

SCHOOL DATA SHEET

STEP 1

GO TO THE HEAD TEACHER'S OFFICE

Designation of Person Answering Questions



INSTRUCTIONS:

- Visit one public school with classes 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 or the teacher left in charge. Explain the purpose of the visit and request documents and for an interview.

| | |
|------------------|--|
| Province | |
| County | |
| District | |
| Constituency | |
| Location | |
| Sub location | |
| Enumeration Area | |

| | | | |
|----------------------------|--|-----------------------------|--------|
| School Name | | New TSC Code | |
| Postal Address | | | |
| Tel: | | | |
| Headteacher's Name | | Sex | |
| Tel: | | Permission to use telephone | Yes No |
| Full names of volunteer 1. | | 2. | |
| Date: | | Time of Arrival: | |

Note:
Ask all questions
to the head teacher.

| 1. School Detail | | 2. Children's enrolment and attendance 2011 | | | | | | | | | | | |
|--|----------------------------|---|---|----------------|-------|-------|---------------|-------|-------|---------------|-------|------------|--|
| a) Type of school (tick all that apply) | b) Number of streams Std | Class | Stream | Std 1 | Std 2 | Std 3 | Std 4 | Std 5 | Std 6 | Std 7 | Std 8 | Spec. unit | |
| Mixed day <input type="checkbox"/> | 1 <input type="checkbox"/> | | | A | Boys | | | | | | | | |
| Girls day <input type="checkbox"/> | 2 <input type="checkbox"/> | | B | Girls | | | | | | | | | |
| Boys day <input type="checkbox"/> | 3 <input type="checkbox"/> | | | Boys | | | | | | | | | |
| Girls boarding <input type="checkbox"/> | 4 <input type="checkbox"/> | | C | Girls | | | | | | | | | |
| Boys boarding <input type="checkbox"/> | 5 <input type="checkbox"/> | | | Boys | | | | | | | | | |
| Mixed boarding <input type="checkbox"/> | 6 <input type="checkbox"/> | | D | Girls | | | | | | | | | |
| With Special unit <input type="checkbox"/> | 7 <input type="checkbox"/> | | | Boys | | | | | | | | | |
| | 8 <input type="checkbox"/> | | 3. Health | | | | | | | | | | |
| | | | 1. Does the school issue sanitary towels? | | Yes | | | No | | | | | |
| | | 2. If YES how often? | | Once per month | | | Once per term | | | Once per year | | | |
| | | 3. When did the school lastly issue? (month and year) | | | | | | | | | | | |
| | | 4. Does the school guide the girls on how to use the sanitary towels? | | | | | | | | | | | |

| 4. Primary school teachers | | | |
|--|-------|------|--------|
| a) Teacher numbers, attendance qualification. | Total | Male | Female |
| 1. Total number of teachers (all). | | | |
| 2. Total number of teachers present on day of visit. | | | |
| 3. Number of TSC appointed teachers. | | | |
| 4. Number of trained TSC appointed teachers. | | | |
| 5. Number of T.S.C contract teachers. | | | |
| 6. Other trained teachers employed by parents, sponsors, donors etc. | | | |
| 7. Other untrained teachers employed by parents, sponsors, donors etc. | | | |

Note:- Don't include ECD teachers.

| 5. ICT Utilisation | | | |
|--|-----|----|--|
| 1. How many computers does the school have? | | | |
| 2. How many of these computers are usable? | | | |
| 3. How many computers are used in the office | | | |
| 4. How many computers are used in classes for learning? | | | |
| 5. Are computer lessons in the block school timetable? | Yes | No | |
| 6. Does the school have an email address? | Yes | No | |
| 7. If Yes in 5 above what is the school's email address? | | | |
| 8. Does the school have a computer room? | Yes | No | |
| 9. Do you have a personal email address? | Yes | No | |
| 10. If Yes what is your email address? | | | |

| 6. Learning | | | | | |
|--|---------|--|----------|----|----------|
| 1. Does the school have open days? | Yes | | | No | |
| 2. If Yes, how often? (tick) | Monthly | | Per term | | Per year |
| 3. If Yes, when was the last time you had a open day? | | | | | |
| 4. When was the school last visited by the quality and assurance officers? | | | | | |

| 7. Free Primary Education Grant | | | | | |
|---|-----|-------|----|-----|--|
| Indicate the months when you received the last TWO FPE grants | | SIMBA | | GPA | |
| | | | | | |
| 1. Have you received any infrastructure grants from the government? | YES | | NO | | |
| 2. If YES how much did you receive it? | | | | | |
| 3. When did you receive it? | | | | | |

SCHOOL DATA SHEET

STEP 2

GO TO ONE STANDARD TWO CLASSROOM



- Observe yourself and record in section 8.
- Ask the class 2 teacher to answer section 9.

| 8. Classroom observation | | | | | |
|--------------------------|--|-------------------------|-------|----|---|
| Class and stream | | Gender of class teacher | | M | F |
| Number of learners | | Boys | Girls | | |
| Tick where relevant | | | Yes | No | |
| 1. | Are there any children sitting on the floor? | | | | |
| 2. | Are there children squeezed on a bench or desk? | | | | |
| 3. | Do the majority of children (75%) have a book to write on? (Ask them to show you their exercise books for that lesson) | | | | |
| 4. | Do the majority of children (75%) have a pencil or something to write with?(Ask them to show you) | | | | |
| 5. | Is there a usable writing board (chalkboard)? | | | | |
| 6. | Is the class timetable displayed in the classroom? | | | | |
| 7. | Is the time table being followed in this particular lesson? | | | | |
| 8. | Are there charts and or other supplementary materials like readers displayed in the classroom? | | | | |



Ask section 9 and 10 to the teacher who regularly teaches this class. If absent skip section 11.

| 9. Teaching and learning materials. | | | | |
|-------------------------------------|---|-----------|-----|--------|
| Who answered this question? | | A Few | | Enough |
| 1. | Which of the following learning and or teaching materials has the school bought since July 2011. (tick) | | | |
| i. | Student' s textbooks. | | | |
| ii. | Teacher's textbooks. | | | |
| iii. | Teacher's guides. | | | |
| iv. | Student's writing materials. | | | |
| v. | Chalk and charts. | | | |
| 2. | Are learners reading materials enough? | | Yes | No |
| 3. | Are the writing materials enough? | | Yes | No |
| 4. | How many children share one text book for the following subjects? | Kiswahili | | |
| | | English | | |
| | | Maths | | |

10. Class Two Teacher's bio data

Tick where appropriate.

| | | | | | | | | | | | |
|--|---|------------------|-------------|------------------|---------------------------------|-----|----|-----|----|-----|----|
| 1. | Year of birth | | Gender | Male | Female | | | | | | |
| 2. | Highest academic level | Form 4 | Form 6 | Other (specify) | | | | | | | |
| 3. | Highest professional level | P1 | Diploma | Degree | Masters Other (specify) | | | | | | |
| 4. | Years served as a teacher | Less than 1 year | 1 - 3 years | 4 - 6 years | 7 - 10 years More than 10 years | | | | | | |
| 5. | Years as class two teacher | Less than 1 year | 1 - 3 years | 4 - 6 years | 7 - 10 years More than 10 years | | | | | | |
| 6. | Years as class two teacher in current school | Less than 1 year | 1 - 3 years | 4 - 6 years | 7 - 10 years More than 10 years | | | | | | |
| 7. | Have you attended any inservice training in the last 2 years? | YES | NO | | | | | | | | |
| 8. | If Yes above what was the duration of the training? | Less than a week | 1 week | 2 weeks | More than 3 weeks | | | | | | |
| 9. | Who organised the training? | | | | | | | | | | |
| Elimu Bora, Jukumu la Mwalimu (Tick Yes or No) | | 1 | 2 | 3 | 4 | 5 | 6 | | | | |
| | | Yes | No | Yes | No | Yes | No | Yes | No | Yes | No |

STEP 3

DO THE HEAD COUNT AND OBSERVE TEACHER PRESENCE IN CLASS

| 11a. Children's attendance. (Do a head count). | Stream | Std 1 | Std 2 | Std 3 | Std 4 | Std 5 | Std 6 | Std 7 | Std 8 | Special unit |
|---|--------|-------|-------|-------|-------|-------|-------|-------|-------|--------------|
| | A | Boys | | | | | | | | |
| | Girls | | | | | | | | | |
| B | Boys | | | | | | | | | |
| | Girls | | | | | | | | | |
| C | Boys | | | | | | | | | |
| | Girls | | | | | | | | | |
| D | Boys | | | | | | | | | |
| | Girls | | | | | | | | | |
| 11b. Was the teacher present in the classroom? (Tick) | A | | | | | | | | | |
| | B | | | | | | | | | |
| | C | | | | | | | | | |
| | D | | | | | | | | | |

STEP 4

OBSERVE THE SCHOOL

| 11. Primary School facilities | | Female | | Male | |
|--|---|--------|--|------|--|
| Total number of usable classrooms in the school? | | | | | |
| Tick where relevant. | | Yes | | No | |
| 1. | Is there an administration building/block/space? | | | | |
| 2. | Is clean drinking water available in the school? | | | | |
| 3. | Is there a school feeding program in the school? | | | | |
| 4. | Is there a playing field for children? | | | | |
| 5. | Is the school compound fenced? | | | | |
| 6. | Is there a library room? | | | | |
| State the number | | | | | |
| 7. | Number of toilets in the school? | | | | |
| 8. | How many (usable) toilets are there? | | | | |
| 9. | Are the female and male toilets separate by distance? | Yes | | No | |
| 10. | Does the school have urinals? Indicate numbers. | | | | |

Time of Departure: