

School Questionnaire

Improving UPE Quality in Uganda

Centre for the Study of African Economies
Oxford University

and

Economic Policy Research Centre
Makerere University

[1] School code		[2] School name	
[3] District		[4] County	
[5] Sub-county		[6] Parish	
[7] Village/town		[8] Latitude (GPS)	
[9] Longitude (GPS)		[10] Altitude (GPS)	
[11] Supervisor name		[12] Enumerator name	
[13] Primary respondent name		[14] Primary respondent position	1. HEAD TEACHER 2. DEPUTY HEAD TEACHER 3. TEACHER 4. OTHER (SPECIFY)
[15] Respondent survey ID number (enter 999 if respondent not directly surveyed)		[16] Respondent mobile number	
[17] School telephone number (or N/A)		[18] Behavioral “game” conducted before or after surveys?	
[19] Treatment applied in behavioral game			

SCHOOL QUESTIONNAIRE

Centre for the Study of African Economies
Economic Policy Research Centre

School ID number:

Good day. My name is _____. I am from the Economic Policy Research Centre, at Makerere University. We are conducting a survey in collaboration with the University of Oxford, in the UK. I do not represent the government or any political party. We are studying the views of teachers, parents, and other stakeholders about quality of primary education in Uganda.

Every primary school in this (mention name of district) district has an equal chance of being included in the study. All the information will be treated in the strictest confidence. This form will not be seen by anyone other than the survey staff. No names of pupils, teachers or schools will be mentioned in any report of the study. No one at this school, in this district, or in the Ministry of Education will be able to link the responses you give to you.

It will be impossible to pick you out from what you say, so please feel free to tell us what you think. This interview will take about 45 minutes. There is no penalty for refusing to participate. Do you wish to proceed? [*Proceed with interview only if answer is positive*].

Interviewer: If a respondent firmly refuses to answer any question, write “refused” in the answer space and continue to the next question.

**To the Teacher helping to complete this questionnaire:
We would like to thank you for your co-operation in this study of how to improve children’s performance in UPE primary schools.**

BEGIN INTERVIEW

SCHOOL QUESTIONNAIRE

Centre for the Study of African Economies
Economic Policy Research Centre

School ID number:

SECTION 1. SCHOOL CHARACTERISTICS

Question	Response	Codes/instructions																												
[1] Type of school Note: all schools in study should be government aided.		1. GOVERNMENT AIDED 2. PRIVATE 3. COMMUNITY, NO GOVERNMENT FUNDING 4. OTHER (SPECIFY)																												
[2] When was the school founded?		Enter the year in which the school was founded.																												
[3] What type of organization founded the school?		1. RELIGIOUS GROUP 2. COMMUNITY-BASED ORGANIZATION 3. GOVERNMENT FOUNDED 4. OTHER (SPECIFY)																												
[4] What is the name of this organization?		Enter the name of organization above (if applicable)																												
[5] In addition to UPE money, how is the school funded?		1. NO OTHER FUNDING SOURCE 2. TUITION CHARGED 3. SUPPORT FROM LOCAL GOVERNMENT 4. SUPPORT FROM NGO 5. OTHER (SPECIFY)																												
[6] Who owns the land used by the school?		1. FOUNDING BODY 2. OTHER RELIGIOUS GROUP 3. OTHER COMMUNITY-BASED ORGANIZATION 4. LC1 GOVERNMENT 5. LC2 GOVERNMENT 6. LC3 GOVERNMENT 7. LC4 GOVERNMENT 8. LC5 GOVERNMENT 9. NATIONAL GOVERNMENT/MINISTRY 10. PRIVATE INDIVIDUAL(S) 11. OTHER (SPECIFY)																												
[7] What is the grade of this school?		1. GRADE ONE (I) 2. GRADE TWO (II) 3. GRADE THREE (III) 4. GRADE FOUR (IV)																												
[8] What is the distance (in km.) to the nearest town ?		Enter distance in kilometers.																												
[9] What is the distance (in km.) to the nearest school ?		Enter distance in kilometers.																												
[10] How many other schools are there within 5 km?		Enter number of schools, or zero (0) if none.																												
[11] Can this school be reached from the nearest town by public transportation?		1. YES 2. NO																												
[12] Please give the opening and closing dates of the school in the following terms. Actual, not official, opening and closing dates should be given.		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Opened</th> <th colspan="2">Closed</th> </tr> <tr> <th>Day</th> <th>Month</th> <th>Day</th> <th>Month</th> </tr> </thead> <tbody> <tr> <td>2nd term 2008</td> <td></td> <td></td> <td></td> </tr> <tr> <td>1st term 2008</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3rd term 2007</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2nd term 2007</td> <td></td> <td></td> <td></td> </tr> <tr> <td>1st term 2007</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Opened		Closed		Day	Month	Day	Month	2 nd term 2008				1 st term 2008				3 rd term 2007				2 nd term 2007				1 st term 2007			
	Opened		Closed																											
	Day	Month	Day	Month																										
	2 nd term 2008																													
	1 st term 2008																													
3 rd term 2007																														
2 nd term 2007																														
1 st term 2007																														

SCHOOL QUESTIONNAIRE

Centre for the Study of African Economies
Economic Policy Research Centre

School ID number:

SECTION 2. SCHOOL FACILITIES

Stock of available facilities

Type of facility	A. Total number on premises (Enter "0" if none, and proceed to next row).	B. How many of these cannot be used today due to poor condition?	C. How many can be used all year, including during the rainy season?
[1] Permanent classrooms (built from brick/cement)			
[2] Classrooms: mud and wattle			
[3] Staff rooms			
[4] Houses for staff			
[5] Dormitories for students			
[6] Kitchen			
[7] Store			
[8] Library			
[9] Ventilated Improved Pit (VIP) latrines for all genders			
[10] Ventilated Improved Pit (VIP) latrines for girls only			
[11] Ventilated Improved Pit (VIP) latrines for boys only			
[12] Regular pit latrines for all genders			
[13] Regular pit latrines for girls only			
[14] Regular pit latrines for boys only			

Question	Response	Codes/Instructions
[15] What is the main source of drinking water for this school?		1. NO DRINKING WATER SOURCE (>>Q[17]) 2. PIPED WATER 3. OPEN WELL/SPRING 4. PROTECTED WELL/SPRING 5. BORE HOLE 6. SURFACE WATER 7. RAIN 8. OTHER (SPECIFY)
[16] Can pupils drink from this water source today?		1. YES 2. NO
[17] Does this school have electricity?		1. YES 2. NO >> Q. [19]
[18] How many days in the past 30 days has the school had electricity?		Enter number of days.
[19] Does this school have a telephone?		1. YES 2. NO

SCHOOL QUESTIONNAIRE

Centre for the Study of African Economies
Economic Policy Research Centre

School ID number:

SECTION 2.B. SCHOOL FACILITIES (CONTINUED: INVESTMENT)

[1] Has the school undertaken any construction projects in the past five years?

1. YES
2. NO >> NEXT PAGE

For each project, answer the following. If a project involves the construction of multiple facilities, enter as separate projects.

Project ID	[2] What was/is being built? 1. CLASSROOMS: NEW CONSTRUCTION 2. CLASSROOMS: UPGRADING (ROOF, WALLS, ETC) 3. BUILDING TEACHER ACCOMMODATION 4. UPGRADING TEACHER ACCOMMODATION 5. LATRINES 6. SPORTS FACILITY 7. OTHER (SPECIFY)	[3] How many _____ were/are being built or upgraded?	[4] When did the project start?		[5] When did the project end? Enter expected completion date if project ongoing.		[6] What was the total cost of this project to date? [USH]	[7] What was the primary source of funds for this project? 1. MINISTRY: UPE 2. MINISTRY: SCHOOL FACILITIES GRANT 3. DISTRICT 4. LC3 5. LC2 6. LC1 7. PTA 8. CBO 9. NGO 10. OTHER (SPECIFY)	[8] Has the PTA made any contribution in cash or in kind to this project? 1. YES 2. NO >> NEXT PROJECT	[9] How many person-days of labor have been contributed in total by the PTA? Enter "0" if none.	[10] What is the value of all materials contributed in kind by the PTA? Enter "0" if none. Enumerator : estimate using local prices for materials.	[11] What is the cash contribution of the PTA to this project to date? USH. Enter "0" if none.	[12] Did the PTA receive a matching contribution from... 1. CBO 2. NGO 3. DISTRICT 4. LC3 5. LC2 6. LC1 7. MINISTRY 8. OTHER (SPECIFY)
			Month	Year	Month	Year							
A													
B													
C													
D													
E													
F													
G													
H													
I													
J													

SCHOOL QUESTIONNAIRE

Centre for the Study of African Economies
Economic Policy Research Centre

School ID number:

SECTION 3. TEACHERS

[1] How many teachers are there in total (including the Head Teacher) at this school?

List all the current teachers in the school, beginning with the Head Teacher. Then answer questions for each teacher. Continue on a separate page if necessary.

[2] Teacher number	[3] Name of teacher	[4] Included in survey sample? 1. YES 2. NO >> Q. [6]	[5] Survey ID number (from mater sample sheet)	[6] Class(es) taught (Enter P1, P2, etc. Enter multiple if applicable.)	[7] Highest qualification obtained 1. GT 2. DIP (GRADE V) 3. GRADE IV 4. GRADE III 5. GRADE II 6. LT 7. OTHER (SPECIFY)	[8] How many years has <name> taught in this school? (Enter 0 if this is teacher's first year, 1 if they taught last year, etc.)	[9] Monthly salary (USH)	[10] Gender 1. MALE 2. FEM- ALE	[11] Age, in years	[12] District of origin 1. APAC 2. HOIMA 3. IGANGA 4. KIBOGA 5. OTHER, SPECIFY	[13] Tribe (see code s)	[14] In the past 4 weeks of school, how many days has this teacher been absent? If none, >> next teacher	[15] What was the reason for this? 1. WORKSHOP/ SEMINAR 2. COLLECT PAY 3. PURCHASE SCHOOL INPUTS 4. ILLNESS 5. OTHER PERSONAL EMERGENCY 6. OTHER (SPECIFY)
A (HT)													
B													
C													
D													
E													
F													
G													
H													
I													
J													

SCHOOL QUESTIONNAIRE

Centre for the Study of African Economies
Economic Policy Research Centre

School ID number:

SECTION 3.B: TEACHERS (CONTINUED)

<p>[1] In the past 5 years, how many teachers who formerly worked for the school ceased to teach at this school?</p>		<p>Enter number of teachers who have left the school, or 0 if none.</p> <p>If 0 >> NEXT PAGE.</p>
<p>[2] What are the reasons for the departure of these teachers? Tick all that apply.</p>		<p>1. RETIRED 2. ILLNESS 3. DECEASED 4. ORDINARY TRANSFER 5. PROMOTION TO HIGHER POSITION AT OTHER SCHOOL 6. TRANSFER DUE TO PROBLEMS AT SCHOOL 7. OTHER (SPECIFY)</p>
<p>[3] If any teachers were transferred due either to successes or to problems at this school, who made this decision?</p>		<p>1. NOT APPLICABLE 2. HEAD TEACHER 3. SMC 4. PTA 5. DEO 6. OTHER (SPECIFY)</p>

SCHOOL QUESTIONNAIRE

Centre for the Study of African Economies
Economic Policy Research Centre

School ID number:

SECTION 4. SCHOOL INPUTS

Educational input	[1] How many ___ does this school have today?	[2] What was the total expenditure on ___ in 2007? Enter USh or 0 if none. Include gov't funds in addition to local funds.	[3] How many ___ has the school purchased directly from supplier in 2007? If none, enter "0" and proceed to [5]	[4] What was the primary source of funds for this expenditure? 1. UPE 2. SCHOOL FACILITIES GRANT 3. FOUNDATION BODY 4. PTA 5. SMC 6. DISTRICT 7. OTHER (SPECIFY)	[5] How many ___ did you request from the district in 2007? If none, enter "0" and proceed to next.	[6] In what month of 2007 did you make this request?	[7] Of the ___ requested since January 2007, how many have been received?	[8] What was the total amount charged or deducted by the district for these ___ since January 2007? (USH)	[9] Was this money deducted from the UPE release, or did the school receive the money first? 1. GOVT PROVIDED FREE 2. DEDUCTED BEFORE RECEIVED BY SCHOOL 3. FUNDS FIRST PAID INTO UPE ACCOUNT
A. Textbooks									
B. Desks									
C. Chairs									
D. Blackboards									
E. Boxes of chalk									
F. Class registers									
G. Exercise books									
H. Tests**									
I. Flip charts									
J. Other educational materials (specify)									

SCHOOL QUESTIONNAIRE

Centre for the Study of African Economies
Economic Policy Research Centre

School ID number:

SECTION 5. ENROLLMENT, CLASS SIZES, AND PUPIL CHARACTERISTICS

	P1	P2	P3	P4	P5	P6	P7
[1] How many male pupils are currently enrolled in ____ ?							
[2] Of the male pupils in ____, how many are repeating the class? (Enter "0" if none.)							
[3] How many female pupils are currently enrolled in ____?							
[4] Of the female pupils in ____, how many are repeating the class? (Enter "0" if none.)							
[5] How many classes (or streams) are there in total for ____ this year?							
[6] What is the primary language of instruction for pupils in ____ ? See codesheet.							
[7] What is the 2nd most common language of instruction for pupils in ____?							
[8] How many male pupils were enrolled in ____ last year (2007)?							
[9] Of the male pupils enrolled in ____ last year, how many did not return this year?							
[10] How many female pupils were enrolled in ____ last year (2007)?							
[11] Of the female pupils enrolled in ____ last year, how many did not return this year?							
[12] How many male pupils in class ____ attended school yesterday (or the most recent school day).							
[13] How many female pupils in class ____ attended school yesterdays? (or the most recent school day).							

SCHOOL QUESTIONNAIRE

Centre for the Study of African Economies
Economic Policy Research Centre

School ID number:

SECTION 5.C. STUDENT CHARACTERISTICS

Question	Response	Codes/Instructions																												
[1] What is the most common reason that pupils repeated a class since last year?		1. NOT READY TO TAKE PLE EXAMS 2. DID NOT ATTEND ENOUGH DAYS OF SCHOOL LAST YEAR 3. PARENTS CONCERNED ABOUT PERFORMANCE 4. TEACHERS CONCERNED ABOUT PERFORMANCE 5. N/A: NO REPETITION 6. OTHER (SPECIFY)																												
[2] What is the most common reason that pupils dropped out between the 2007 and 2008 years?		1. PARENTS CANNOT AFFORD 2. CHILD HAS TO WORK 3. PARENTS NOT INTERESTED 4. POOR PERFORMANCE OF PUPIL 5. PARENTS NO LONGER RESIDENT 6. MISSED TOO MANY DAYS OF SCHOOL LAST YEAR 7. OTHER (SPECIFY)																												
What are the most common occupations of parents who have children in this school? List occupations in descending order of prevalence. Enter approximate percentages of pupils in second column. Note that you may not need all three rows.	[3] Occupation 1. SUBSISTENCE FARMING 2. COMMERCIAL FARMING 3. LIVESTOCK REARING 4. NON-FARM ENTERPRISE 5. WAGE EMPLOYMENT	[4] Percentage of pupils <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">1st most common</td> <td style="width: 30%;"></td> <td style="width: 30%;"></td> </tr> <tr> <td>2nd most common</td> <td></td> <td></td> </tr> <tr> <td>3rd most common</td> <td></td> <td></td> </tr> </table>	1 st most common			2 nd most common			3 rd most common																					
1 st most common																														
2 nd most common																														
3 rd most common																														
What are the most common tribes of students in this school? List tribes in descending order of prevalence. Note that you may not need all three rows. Enter approximate percentages of pupils in second column.	[5] Tribe (see codesheet) <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">1st most common</td> <td style="width: 30%;"></td> <td style="width: 30%;"></td> </tr> <tr> <td>2nd most common</td> <td></td> <td></td> </tr> <tr> <td>3rd most common</td> <td></td> <td></td> </tr> </table>	1 st most common			2 nd most common			3 rd most common			[6] Percentage of pupils <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"></td> <td style="width: 30%;"></td> <td style="width: 30%;"></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>																			
1 st most common																														
2 nd most common																														
3 rd most common																														
What are the most common religions of pupils in this school? List religions in descending order of prevalence. Note that you may not need all three rows. Enter approximate percentages of pupils in second column.	[7] Religion (see codesheet) <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">1st most common</td> <td style="width: 30%;"></td> <td style="width: 30%;"></td> </tr> <tr> <td>2nd most common</td> <td></td> <td></td> </tr> <tr> <td>3rd most common</td> <td></td> <td></td> </tr> </table>	1 st most common			2 nd most common			3 rd most common			[8] Percentage of pupils <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"></td> <td style="width: 30%;"></td> <td style="width: 30%;"></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>																			
1 st most common																														
2 nd most common																														
3 rd most common																														
From which villages/towns do pupils come to attend this school? Note: enter 0 for distance if school is located in the village.	[9] Village name <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">1st most common</td> <td style="width: 30%;"></td> <td style="width: 30%;"></td> </tr> <tr> <td>2nd most common</td> <td></td> <td></td> </tr> <tr> <td>3rd most common</td> <td></td> <td></td> </tr> </table>	1 st most common			2 nd most common			3 rd most common			[10] Percent of pupils <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"></td> <td style="width: 30%;"></td> <td style="width: 30%;"></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>										[11] Distance (kilometers) <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"></td> <td style="width: 30%;"></td> <td style="width: 30%;"></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>									
1 st most common																														
2 nd most common																														
3 rd most common																														

SCHOOL QUESTIONNAIRE

Centre for the Study of African Economies
Economic Policy Research Centre

School ID number:

SECTION 6. SCHOOL PERFORMANCE

*The following questions refer to Primary Leaving Examination (PLE) results in 2007, 2006, 2001, and 1996.
Complete columns labeled "Total" only if information by gender is not available.*

	2007			2006			2001			1996		
	Male	Female	Total									
[1] Are PLE results available for ___? 1. MALE/FEMALE AVAIL. 2. TOTALS ONLY 3. SCHOOL EXISTED, BUT SCORES NOT AVAILABLE >> NEXT 4. SCHOOL DID NOT EXIST >> NEXT												
[2] How many pupils registered for the PLE in __?												
[3] How many pupils actually sat the PLE in __?												
[4] How many of these pupils received a Division I mark?												
[5] How many of these pupils received a Division II mark?												
[6] How many of these pupils received a Division III mark?												
[7] How many of these pupils received a Division IV mark?												
[8] How many of these pupils received a Division U mark?												
[9] How many pupils received a Division X mark?												

SCHOOL QUESTIONNAIRE

Centre for the Study of African Economies
Economic Policy Research Centre

School ID number:

SECTION 7. SCHOOL GOVERNANCE

SECTION 7.A. SCHOOL GOVERNANCE – INDICATORS

Question		Answer			Codes/Instructions
[1] Does this school have a workplan that covers the CURRENT TERM? (Answer “YES” if the workplan exists, regardless of whether publicly displayed.)					1. YES 2. NO >> Q. [7]
[2] How many activities are listed in the current workplan?					Record count of activities.
[3] Does this workplan assign people to monitor each activity?					1. YES 2. NO
Which activities are assigned to be monitored by... Enter up to 5 for each or code “NONE”. Note multiple people may have responsibility for monitoring the same activity.	[4] SMC	[5] PTA	[6] DEO / staff	1. STAFF MEETINGS 2. OTHER MEETINGS 3. OPENING OF TERM AND REGISTRATION OF PUPILS 4. PREP & APPROVAL OF SCHEMES OF WORK 5. CLEANING AND MAINTENANCE 6. CONTINUOUS ASSESSMENT 7. FUNDRAISING 8. GUIDANCE, COUNSELLING, & PIASCY 9. SUPERVISION OF TEACHERS 10. FINANCIAL ACCOUNTS 11. SCHOOL PROJECTS 12. OPEN DAY 13. EXTRACURRICULAR ACTIV'S 14. EXAMS AND REPORTING 15. OTHER (SPECIFY AS REQ'D)	
[7] Does this school keep a teacher attendance register ? (With arrival times, etc.)					1. YES, UP TO DATE 2. YES, BUT NOT UP TO DATE 3. NO REGISTER FOUND
Which of the following types of information is displayed publicly in the school?	Type of information	[8] Displayed?		[9] Where displayed?	
		1. YES 2. NO		1. HT OFFICE 2. CORRIDOR/ENTRYWAY 3. STAFF ROOM 4. EXTERIOR OF SCHOOL 5. NEARBY NON-SCHOOL BUILDING (EX: CHURCH) 6. OTHER (SPECIFY)	
	A. UPE release				
	B. List of teachers				
	C. Teacher attendance poster				
	C. School workplan				
	D. PLE results				
	E. SMC membership				
	F. PTA (executive) membership				
	G. Exams timetable				
H. “Talking compound”					

SCHOOL QUESTIONNAIRE

Centre for the Study of African Economies
Economic Policy Research Centre

School ID number:

<p>[10] If the UPE releases are posted, for which months are UPE releases shown?</p> <p>Enter the AMOUNTS SHOWN next to all that apply. Enter 0 if no money was received, and enter a dash (-) if money was received but is not posted.</p>	January 2007	<input type="text"/>
	February 2007	<input type="text"/>
	March 2007	<input type="text"/>
	April 2007	<input type="text"/>
	May 2007	<input type="text"/>
	June 2007	<input type="text"/>
	July 2007	<input type="text"/>
	August 2007	<input type="text"/>
	September 2007	<input type="text"/>
	October 2007	<input type="text"/>
	November 2007	<input type="text"/>
	December 2007	<input type="text"/>
	January 2008	<input type="text"/>
	February 2008	<input type="text"/>
	March 2008	<input type="text"/>
	April 2008	<input type="text"/>
	May 2008	<input type="text"/>
	June 2008	<input type="text"/>

SCHOOL QUESTIONNAIRE

Centre for the Study of African Economies
Economic Policy Research Centre

School ID number:

SECTION 7.B. SELECTION OF SCHOOL MANAGEMENT COMMITTEE MEMBERS

I would like to ask you about the selection process for each type of SMC member. In addition to the Head Teacher and representatives of the Foundation Body, of the Parents, of the Commissioner, and of the Teachers, please enter any other stakeholders represented on the lines available.

Type of SMC member	[1] How are these representatives chosen? 1. ELECTED 2. NOMINATED BY HT, CONFIRMED BY DISTRICT 3. NOMINATED BY HT, CONFIRMED BY TEACHERS 4. NOMINATED BY HT, CONFIRMED BY FOUNDATION BODY 5. NOMINATED BY HT, CONFIRMED BY PTA EXEC 6. NOMINATED BY FOUNDATION BODY 7. NOMINATED BY TEACHERS 8. NOMINATED BY PTA EXEC 9. NOMINATED BY INCUMBENT SMC MEMBERS 10. OTHER (SPECIFY) If ELECTED, answer following questions.	[2] How often are these elections held? 1. EVERY YEAR 2. EVERY TWO YEARS 3. EVERY FIVE YEARS 4. IRREGULAR / WHEN POSITION VACATED 5. OTHER, SPECIFY	[3] Who is entitled to vote in these elections? Enter codes for all that apply, separated by semicolons. 1. FOUNDATION BODY MEMBERS 2. FOUNDATION BODY REP'S 3. PTA EXECUTIVE 4. HEAD TEACHER 5. TEACHERS 6. ALL PARENTS 7. NON-PARENT VILLAGE MEMBERS 8. OTHER, SPECIFY	[4] When did the most recent election occur?		[5] How many individuals voted in this most recent election of ___ representatives? Enter approximate number of voters.	[6] How many candidates stood for election in the most recent election of ___ representatives?	[7] How many ___ representative positions in total were these candidates standing for?
				Year	Month			
a. Foundation body								
b. Parent representatives								
c. Commissioner's representatives								
d. Teacher's representatives								
e. Other (specify)								

SCHOOL QUESTIONNAIRE

Centre for the Study of African Economies
Economic Policy Research Centre

School ID number:

SECTION 7.B.2. COMPOSITION OF SMC

Record the name and appointment type of all SMC members. Then answer questions for each. Complete each row overleaf before proceeding to next

	[1] Name	[2] Appointment type 1. FOUNDATION BODY 2. PARENT 3. HEAD TEACHER 4. TEACHERS 5. COMMISSIONER'S REP. 6. OTHER (SPECIFY)	[3] Position on SMC 1. CHAIR 2. VICE-CHAIR 3. TREASURER 4. SECRETARY 5. ORDINARY MEMBER	[4] Years served on SMC	[5] Age	[6] Gender 1. MALE 2. FEMALE	[7] Tribe See code sheet	[8] Occupation 1. SUBSISTENCE FARMING 2. COMMERCIAL FARMING 3. LIVESTOCK REARING 4. SALARIED JOB 5. CURRENTLY NOT WORKING 6. ENROLLED IN SCHOOL 7. FISHING 8. MARKETER/TRADER 9. HOUSEKEEPING 10. NEVER HAD A JOB	[9] Highest level of education obtained. 1. NO FORMAL EDUCATION 2. LESS THAN PRIMARY 3. COMPLETED PRIMARY 4. COMPLETED O-LEVEL 5. COMPLETED A-LEVEL 6. COMPLETED UNIVERSITY 7. OTHER (SPECIFY)
a									
b									
c									
d									
e									
f									
g									
h									
i									
j									
k									
l									
m									
n									
o									

SCHOOL QUESTIONNAIRE

Centre for the Study of African Economies
Economic Policy Research Centre

School ID number:

SECTION 7.B.2. COMPOSITION OF SMC (CONTINUED)

	Name Write name again here to ensure continuity. [Note: paper survey only.]	[10] Does _____ currently have a child attending this school? 1. YES 2. NO	[11] Did _____ attend most recent SMC meeting? 1. YES 2. NO Refer to minutes	[12] Member academic committee? <i>Membership codes:</i> 1. YES, CHAIR 2. YES, SECRETARY 3. YES, ORDINARY MEMBER 4. NO 5. NO SUCH COMMITTEE EXISTS	[13] Member construction committee?	[14] Member disciplinary committee?	[15] Member fundraising committee?	[16] Member PTA executive committee?	[17] Was _____ selected to participate in the SURVEY ? 1. YES 2. NO >> NEXT MEMBER	[18] Please enter _____'s SURVEY ID NUMBER Refer to school sampling sheet.
a										
b										
c										
d										
e										
f										
g										
h										
i										
j										
k										
l										
m										
n										
o										

SCHOOL QUESTIONNAIRE

Centre for the Study of African Economies
Economic Policy Research Centre

School ID number:

SECTION 7.B.3. ACTIVITIES OF SMC

[1] Does the SMC keep written minutes?		1. YES 2. NO																																																
[2] How many times did the SMC meet in the <i>last</i> academic year (that is, in 2007)?		Enter total number of meetings																																																
[3] Did the SMC meet at the beginning of this term ?		1. YES 2. NO >> Q. [5]																																																
[4] Did the SMC approve a budget at the beginning of this term?		1. YES 2. NO																																																
[5] How many times has the SMC met this year (since January 2008)?		Enter total number of meetings																																																
[6] Did the SMC approve a budget at the beginning of this year?		1. YES 2. NO																																																
[7] What was the date of the most recent SMC meeting?	<input style="width: 60px; height: 25px;" type="text"/> Month	<input style="width: 60px; height: 25px;" type="text"/> Year																																																
<p>[8] Which of the following issues were discussed in the most recent SMC meeting?</p> <p>Place a check mark next to all that apply.</p> <p>Refer to minutes if they exist. Read carefully: many may be hidden, e.g., under “Way forward” in the agenda for the meeting.</p> <p>If minutes not available, ask respondent directly</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">Head teacher’s report</td><td style="width: 40px;"></td></tr> <tr><td style="padding: 2px;">Communication from PTA Chair/reading PTA minutes</td><td></td></tr> <tr><td style="padding: 2px;">Communication from CCT</td><td></td></tr> <tr><td style="padding: 2px;">Budget planning/ approval</td><td></td></tr> <tr><td style="padding: 2px;">Budget review</td><td></td></tr> <tr><td style="padding: 2px;">Fundraising</td><td></td></tr> <tr><td style="padding: 2px;">Construction of school blocks</td><td></td></tr> <tr><td style="padding: 2px;">Construction of staff housing</td><td></td></tr> <tr><td style="padding: 2px;">Toilets and sanitation</td><td></td></tr> <tr><td style="padding: 2px;">School land</td><td></td></tr> <tr><td style="padding: 2px;">School meals</td><td></td></tr> <tr><td style="padding: 2px;">Textbooks, workbooks, flipcharts, chalk, or other inputs</td><td></td></tr> <tr><td style="padding: 2px;">Exams and reporting of pupils’ performance (all years)</td><td></td></tr> <tr><td style="padding: 2px;">Extra testing for P7 pupils</td><td></td></tr> <tr><td style="padding: 2px;">Open day</td><td></td></tr> <tr><td style="padding: 2px;">Opening of term and registration of pupils</td><td></td></tr> <tr><td style="padding: 2px;">Pupils’ attendance</td><td></td></tr> <tr><td style="padding: 2px;">Continuous assessment for pupils</td><td></td></tr> <tr><td style="padding: 2px;">Out-of-term or after-hours instruction for pupils (e.g., P7)</td><td></td></tr> <tr><td style="padding: 2px;">Teachers’ schemes of work</td><td></td></tr> <tr><td style="padding: 2px;">Teachers’ attendance</td><td></td></tr> <tr><td style="padding: 2px;">Teachers’ activities in the classroom</td><td></td></tr> <tr><td style="padding: 2px;">Extracurricular activities or school projects</td><td></td></tr> <tr><td style="padding: 2px;">Other (specify)</td><td></td></tr> </table>	Head teacher’s report		Communication from PTA Chair/reading PTA minutes		Communication from CCT		Budget planning/ approval		Budget review		Fundraising		Construction of school blocks		Construction of staff housing		Toilets and sanitation		School land		School meals		Textbooks, workbooks, flipcharts, chalk, or other inputs		Exams and reporting of pupils’ performance (all years)		Extra testing for P7 pupils		Open day		Opening of term and registration of pupils		Pupils’ attendance		Continuous assessment for pupils		Out-of-term or after-hours instruction for pupils (e.g., P7)		Teachers’ schemes of work		Teachers’ attendance		Teachers’ activities in the classroom		Extracurricular activities or school projects		Other (specify)		
Head teacher’s report																																																		
Communication from PTA Chair/reading PTA minutes																																																		
Communication from CCT																																																		
Budget planning/ approval																																																		
Budget review																																																		
Fundraising																																																		
Construction of school blocks																																																		
Construction of staff housing																																																		
Toilets and sanitation																																																		
School land																																																		
School meals																																																		
Textbooks, workbooks, flipcharts, chalk, or other inputs																																																		
Exams and reporting of pupils’ performance (all years)																																																		
Extra testing for P7 pupils																																																		
Open day																																																		
Opening of term and registration of pupils																																																		
Pupils’ attendance																																																		
Continuous assessment for pupils																																																		
Out-of-term or after-hours instruction for pupils (e.g., P7)																																																		
Teachers’ schemes of work																																																		
Teachers’ attendance																																																		
Teachers’ activities in the classroom																																																		
Extracurricular activities or school projects																																																		
Other (specify)																																																		
[9] Did any SMC members visit the school to observe lessons or other school activities in the first term of 2008?		1. YES 2. NO >> NEXT																																																
[10] Refer to the school’s <i>Visitor’s Register</i> . How many times in the first term of 2008 does it show SMC members (excluding teachers) visiting the school outside of SMC or PTA meetings?		Enter total number of visits or code “999” if register does not exist or cannot be obtained.																																																

SCHOOL QUESTIONNAIRE

Centre for the Study of African Economies
Economic Policy Research Centre

School ID number:

SECTION 7.C SCHOOL GOVERNANCE – PTA

Question	Answer	Codes/Instructions								
[1] Does this school have a PTA?		1. YES 2. NO >> NEXT SECTION								
[2] Does the PTA keep minutes of its meetings?		1. YES 2. NO								
[3] How many times did the PTA meet in the previous academic year (2007) in total?		Enter number of meetings								
[4] When was the last time that the PTA met for this school?	<table style="display: inline-table; border: 1px solid black; margin-right: 20px;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> <tr><td style="text-align: center;">Month</td><td style="text-align: center;">Year</td></tr> </table> <table style="display: inline-table; border: 1px solid black;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> <tr><td style="text-align: center;">Month</td><td style="text-align: center;">Year</td></tr> </table>			Month	Year			Month	Year	
Month	Year									
Month	Year									
[5] Where was this meeting held?		1. SCHOOL 2. PTA CHAIRPERSON'S HOME 3. HEAD TEACHER'S HOME 4. OTHER (SPECIFY)								
[6] What was the primary purpose of this meeting?		1. ANNUAL MEETING 2. EMERGENCY (SPECIFY _____) 3. WORKSHOP/OTHER EDUCATIONAL MEETING 4. SCHOOL INFRASTRUCTURE CONSTRUCTION PROJECT 5. STUDENT PERFORMANCE 6. TEACHER PERFORMANCE 7. OTHER (SPECIFY)								
[7] How many people attended the last meeting of the PTA?		Take from PTA minutes or ask respondent to approximate answer.								
[8] Did the SMC Chairperson make a report at this meeting?		1. YES 2. NO								
[9] Does the PTA have an Executive Committee?		1. YES 2. NO (>> Q. [14])								
[10] How many members of the PTA Executive Committee are there?		Enter number of members								
[11] How often are members of the PTA Executive Committee chosen?	Every <input style="width: 30px; height: 20px;" type="text"/> years	If frequency in terms of years not appropriate, enter "999" and add explanation in space below.								
[12] Of the ___ members of the PTA Executive Committee, how many were <i>newly elected</i> last time?		Enter number of members								
[13] Of the ___ members of the PTA executive, how many are women ?										

SCHOOL QUESTIONNAIRE

Centre for the Study of African Economies
Economic Policy Research Centre

School ID number:

[14] Is the PTA chair male or female?		1. MALE 2. FEMALE
[15] What is the highest level of education obtained by the PTA chair?		1. NO FORMAL EDUCATION 2. LESS THAN PRIMARY 3. COMPLETED PRIMARY 4. COMPLETED O-LEVEL 5. COMPLETED A-LEVEL 6. COMPLETED UNIVERSITY 7. OTHER (SPECIFY)
[16] What is the primary occupation of the PTA chair		1. SUBSISTENCE FARMING 2. COMMERCIAL FARMING 3. LIVESTOCK REARING 4. SALARIED JOB 5. CURRENTLY NOT WORKING 6. ENROLLED IN SCHOOL 7. FISHING 8. MARKETER/TRADER 9. HOUSEKEEPING Never had a job
[17] How long has the PTA chair been in the present post?		Enter number of years in post.
[18] How much are PTA fees per student this term ?		Enter US\$.
[19] How much were PTA fees per student in 2000 ?		Enter US\$.

SCHOOL QUESTIONNAIRE

Centre for the Study of African Economies
Economic Policy Research Centre

School ID number:

SECTION 7.C.2. PTA FUNDRAISING

The following questions refer to PTA funding of student activities. They do not include construction or maintenance projects.

Activity	[1] Did the PTA (or SMC) finance any ___ for pupils in 2007? 1. YES 2. NO >> NEXT ROW	[2] Which classes were eligible? 1. P1 2. P2 3. P3 4. P4 5. P5 6. P6 7. P7 8. ALL	[3] How much money was asked of parents per pupil per term to fund ___? Ush	[4] Were parents required to pay the full amount up front, or could they pay in installments?	[5] How many parents contributed anything to ___? Enter number of parents	[6] How many of these parents contributed the full amount ?	[7] Were any pupils whose parents did not contribute eligible for ___? 1. YES, WITHOUT CONDITION 2. YES, AS LONG AS THE PARENTS CONTRIBUTED SOMETHING 3. NO 4. OTHER (SPECIFY)	[8] Were pupils whose parents had not contributed ever sent home from school? 1. YES 2. NO	[9] Is the provision of ___ ongoing today? 1. YES 2. NO
a. Lunches									
b. Testing									
c. Out-of-term instruction									
d. Prizes for pupils									
e. Other (specify)									

SCHOOL QUESTIONNAIRE

Centre for the Study of African Economies
Economic Policy Research Centre

School ID number:

SECTION 8. BUDGET

8.A. BUDGET PROCES

<p>[1] Which of the following are consulted about the school budget?</p> <p>Enter all that apply</p>	<table border="1" style="width: 100%; height: 100%;"> <tr><td style="width: 50px; height: 20px;"></td></tr> </table>											<ol style="list-style-type: none"> 1. SMC (ENTIRE) 2. SMC FINANCE COMMITTEE 3. SMC CHAIR 4. STAFF FINANCE COMMITTEE 5. HEAD TEACHER 6. PTA (GENERAL) 7. PTA EXECUTIVE 8. OTHER (SPECIFY)
<p>[2] Who makes the final decision about the school budget?</p>		<ol style="list-style-type: none"> 1. SCHOOL MANAGEMENT COMMITTEE (ENTIRE) 2. SMC FINANCE COMMITTEE 3. SMC CHAIR AND SECRETARY 4. SCHOOL FINANCE COMMITTEE 5. HEAD TEACHER 6. OTHER (SPECIFY) 										
<p>[3] How frequently does the school make a budget?</p>		<ol style="list-style-type: none"> 1. EVERY TERM 2. EVERY YEAR 3. TWICE YEARLY 4. OTHER (SPECIFY) 										
<p>[4] Head teacher: Did you consult the SMC Chair in advance for any specific purchases for the school this term?</p>		<ol style="list-style-type: none"> 1. ALWAYS 2. SOMETIMES 3. RARELY 4. NEVER 										
<p>[5] Head teacher: Do you require the co-signature of the SMC Chairperson to withdraw funds from the UPE account?</p>		<ol style="list-style-type: none"> 1. YES 2. NO >> NEXT 										
<p>[6] Does the SMC Chairperson pre-authorize these withdrawals?</p>		<ol style="list-style-type: none"> 1. YES 2. NO 										

SCHOOL QUESTIONNAIRE

Centre for the Study of African Economies
Economic Policy Research Centre

School ID number:

SECTION 8.B. BUDGET – REVENUES AND EXPENDITURES

[0.A.] Interviewer: Can the head teacher produce an approved budget for the first term of 2008?		1. YES 2. NO
[0.B.] Interviewer: Can the head teacher produce receipts/accountability for actual expenditures from UPE funds for the first term of 2008?		1. YES 2. NO

PLANNED VERSUS ACTUAL REVENUES		
Revenue source	[1] What were planned revenues from ___ in the first term of 2008? Enter "0" if none.	[2] What were actual revenues from ___ in the first term of 2008? Enter "0" if none.
A. UPE funds		
B. School Facilities Grant		
C. Other MoES revenue		
D. District		
C. PTA		
D. Foundation body		
E. NGO		
F. Other (specify)		

PLANNED VERSUS ACTUAL EXPENDITURES		
Expenditure category	[3] What were planned expenditures on ___ in the first term of 2008? Refer to BUDGET if available.	[4] What were actual expenditures on ___ in the first term of 2008? Refer to UPE ACCOUNTABILITY records if available.
A. Instructional		
B. Co-curricular		
C. Management		
D. Administration		
E. Contingency		