



## SCHOOL INFORMATION QUESTIONNAIRE

**Target group:** Headteachers

Name of the Facilitator: \_\_\_\_\_

Date of the interviews: \_\_\_\_\_

### Introduction

Good morning/afternoon Sir/Madam. My name is <~~~>. I am working with Luigi Giussani Institute of Higher Education (LGIHE). We are carrying out a study on teaching and learning in this school so as to establish baseline/benchmark information to provide inputs into the development of school specific activities and strategies for the project that is intended to be implemented in your school for the period 2018-2020.

As a head teacher, you have been requested as a key person to provide some background information about this school which will help us understand the state of the school. All the information that you will provide is extremely confidential and will be used only by LGIHE so, feel free as much as you can. This exercise is intended to take about 20-25 minutes.

Thank you very much!

### SECTION A: ADDRESS OF THE SCHOOL

**Name of the school:** \_\_\_\_\_ **School EMIS No.** \_\_\_\_\_

**Address:** Postal \_\_\_\_\_

Tel. \_\_\_\_\_

**Location:** Village \_\_\_\_\_

Sub-county \_\_\_\_\_

District \_\_\_\_\_

Distance from the town centre \_\_\_\_\_

**Year** when the school started \_\_\_\_\_

### SECTION B: PERSONAL INFORMATION

**Response**

**B1.** Name of the School Head teacher: \_\_\_\_\_

**B2.** What is your sex? 1= Male ; 2= Female

|            |                                                                |                                                                |  |
|------------|----------------------------------------------------------------|----------------------------------------------------------------|--|
| <b>B3.</b> | How old are you ( <i>in completed years</i> )?                 | _____ Years                                                    |  |
| <b>B4.</b> | How many years have you been in this school as a head teacher? | _____ Years                                                    |  |
| <b>B5.</b> | What is your highest level of education?                       | 1=PhD2=Masters3=Degree4=Diploma (Grade V)5=Grade III6=Grade II |  |
| <b>B6.</b> | What is your employment status                                 | 1=Formally appointed2=Acting                                   |  |

**SECTION C: INFORMATION ABOUT THE SCHOOL**

|            |                                               |                                                     |  |
|------------|-----------------------------------------------|-----------------------------------------------------|--|
| <b>C1.</b> | What is the type of ownership of this school? | 1=Government owned<br>2=Privately owned             |  |
| <b>C2.</b> | What is the foundation body for this school?  | 1=Community<br>2=Purely private<br>3=Church Founded |  |
| <b>C3.</b> | What is the USE status of this school?        | 1=USE<br>2=Non-USE                                  |  |
| <b>C4.</b> | How does this school operate?                 | 1=Boarding<br>2=Day<br>3=Both Day and Boarding      |  |
| <b>C5.</b> | What groups of pupils study in this school?   | 1=Single sex-Boys<br>2=Single sex-Girls<br>3=Mixed  |  |

|            |                                                                                  |              |             |               |              |
|------------|----------------------------------------------------------------------------------|--------------|-------------|---------------|--------------|
| <b>C6.</b> | State the number of pupils per class and sex, currently enrolled in this school? | <b>Class</b> | <b>Male</b> | <b>Female</b> | <b>Total</b> |
|            |                                                                                  | Nursery      |             |               |              |
|            |                                                                                  | P1           |             |               |              |
|            |                                                                                  | P2           |             |               |              |
|            |                                                                                  | P3           |             |               |              |
|            |                                                                                  | P4           |             |               |              |
|            |                                                                                  | P5           |             |               |              |
|            |                                                                                  | P6           |             |               |              |
|            |                                                                                  | P7           |             |               |              |
|            |                                                                                  | S1           |             |               |              |
|            |                                                                                  | S2           |             |               |              |
|            |                                                                                  | S3           |             |               |              |
|            |                                                                                  | S4           |             |               |              |
|            |                                                                                  | <b>Total</b> |             |               |              |

|            |                                                                                        |
|------------|----------------------------------------------------------------------------------------|
| <b>C7.</b> | What do you say about the enrollment of pupils in this school? Is it high or low? Why? |
|            |                                                                                        |
|            |                                                                                        |
|            |                                                                                        |
|            |                                                                                        |
|            |                                                                                        |

|             |                                                                                                                              |                                                              |               |              |  |
|-------------|------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|---------------|--------------|--|
| <b>C8.</b>  | How many pupils with special needs cases are enrolled in this school?                                                        | <b>Male</b>                                                  | <b>Female</b> | <b>Total</b> |  |
|             |                                                                                                                              |                                                              |               |              |  |
| <b>C9.</b>  | State the number of pupils who sat for P7 or S4 last year (2017)?                                                            | <b>Male</b>                                                  | <b>Female</b> | <b>Total</b> |  |
|             |                                                                                                                              |                                                              |               |              |  |
| <b>C10.</b> | Out of those pupils, how many passed to the next level (Post primary or S4+)?                                                | <b>Male</b>                                                  | <b>Female</b> | <b>Total</b> |  |
|             |                                                                                                                              |                                                              |               |              |  |
| <b>C11.</b> | What do you think can be done in order to improve pupils' promotion rates in this school?<br><hr/> <hr/> <hr/> <hr/>         |                                                              |               |              |  |
| <b>C12.</b> | State the number of pupils who enrolled in this school in 2017?                                                              | <b>Male</b>                                                  | <b>Female</b> | <b>Total</b> |  |
|             |                                                                                                                              |                                                              |               |              |  |
| <b>C13.</b> | Out of those pupils, how many dropped out of school before completing the year, 2017 (i.e. <i>from Term I to Term III</i> )? | <b>Male</b>                                                  | <b>Female</b> | <b>Total</b> |  |
|             |                                                                                                                              |                                                              |               |              |  |
| <b>C14.</b> | What are the main reasons why pupils drop-out of this school?<br><hr/> <hr/> <hr/> <hr/> <hr/>                               |                                                              |               |              |  |
| <b>C15.</b> | State the number of <b>teaching</b> staff in this school?                                                                    | <b>Male</b>                                                  | <b>Female</b> | <b>Total</b> |  |
|             |                                                                                                                              |                                                              |               |              |  |
| <b>C16.</b> | State the number of <b>non-teaching</b> staff in this school?                                                                | <b>Male</b>                                                  | <b>Female</b> | <b>Total</b> |  |
|             |                                                                                                                              |                                                              |               |              |  |
| <b>C17.</b> | State the number of staff in this school who:                                                                                | Stay at school? _____<br>Commute from home? _____            |               |              |  |
| <b>C18.</b> | What is the average school fees paid by the pupils? (Extra costs paid in case of UPE or USE)                                 | _____   UGX, for day scholars<br><br>  _____   UGX, boarders |               |              |  |
| <b>C19.</b> | What is the average salary per teacher in this school?                                                                       | _____ UGX                                                    |               |              |  |
| <b>C20.</b> | How many classrooms does this school have?                                                                                   | _____ Classrooms                                             |               |              |  |
| <b>C21.</b> | Do teachers in this school have schemes of work?                                                                             | 1=Yes, all of them                                           |               |              |  |

|             |                                                                                                                                   |                                                                                                                                |  |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|--|
|             |                                                                                                                                   | 2=Yes, some of them<br>3=No, none of them                                                                                      |  |
| <b>C22.</b> | Do teachers in this school prepare daily lesson plans?                                                                            | 1=Yes, all of them<br>2=Yes, some of them<br>3=No, none of them                                                                |  |
| <b>C23.</b> | Who is responsible for reviewing the teachers' schemes of work or lesson plans?<br>(Mark all that apply)                          | 1=Head Teacher<br>2=Deputy Head Teacher<br>3=Director of Studies<br>4=Class teacher                                            |  |
| <b>C24.</b> | In the year 2017, did your school have a PTA committee?                                                                           | 1=No, we didn't have<br>2=Yes, but not very active<br>3=Yes and very active                                                    |  |
| <b>C25.</b> | In the year 2017, did your school have a PTA sub-committee?                                                                       | 1=No, we didn't have<br>2=Yes, but not very active<br>3=Yes and very active                                                    |  |
| <b>C26.</b> | In the year 2017, did your school have an SMC?                                                                                    | 1=No, we didn't have<br>2=Yes, but not very active<br>3=Yes and very active                                                    |  |
| <b>C27.</b> | In the year 2017, did your school have an SMC sub-committee?                                                                      | 1=No, we didn't have<br>2=Yes, but not very active<br>3=Yes and very active                                                    |  |
| <b>C28.</b> | In the year 2017, how many times did your school conduct staff meetings where minutes are documented?                             | 1=Never ; 2=Once a year<br>3=Twice a year ; 4=Once a term<br>5=Twice a term ; 6=Three times a term<br>7=Other (specify): _____ |  |
| <b>C29.</b> | In the year 2017, how many times did your school conduct class meetings where minutes are documented?                             | 1=Never ; 2=Once a year<br>3=Twice a year ; 4=Once a term<br>5=Twice a term ; 6=Three times a term<br>7=Other (specify): _____ |  |
| <b>C30.</b> | In the year 2017, how many times did your school conduct SMC meetings where minutes are documented?                               | 1=Never ; 2=Once a year<br>3=Twice a year ; 4=Once a term<br>5=Twice a term ; 6=Three times a term<br>7=Other (specify): _____ |  |
| <b>C31.</b> | In the year 2017, how many times did your school conduct PTA meetings where minutes are documented?                               | 1=Never ; 2=Once a year<br>3=Twice a year ; 4=Once a term<br>5=Twice a term ; 6=Three times a term<br>7=Other (specify): _____ |  |
| <b>C32.</b> | How many parents (those who have children in your school) did you have last year (2017)?                                          | _____ parents                                                                                                                  |  |
| <b>C33.</b> | In one of the meetings where you expected all the parents to attend in the year 2017, how many (out of all the parents) attended? | _____ parents                                                                                                                  |  |
| <b>C34.</b> | How do you supervise and evaluate the work done by your teachers?<br>_____<br>_____<br>_____<br>_____                             |                                                                                                                                |  |

|                             |                                                                                                                                                                                                                                                                                      |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                             | _____                                                                                                                                                                                                                                                                                |
| <b>C35.</b>                 | How do you usually make use of the continuous formative assessments in your school ( <i>if any</i> )?<br>_____<br>_____                                                                                                                                                              |
| <b>C36.</b>                 | What factors ( <i>teacher factors, pupils' factors, school management factors, environment, etc.</i> ) do you think hinder teaching and learning in this school?<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____                                             |
| <b>C37.</b>                 | What forms/topics/themes of training workshops do staff in this school need in order to improve teaching and learning in this school? (You could also consult this with other staff)<br>a) _____<br>b) _____<br>c) _____<br>d) _____<br>e) _____<br>f) _____<br>g) _____<br>h) _____ |
| <b>C38.</b>                 | Is there anything else you would like to tell us that we have not asked you about already and you think could improve teaching and learning in this school?<br>_____<br>_____<br>_____<br>_____<br>_____                                                                             |
| <b>THANK YOU VERY MUCH!</b> |                                                                                                                                                                                                                                                                                      |