

**Headmaster**

**[Conduct interview with each school headmaster]**

**Questionnaire No.** \_\_\_\_\_

Date \_\_\_\_\_ Village \_\_\_\_\_ Sub-Village \_\_\_\_\_

Ward \_\_\_\_\_ Division \_\_\_\_\_ District \_\_\_\_\_

Region \_\_\_\_\_ Name of interviewer \_\_\_\_\_

Name of interviewee \_\_\_\_\_ Position: \_\_\_\_\_

Name of school \_\_\_\_\_

Location of the school by GPS (UTM): Zone \_\_\_\_ Easting \_\_\_\_\_ Northing \_\_\_\_\_

Checked by: \_\_\_\_\_

Starting time: \_\_\_\_\_ Finishing time: \_\_\_\_\_

1. Is this a primary or secondary school?

01 Primary school

02 Secondary School

2. Is this a government or private school?

01 Government

02 Private school [Who runs it? \_\_\_\_\_]

**INSTRUCTIONS FOR INTERVIEWER:** *As you are making the appointment to meet the headmaster, ask if one of the students might be available to provide them a tour of the school. Be sure to visit classrooms as well as any facilities such as latrines or kitchens. At the beginning of the interview, you may also ask the headmaster for*

*(1) a roster of the names of all teachers to assist with all questions about teachers (#5, #13, #14)*

*(2) Review the attendance book and see how many students are enrolled.*

**Questions**

3. How long have you been working at this school? \_\_\_\_\_ (if less than one year, ask if there is a teacher who can join you to help answer some of the questions)

4. What is the highest level of education that you completed?

5. What is the average length of time that most teachers stay here? \_\_\_\_\_

**Questions**

**Total**

**Male**

**female**

6. How many pupils are enrolled in this school? [Refer to the attendance roster]

7. What is the average percentage of pupils that attend regularly?

8. How many classrooms (physical classrooms) does the school have?

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9. How many teachers? here  
10. There how many teachers house/s?  
11. How many latrines are there? For males? For females?  
12. Are there doors on all the latrines? For boys? For girls?


**[Refer to the roster of teachers' names for questions #13 and 14]**

13. How many of your teachers are Form IV leavers? \_\_\_\_\_ of a total of \_\_\_\_\_ teachers

14. How many of your teachers are diploma leavers? \_\_\_\_\_ of a total of \_\_\_\_\_ teachers

15. What is the ratio of students to government text books? \_\_\_\_\_

*[Ask during your tour of the school to see copies of the books.]*

16. Is there a school policy about teacher – student relationships?

01 Yes \_\_\_\_\_ 00 No \_\_\_\_\_ 88 Don't know \_\_\_\_\_

*[If they say yes, ask if you can get a copy of the policy.]*

17. Is there a specialized curriculum taught in this school on:

a. 01 Hygiene 01 Yes \_\_\_\_\_ 00 No \_\_\_\_\_ 88 Don't know \_\_\_\_\_

b. 02 HIV and AIDS 01 Yes \_\_\_\_\_ 00 No \_\_\_\_\_ 88 Don't know \_\_\_\_\_

c. 03 Nutrition 01 Yes \_\_\_\_\_ 00 No \_\_\_\_\_ 88 Don't know \_\_\_\_\_

d. 04 Agriculture 01 Yes \_\_\_\_\_ 00 No \_\_\_\_\_ 88 Don't know \_\_\_\_\_

e. 05 Life skills 01 Yes \_\_\_\_\_ 00 No \_\_\_\_\_ 88 Don't know \_\_\_\_\_

f. 06 Vocational skills 01 Yes \_\_\_\_\_ 00 No \_\_\_\_\_ 88 Don't know \_\_\_\_\_

g. 07 Other specialized topics \_\_\_\_\_

18. Is there tea served at this school at least once a day for students?

01 Yes \_\_\_\_\_ 00 No \_\_\_\_\_

a. What food/drink is served most days? Check all that apply

\_\_\_\_\_ tea with no food

\_\_\_\_\_ tea with some food (e.g., bread, chapatti, etc.)

\_\_\_\_\_ milk tea with no food

\_\_\_\_\_ milk tea with some food

\_\_\_\_\_ porridge

\_\_\_\_\_ Other \_\_\_\_\_

19. Are any meals (breakfast, lunch or dinner) offered to students during the day? [if yes, identify which meals are served and what types of food are offered.] Explain if students pay for their meals and if so, the usual cost.

20. What fees do most parents/guardians pay to the school each year? [Explain what fees are for.]

- 20.a. About how much does this cost each parent/guardian per student per year?
21. [if they haven't mentioned school uniforms, school supplies or books) About what does it cost a parent/guardian per year for a single child's uniforms, school supplies and books? Please include special fees such as for a night watchman, cook, a building fund or other fees.
22. In your opinion,  
about what proportion of students come to your school without eating any food or tea? 01  
About what proportion come to school having eaten only tea? 02  
About what proportion come to school having eaten only food? 03  
About what proportion come to school having eaten both food and tea? 04
23. What opportunities are there for your teachers to have further skill development or training?
- 23a. Where do they usually go for this?
24. How many of your teachers are literate in computers?
25. How many or what percent of your students are literate in computers?
26. In the past year, has there been an annual meeting between parents and teachers?  
If yes, what were the major issues?
27. What do you (head) recommend as major teacher needs in the classroom? Why?
28. What do you recommend as major material resource needs for teachers or students?  
Why?
29. In general, how would you rank English fluency of teachers? [*Refer to the roster of teachers and rate each one*]  
00 very weak 01 weak 02 strong 03 very strong
30. In the past year, what have been the 3 greatest challenges or problems for your school?
31. In the past year, what have been the 3 greatest achievements for your school?

**FOR SECONDARY SCHOOLS ONLY:**

Version August 2009

32. What were your Form IV examination results the past two years?

33. What is the average score from Primary Standard VII for your incoming students?

34. In general, how would you rank English fluency of students in Form I?

00 very weak 01 weak 02 strong 03 very strong

THANK YOU FOR YOUR TIME