

## SCHOOL DATA SHEET

INSTRUCTIONS: Visit one public school with classes from class 1-8. If there is no such school choose the one with the highest level of class. Meet the Head teacher of the school but in case he/she is absent meet the Deputy Head teacher. If he/she too is absent meet the senior teacher or the teacher on duty. Explain the purpose of the study and request documents and for an interview. For question 5 ask any class 2 teacher.

Province	
County	
District	
Constituency	
Location	
Sub location	
Village	

School		TSC Code
Postal Address		
Tel:		
Headteacher		
Tel:		Permission to use telephone
Full names of volunteer 1.	2.	
Date:	Time of Arrival:	Time of Departure:

1. School Detail		2. Children's enrolment and attendance 2011											3. Primary school teachers (Ask HT or Deputy HT. If not present ask Senior teacher or Teacher on duty)						
a) Type of school (tick one)  Mixed day <input type="checkbox"/> Girls day <input type="checkbox"/> Boys day <input type="checkbox"/> Girls boarding <input type="checkbox"/> Boys boarding <input type="checkbox"/> Mixed girls/ boys boarding <input type="checkbox"/> With Special unit <input type="checkbox"/>	b) Number of streams Std 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 <input type="text"/> 5 <input type="text"/> 6 <input type="text"/> 7 <input type="text"/> 8 <input type="text"/>	Class	Std 1	Std 2	Std 3	Std 4	Std 5	Std 6	Std 7	Std 8	Spec. unit	Total		a) Teacher numbers, attendance qualification	Total	Male	Female	b) Teachers shortages (Please state the figure)	
																			2a Children's enrolment (take from register)
		2b Children's attendance. Do a head count.	G											2. Total number present on day of survey					What is the school teacher establishment?
			T											3. Number of TSC appointed teachers					
			B											4. Number of <b>trained</b> TSC appointed teachers					
		2c Was the teacher present in the classroom?	G											5. Number of teachers employed by school					What are the current teacher numbers? (TSC)
			T											6. Number of <b>trained</b> teachers employed by school					
		In												<b>Reminder:- Don't include ECD teachers</b>			What is the teacher shortage?		
			Not In																

4. Head Teacher's bio data (Get bio-data from HT only. If HT not present do not fill this section)											
i). Year of birth		ii). Gender	Male	Female							
iii). Highest academic level	Form 4	Form 6	Other								
iv). Highest professional level	P1	Diploma	Degree	Masters	Other						
v). Years served as a teacher	Less than 1 year	1 - 3 years	4 - 6 years	7 - 10 years	More than 10 years						
vi). Years as head teacher	Less than 1 year	1 - 3 years	4 - 6 years	7 - 10 years	More than 10 years						
vii). Years as head teacher in current school	Less than 1 year	1 - 3 years	4 - 6 years	7 - 10 years	More than 10 years						
viii). Have you attended a school management training in last 2yrs?	No	Less than a week	1 week	2 weeks	more than 3 weeks						
ix). Who organised the training											
Headteachers "ask" checklist (Tick Yes or No)											
1		2		3		4		5		6	
Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No

5. School Safety (Ask HT or Deputy HT. If not present ask Senior teacher or Teacher on duty)		
Tick where relevant	Yes	No
Does the school have the Ministry of Education 'School Safety Manual' (2008)?		
Is there an operational School Safety Committee?		
Does the school have a functional fire extinguisher?		
Does school have a stocked First Aid Kit?		
Does the school have an operational guidance and counseling office/room?		
In the last term, did school have any incidence that threatened children's safety?		
If yes, what was it?		

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6. Health		
Tick where relevant	Yes	No
Did any human health worker visit your school in 2010?		
Was any de-worming of children done in your school in 2010?		
Does the school issue sanitary towels		

7. Teaching and learning materials.						
Ask one of the teachers currently teaching class two to fill this section. If he/she is not in, ask the Headteacher or Deputy Headteacher to fill in.						
Who answered this question?	Class 2 Teacher		Head teacher		Deputy Head teacher	
Did the school buy new teaching and/or learning materials between 2009 and 2011. Tick where applicable	2009		2010		2011	
	Yes	No	Yes	No	Yes	No
Student' s textbooks.						
Teacher's textbooks.						
Student's writing materials.						
Chalk and other teaching materials.						
Are learners reading materials adequate?						
Are the writing materials adequate?						
How many children share one text book?	Kiswahili					
	English					
	Maths					

8. Classroom observation (go to only one class two. Observe yourself)			
Name of class	Gender of class teacher		
Number of learners	Male	Female	Total
Tick where relevant	Yes	No	
Are there any children sitting on the floor?			
Are children sharing a bench squeezed?			
Do the majority of children (75%) have a book to write on? (Ask them to show you their exercise books for that lesson)			
Do the majority of children (75%) have a pencil or something to write with?(Ask them to show you)			
Is there a writing board (chalkboard)?			
Is the writing board usable?			
Is there a time table in class?			
Is the time table being followed in this particular lesson			
Are there charts and / or other supplementary materials like readers in the class			

9. Primary School facilities		
Tick where relevant.	Yes	No
Total number of classrooms in the school?		
Are all the classrooms suitable/usable for learning?		
Is there an administration building/block/space?		
Is clean drinking water available in the school?		
Is there a school feeding program in the school?		
Is there a playing field for children?		
Is the school compound fenced?		

State the number	Female	Male
Number of toilets in the school?		
How many (usable) toilets are there?		
Are the female and male toilets separate (distance)?	Yes	No

10. Free Primary Education Grant		
Tick where relevant	Yes	No
Has the school received the first instalment of the 2011 FPE grant?		
Was the 2010/ 2011 FPE Grant displayed in a public notice board within the school?		
Where?		