4=Senior Teacher 5=Other

Instructions for Filling up the Questionnaire

For most questions, you will see a table like this:

Number	Question	Please record your answer here	Codes/Instructions
1	Type of school		1= Primary School 2=Basic School 3=Basic School with APU/Open Class 4=Other (specify)_____

To fill up the questionnaire, you should put the correct answer in the box in the column that says "Please record your answer here". For instance, if the school is a "Primary School" you should enter 1 in the box provided.

Number	Question	Please record your answer here	Codes/Instructions
1	Type of school	1	1= Primary School 2=Basic School 3=Basic School with APU/Open Class 4=Other (specify)_____

This is a help box

Enter 1 here for primary school, 2 for basic school etc.

Some questions could be confusing, so we have included "Help boxes" on the sides of the tables to provide some help. **In case there are questions you do not understand/are not sure about please ask any of the team members for clarifications!**

Please fill up the questionnaire directly on the form given to you: **you do not need to make another copy for filling up, and you should feel free to erase/redo answers if required.** Finally, you will also see (*) in some places: please ignore this- these are questions where the surveyor may ask for clarifications later on.

The Republic of Zambia in conjunction with
The World Bank, ESDS: Zambia
Thank you for your cooperation.

General School Questionnaire

Section IIa: Some Details about this school (General)

Number	Question	Please record your answer here	Codes/Instructions
1	Type of school		1= Primary School 2=Basic School 3=Basic School with APU/Open Class 4=Other (specify)_____
2	Is this school a boarding school?		1=Yes 2=No
3	Are there any special programs in this school?		1=Yes 2=No
4	Please list the special programs in this school (<i>Up to 3</i>)	, ,	1=PAGE 2=Direct Assistance from Donors 3=Other (specify)
5 (*)	Who owns the land used by the school?		1=Government 2=Community 3=Other (please specify)_____
6	How many pupils applied for Grade 1 last year?		
7	Of the pupils that applied for Grade 1, how many were admitted?		
8	How many male teachers teach in this school at present?		
9	How many female teachers teach in this school at present?		
10 (*)	What was the pass rate in 2000 in Grade VII?	Boys Girls	Please record the percentages in the boxes provided
11 (*)	What was the pass rate in 1999 in Grade VII	Boys Girls	Please record the percentages in the boxes provided

We would like you to provide details about this school.

PAGE stands for Program for the Advancement of Girl Education

Section IIb: Some Details about this school (Student Population)

Number	Question	Please record your answer here		Codes/Instructions
1 (*)	How many different ethnic groups would you say that the students in this school come from?			Please enter the number of major ethnic groups that students come from
2 (*)	Please list the major ethnic groups and the percentage of students in each group (maximum 6)	Name of Ethnic Group	Percentage of students	Please record the names of the major ethnic groups (maximum 6) and then for each one, the percentage of students in the school that belong to that ethnic group. Note that <u>you do not need to fill up all 6 columns!</u> For instance, if 90% of your students are Tonga, and 10% are Chewe, fill in Tonga and 90 under 1, Chewe and 10 under 2 and leave the rest blank.
		1.		
		2.		
		3.		
		4.		
		5.		
		6.		

Only approximate percentages need to be filled in the second question. While there is space for a maximum of 6 ethnic groups, your school may have more or less than this number. If you have less than 6 ethnic groups, please fill in as many rows as the number of ethnic groups, and leave the rest blank. If you have more than 6, please fill in the second question for the **6 biggest ethnic groups**.

Section IIc: Some Details about this School (Other Schools in Area)

	Are there any other schools that students who come here could attend instead? <i>If there are no other schools where children could go, please go to Section IIId. If there are such schools, please fill in the table below</i>		
School Number Do Not Enter anything in this column	What is the name of the alternative school(s)	What type of school is this? 1=Government 2=Church/grant aided 3=Private 4=Community	How long would it take to walk from this school to the other? 1=Less than 15 minutes 2=Between 15 and 30 minutes 3=Between 30 minutes and 1 hour 4=Between 1 hour and 2 hours 5=More than 2 hours
2a	First Alternative School	☐	☐
2b	Second Alternative School	☐	☐
2c	Third Alternative School	☐	☐

If there are more than 3 other schools that children could go to, please list the 3 that are closest to this school.

Section IID: Some details about this school (where do children come from?)

Number	Question	Please record your answer here	Codes
1	Please name the <i>furthest</i> village/neighbourhood that children come from to this school	Name of furthest village/neighbourhood	
2	How long does it take to walk to this village from the school?	☐	1=Less than 15 minutes 2=Between 15 and 30 minutes 3=Between 30 minutes and 1 hour 4=Between 1 hour and 2 hours 5=More than 2 hours
3	Please name the <i>closest</i> village/neighbourhood that children come to this school from	Name of closest village/neighbourhood	
4	How long does it take to walk to this village from the school?	☐	1=Less than 15 minutes 2=Between 15 and 30 minutes 3=Between 30 minutes and 1 hour 4=Between 1 hour and 2 hours 5=More than 2 hours

If there are many villages/neighborhoods that are equally far, please write any *one*.

For the closest village, please write the name of the closest village/neighborhood that is *not* the village/neighborhood that the school is in.

Section IIe: Some details about this school (where do children come from?)

Village/ Neighbourhood Number	Please list the 5 largest villages/neighbourhoods that children come to this school from in descending order	How long does it take to come to the school from this village/ neighbourhood? 1=Less than 15 minutes 2=Between 15 and 30 mins 3=Between 30 mins and 1 hour 4=Between 1 hour and 2 hours 5=More than 2 hours	Have you personally visited this village or neighbourhood on school business since January 2002? 1=Yes 2=No	Approximately how many children from this village/ neighbourhood are enrolled in your school?	Approximately how many school-going age children are there in this village/ neighbourhood?
1	Largest Village/Neighbourhood	☐	☐	☐ ☐ ☐	☐ ☐ ☐
2	2 nd Largest Village/Neighbourhood	☐	☐	☐ ☐ ☐	☐ ☐ ☐
3	3 rd Largest Village/Neighbourhood	☐	☐	☐ ☐ ☐	☐ ☐ ☐
4	4 th Largest Village/Neighbourhood	☐	☐	☐ ☐ ☐	☐ ☐ ☐
5	5 th Largest Village/Neighbourhood	☐	☐	☐ ☐ ☐	☐ ☐ ☐

For the number of children enrolled in other schools and the number of children of school-going age, we would like you to give us *approximate* answers- we would like to know whether each of these villages/neighborhoods has high enrollment or low enrollment in your school, and your numbers will help us to understand.

Section III: School Facilities

Question Number	Type of Facility	Number	How many are in too poor a state to use <i>today</i> ?	How many can be used all year, including during the rainy season?
1	Permanent classrooms			
2	Staff rooms			
3	Houses for staff			
4	Dormitories			
5	Kitchen			
6	Store			

We would like you to tell us about the buildings in this school. Please indicate the number of each type of building as well as the number of buildings that can be used today/all year round.

Section IIIb: Facilities

Question Number	Question	Please record your answer here	Codes/Instructions
1	Does this school have a library?	☐	1=Yes 2=No
2	Does this school have a sports ground or play ground?	☐	1=Yes 2=No
3	Does this school have a wall or fence around it?	☐	1=Yes 2=No
4	How many toilets does this school have?		<i>If the school does not have any toilets please go to Question number 8</i>
5	How many are in too poor a state to be used <i>today</i> ?		
6	What is the main type of toilet facilities?	☐	1=Pit latrine 2=Flush 3=Septic Tank <i>If there is no flush toilet go to Question 8</i>
7	If 2 (flush), how reliable is the water supply?	☐	1=Very Reliable 2=Somewhat Reliable 3=Unreliable/Almost never available
8	What is the main source of drinking water for this school?	☐	0=No Drinking Water source 1=Piped Water 2=Bore hole 3=Tank/Pond/River/Stream/Open Well <i>If there is no drinking water source go to Question number 11</i>
9	Can pupils drink from this water source <i>today</i> ?	☐	1=Yes 2=No
10	Does this school have electricity?	☐	1=Yes 2=No <i>If the school does not have electricity, please go to Section IV</i>
11	Is the electricity reliable?	☐	1=Yes 2=No

You will find some questions regarding the use of a facility *today*. In these cases, (for instance, can pupils drink water from this source today) please record the answer *only for the day of the survey*.

In some other cases, you are asked about how reliable a facility is. For these questions, please record your answer regarding the reliability of the facility *in general*.

Section IV: School Location

Facility Number	Facility	How far is the closest _____? (please use the codes) 0=in school 1=less than 1 km 2=between 1 and 5 km 3=between 5 and 15 km 4=between 15 and 25 km 5= more than 25 km	What is the main means of transport to get to _____? 1=Walk 2=Bicycle 3=Bus 4=Taxi 5=Other	Please tell us how long it takes to get there during the dry season? 1=Less than 15 minutes 2=Between 15 and 30 minutes 3=Between 30 mins and 1 hour 4=Between 1 hour and 2 hours 5=More than 2 hours	Please tell use how long it takes to get there during the rainy season? 1=Less than 15 minutes 2=Between 15 and 30 minutes 3=Between 30 mins and 1 hour 4=Between 1 hour and 2 hours 5=More than 2 hours
1	Telephone				
2	Bank				
3	Health Centre				
4	Motorized Transport				
5	DEO office				
6	PEO office				

Section V: Enrolment in this school

Grade number Do not enter anything in this column	Grade	Number of boys	Number of girls	Number of classes only for boys (*)	Number of classes only for girls (*)	Number of classes for both boys and girls	Number of single orphans in this grade (*)	Number of double orphans in this grade (*)
1	Grade 1							
2	Grade 2							
3	Grade 3							
4	Grade 4							
5	Grade 5							
6	Grade 6							
7	Grade 7							
8	Grade 8							
9	Grade 9							

Single orphans are children who have lost *either* a father *or* a mother. Double orphans are children who have lost both their parents.

The number of classes for boys is the number of classes you have in each grade *only* for boys, and similarly for girls. So, if there are 3 classes in Grade 4 (4a, 4b and 4c), one for girls, one for boys and one for both, you would enter 1 class for boys, 1 for girls and 1 for both girls and boys.

If your school does not have a Grade, for instance, if your school is a primary school and does not have Grade 8, please leave the boxes *blank*.

Section VI: Grade Repetition

Grade Number Do not enter anything in this column	Grade	How many boys are currently repeating this grade?	How many girls are currently repeating this grade?
1	Grade 1		
2	Grade 2		
3	Grade 3		
4	Grade 4		
5	Grade 5		
6	Grade 6		
7	Grade 7		
8	Grade 8		
9	Grade 9		

If your school does not have a Grade, for instance, if your school is a primary school and does not have Grade 8, please leave the boxes *blank*.

Section VIIa: Dropouts in this school

Question Number	Grade Number	How many boys in Grade _____ did not return to school after completing the previous grade?	How many girls in Grade _____ did not return to school after completing the previous grade?
1	Grade 1		
2	Grade 2		
3	Grade 3		
4	Grade 4		
5	Grade 5		
6	Grade 6		

Section VIIb: Reasons for Dropouts

Question Number	Question	Please record your answer here	Codes/Instructions
1	What is the main reason that boys dropout of this school?		1=Non payment of fees 2=Needed for work on farm 3=Migrated to look for work 4=Transferred to other school 5=Lack of food/malnutrition 6=Needed to look after animals 7=Health Related Problems 8=Other
2 (*)	How many boys did not return to school after completing the previous grade?		<i>Please record the number of families that any staff member talked to</i>
3 (*)	How many of the parents/families of these boys were visited at home to encourage the boy to stay on?		<i>Please record the number of families that any staff member talked to</i>
4	What is the main reason that girls dropout of this school?		1=Non payment of fees 2=Needed for work on farm 3=Migrated to look for work 4=Transferred to other school 5=Lack of food/malnutrition 6=Pregnancy/Early marriage 7=Health Related Problems 8=Other
5 (*)	How many girls did not return to school after completing the previous grade?		<i>Please record the number of families that any staff member talked to</i>
6 (*)	How many of the parents/families of these girls were visited at home to encourage the girl to stay on?		<i>Please record the number of families that any staff member talked to</i>

Please tell us a little more about dropouts and what the school does when children dropout. The table before this will give the total number of dropouts. We would like to know a little more about what happened *after* they dropped out in 2,3,5 and 6.

Section VIIIA: School Finances and sources of support.

	Types of fees charged by school	Cost per student per year					
		Grade 1			Grade 5		
		2002	2001	2000	2002	2001	2000
1	Registration fees						
2	PTA/Community fees if applicable						
3	Sports fees if applicable						
4	Boarding fees if applicable						
5	Examination fees if applicable						
6	Transport fee if applicable						
7	Other (specify)						

We would like to get an idea about how much money this school is able to raise on it own through various fees.

Please fill in the corresponding amounts in the boxes shown. We have included various grades to see if there is any difference in fees paid depending on which grade a pupil is in.

In the event that there is no difference in fees for different grades, please fill in the same amount for all grades.
Please indicate any other fees charged at this school

Section VIIIb: Payment of fees

Question Number	Question	Please record your answer here	Codes/Instructions
1	When are PTA/Community fees due?	☐	1=Beginning of school year 2=Beginning of each term 3=Every month 4=School does not have PTA fees 5=Other
2	What percentage of pupils pay PTA/Community fees in kind?	☐ ☐	
3	What percentage of pupils have paid their PTA/Community fees for the present school year?	☐ ☐	
4	What happens if PTA/Community fees are not paid?	☐	1=Given a grace period 2=Encouraged to stay at home 3=Not allowed to proceed to next grade 4=Not allowed to participate in some events 5=Exemptions possible by circumstance. 6=No action taken 7=Other
5	What is the total amount that the school has raised since January 2002 in PTA/Community fees?	K _____	
6	What is the total amount that the school has raised since January 2002 in sports fees?	K _____	
7	What is the total amount that the school has raised since January 2002 in other fees?	K _____	
8	What is the total amount that the school has raised since January 2002 in organized community	K _____	

This question is meant to provide information about the timing of fee payments and what mechanisms are in place to ensure compliance and timely payment.

We would like to know if schools have problems collecting instituted fees and how this problem is dealt with in general.

In addition, we would also like to know the amount of resources that the school is able to generate from the community through fees and other community activities

Question Number	Question	Please record your answer here	Codes/Instructions
	events, such as fetes?		

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We would like to know if schools have problems collecting instituted fees and how this problem is dealt with in general.

In addition, we would also like to know the amount of resources that the school is able to generate from the community through fees and other community activities

Section VIIIc: External Funding

		Have you received any grants of money (cash/cheque) directly from _____ since January 2002? 1=Yes 2=No	If yes, list amount received.	When did it actually arrive? Specify month received.	If there was a delay, did it pose a problem? 1=Significant problem. 2=Temporary problem 3=Did not cause a problem	If delay caused a significant problem, please outline problem faced
1.	BESSIP	☐	K_____	 Month	☐	
2.	PAGE	☐	K_____	 Month	☐	
3.	GRZ	☐	K_____	 Month	☐	
4.	Other Donors	☐	K_____	 Month	☐	
5	Other	☐	K_____	 Month	☐	

We would like you to provide information about the external funding received at this school. We would like to know total amounts received from each source (if that is how these funds are disbursed).

Where delays in the receipts of these funds caused a significant problem, please outline what this problem was in the last column.

Section VIIIId: Educational Materials

	Educational Item	Since January 2002 have you requested any _____.? 1=Yes 2=No	Since January 2002 have you received any _____.? 1=Yes 2=No <i>If the item was not received, fill in 2 and go to the next item</i>	Number Received	What was the source for this item? 1=BESSIP 2=PAGE 3=GRZ 4=Church/NGO 5=Other Donors 6=Other	When did they actually arrive?. Specify month.	If there was a delay, did it pose a problem? 1=Significant problem. 2=Temporary problem 3=Did not cause a problem
1.	Textbooks	☐	☐	☐ ☐ ☐	☐	☐ ☐ ☐ Month	☐
2.	Desks	☐	☐	☐ ☐ ☐	☐	☐ ☐ ☐ Month	☐
3.	Chairs	☐	☐	☐ ☐ ☐	☐	☐ ☐ ☐ Month	☐
4.	Boxes of Chalk	☐	☐	☐ ☐ ☐	☐	☐ ☐ ☐ Month	☐
5.	Class registers	☐	☐	☐ ☐ ☐	☐	☐ ☐ ☐ Month	☐
6.	Other educational materials (specify)	☐	☐	☐ ☐ ☐	☐	☐ ☐ ☐ Month	☐

We would like you to provide information about educational materials received since **January 2002**. In particular we would like to know what kinds of materials were received, amounts, when they were received and if they had been specifically requested by the school. In the events that the educational materials were received late, please let us know if this caused a problem in the last column.

Section VIIIe: Use of Funds

Question Number	Expenditure Item	How much money did the school spend on _____ since January 2002? <i>Please record money that the school spent on it's own</i>	What was the primary source of this money? 1=BESSIP 2=PTA/Community funds 3=GRZ 4=ZAMSIF 5=Church/NGO 6=Other Donors 4=Other	What was the secondary source of this money? 1=BESSIP 2=PTA/Community funds 3=GRZ 4=ZAMSIF 5=Church/NGO 6=Other Donors 4=Other	Was this expenditure sufficient to meet the schools current needs? 1=Yes 2=No
1	Textbooks	K_____	☐	☐	☐
2	Chalk & other educational materials	K_____	☐	☐	☐
3	Rehabilitation of school infrastructure	K_____	☐	☐	☐
4	Sports, Music and Drama Activities	K_____	☐	☐	☐
5	Utilities (electricity, phone, water)	K_____	☐	☐	☐
6	Supplementing Teacher's pay	K_____	☐	☐	☐
7	Other	K_____	☐	☐	☐

Section IX: What is your experience?

Please list the three main problems affecting the delivery of education in this school.

1.
2.
3.

Please outline the three most important problems affecting the delivery of education in this school..

Interviewer Checklist:

1. Have you filled up the first page (except for supervisor row)?
2. Have you filled in the school code on each page of the questionnaire?
3. Have you checked all the (*) questions?