



Government of Sierra Leone
Ministry of Education, Science and Technology



**Annual School Census Questionnaire
2017-18**

PRIMARY SCHOOL QUESTIONNAIRE

Introduction

Every child deserves an education, but this can only occur when nations make resources available equitably, fairly and promptly. The goal of the Annual School Census Questionnaire is to collect education data every year at the school level. The data collected through this questionnaire provides a snapshot of the Sierra Leonean education system and assists planners at all levels to target interventions.

Conducting the census is an involved process and requires full participation and involvement at all levels of the Sierra Leonean education system.

Thank you for completing this questionnaire to the best of your ability.

Responsibility

1. Each Head Teacher is responsible for the correct and accurate completion of his or her school's Annual School Census (ASC) Questionnaire.
2. All schools, regardless of type, must complete the Questionnaire.
3. An enumerator will visit your school and give you brief instructions on how to complete the Questionnaire, and leave the Questionnaire Guide and the Questionnaire for you to complete.
4. The enumerator will return at an agreed upon date to collect the completed questionnaire, verify it, and return it to the District Deputy Director - Education.
5. The Questionnaire will be verified by the District Deputy Director.
6. **Deliberate reporting of inaccurate or incomplete information will lead to disciplinary action.**

Your Source for Information

1. In order to complete the questionnaire, you will need to have on hand your school registers.
2. Unless otherwise specified, write the information as of January 2018.
3. If after consulting your school registers you still do not have the information consult your classroom teachers, or District Deputy Director.
4. If you have any questions, please consult your District Deputy Director.

Getting Started

Before starting to complete the Questionnaire make sure you:

- Have the school registers on hand.
- Have the Questionnaire Completion Guide.
- Have a pen.
- Have a calculator (optional).
- Have the salary voucher, for public schools.

A. SCHOOL PROFILE

A.1 EMIS Number <i>The EMIS number is pre-filled, except for new schools that have not completed an EMIS questionnaire before. Make sure to write down the EMIS number for your own records, as you will be required to report this number in the future whenever data is collected for your school. For new schools leave blank. An EMIS number will be assigned to your school by MEST, and communicated to you.</i>		A.1 EMIS Number								
A2. Name of school <i>The name of school is pre-filled, except for new schools. Correct any errors or omissions in the pre-filled information. For new schools, write the FULL school name.</i>										
A3. Location <i>This information is pre-filled, except for new schools. Correct any errors or omissions in the pre-filled information. For new schools, record the <u>NAME</u> of District, Chiefdom, Section and Town/Village, and record the <u>NUMBER</u> of the Ward.</i>	A3a. District									
	A3b. Chiefdom									
	A3c. Section									
	A3d. Ward									
	A3e. Town/Village									
A4. Remoteness <i>Indicate ease of access to the community where the school is located</i>		1 = Island 2 = Rough terrains 3 = Not accessible by road 4 = Easily accessible								
A5. School contact <i>For the school's main contact, write telephone/mobile number, and e-mail address if applicable.</i>	A5a. Telephone/mobile number									
	A5b. E-mail address									
A6. WAEC code <i>Write the West African Examinations Council (WAEC) code for this school.</i>		A6. WAEC Code <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>								
A7. SID Code <i>Write the School payroll code, if applicable. If not applicable, leave blank.</i>		A7. SID Code <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>								

B. SCHOOL PARTICULARS

B1. School Ownership. <i>Circle <u>one</u> answer.</i>		1 = Government 2 = Private 3 = Mission/religious group 4 = Community 5 = Other					
B2. Approval Status. <i>Is this school approved by the MEST?</i>		1 = Yes 2 = No					
B3. Support Status. <i>Does the school receive support from the GoSL?</i>		1 = Yes 2 = No					
B4. Shift. <i>What is the shift status of this school? Circle one answer.</i>		1 = Single Shift 2 = Double shift, Morning 3 = Double shift, Afternoon					
B5 Type. <i>Is this school a boys only, girls only, or mixed school? Circle one answer.</i>		1 = Boys only 2 = Girls only 3 = Mixed					
B6. Year of establishment <i>Write the <u>YEAR</u> your school was founded.</i>		<table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>					
B7. Other school(s) found on the same compound. <i>There may be other schools or shifts in the same compound or that share the same address. If so, circle <u>all</u> that are <u>Applicable</u>. If not, skip to Section C.</i>							
1 = Nursery/Pre-School 2 = Primary 3 = Junior Secondary 4 = Senior Secondary 5 = Vocational/Technical 6 = Other							
B7a. Name of other school(s) <i>Write the <u>FULL NAME</u> of the other school(s) if applicable.</i>							

C. SCHOOL INFRASTRUCTURE

C1. Facilities Which of the following does your school have?		
C1a. Does the school have a boarding facility for students?	1 = Yes 2 = No	
C1b. Does this school benefit from the school feeding program?	1 = Yes 2 = No	
C1c. If yes, when did the school start feeding the pupils	1 = 2016 2 = 2017	
C1d. How many times are pupils fed per week?	1 = Once 2 = Twice 3 = None	
C1e. Does the school have a school garden?	1 = Yes 2 = No	
C1e. Is the school compound fenced or surrounded by walls?	1 = Yes 2 = No	
C1f. Other Facilities in school. Which of the following facilities are available and functional at your school? <i>Tick <u>all</u> that apply.</i>		
Facility	Available	Functional
Library		
Science laboratory		
Canteen		
Recreation facilities		
Electricity grid		
Functioning generator		
Other source of power (e.g. solar)		

C2. Drinking Water <i>Circle what is applicable.</i>		
C2a. Is there a source of drinking water available to the school? <i>The source can be either within the school compound or nearby.</i>	1 = Yes 2 = No <i>If No, skip to C3.</i>	
C2b. Is the source of drinking water within the school compound?	1 = Yes 2 = No	
C2c. What is the source of drinking water?	1 = Pipe-borne 2 = Borehole 3 = Well – Hand dug 4 = Stream 5 = Other	
C2d. Is the source of drinking water protected ?	1 = Yes 2 = No	
C2e. Is the source of water in need of repair ?	1 = Yes 2 = No	
C2f. Is water available from the source during Dry season	1 = Yes, all the time 2 = Yes, sometime 3 = No	
C2g. Is water available from the source during Wet season	1 = Yes, all the time 2 = Yes, sometime 3 = No	
C2h. Is there hand washing facility in the school	1 = Yes 2 = No	

C3. Latrines		
C3a. Does your school have a latrine facility?	1 = Yes 2 = No If No, Skip to C4	
C3b. Are the latrines in good condition?	1 = Yes 2 = No	
C3c. Are there separate latrines for pupils with disability	1 = Yes 2 = No	

C3d. What are the number of Drop Holes/Compartments available? <i>Write the number for girls only, boys only and shared.</i>	Girls only	
	Boys only	
	Shared	

C4. Hygiene Management		
C4a. Does the school have a private cubicle for girls experiencing menstruation?	1 = Yes 2 = No If No, Skip to C5	
C4b. If yes, which of the following facilities are available? <i>Choose all that apply</i>	1 = soap and water 2 = separate bins for hygienic waste disposal	

C5. Classrooms <i>Write NUMBER OF CLASSROOMS (rooms used for instruction; excludes office, staff room, and storage) by type of construction. Then write the number in need of repair for each type of construction.</i>	Type of Construction	Number of classrooms	Number in need of repair
	Solid <i>Built with cement blocks</i>		
	Semi-solid <i>Built largely with mud blocks</i>		
	Make-shift <i>Temporary-- made of materials, such as mat and sticks</i>		
	Other <i>Any other space used as a classroom</i>		
	Total number of classrooms		

C6. Classroom Furniture <i>Write the number of classroom furniture, according to their condition.</i>				
Furniture Item	In Good Condition	Broken but can be repaired	Broken and cannot be repaired	Total
Pupil Chairs <i>Write the number of sitting places not pieces of furniture</i>				
Pupil Benches <i>Write the number of sitting places not pieces of furniture</i>				
Pupil Desks <i>Write the number of sitting places not pieces of furniture</i>				
Teacher Desks				
Teacher Chairs				
Chalk Boards				

D. PRIMARY SCHOOL INSTRUCTION

D1. Textbooks <i>Write the number of textbooks (include only those that are in good condition) by grade and subject.</i>							
Textbooks	Cl. 1	Cl. 2	Cl. 3	Cl. 4	Cl. 5	Cl. 6	Total
English or Language Arts							
Mathematics							
General Science							
Social Studies							
D2. Learning through ICT <i>Does the school have any of the following ICT facility for learning? Circle all that apply.</i>	1 = Computer 2 = Internet						
D3. Sexual Reproductive Education <i>Does the school provide life skills-based HIV and sexuality education?</i>	1 = Yes 2 = No						

E. PRIMARY SCHOOL OPERATIONS AND STUDENTS

E1. School hours Write your primary school's starting and ending time.	E1a. Starting time	H H : M M
	E1b. Ending time	H H : M M

E2. Streams Write the <u>TOTAL NUMBER</u> of <u>STREAMS</u> for each class level. <u>STREAMS</u> are the number of classes within each class level. Enter 0 for any class levels not offered at the school.					
Class 1	Class 2	Class 3	Class 4	Class 5	Class 6

E3. New entrants <i>Write the total number of all new entrants (students who entered class 1 for the first time, excluding repeaters) at your school by age and gender. Be sure to write the total in the total column.</i>																
< Age 6		Age 6		Age 7		Age 8		Age 9		Age 10		> Age 10		Total		
M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	

E4. New entrants that received Early Childhood Education <i>Write the total number of new entrants (students who entered class 1 for the first time, excluding repeaters) that received Early Childhood Education (nursery school/kindergarten) by age and gender. Be sure to write the total in the total column.</i>															
< Age 6		Age 6		Age 7		Age 8		Age 9		Age 10		> Age 10		Total	
M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F

E5. Enrolled students Write the <u>TOTAL NUMBER</u> of <u>STUDENTS</u> who enrolled at your school for the 2017-18 school year by class, age, and gender. Enter the number enrolled by January 2018, once late registrants had entered.																	
Age	Class 1			Class 2			Class 3			Class 4			Class 5			Class 6	
	M	F		M	F		M	F		M	F		M	F			
< 6																	
6																	
7																	
8																	
9																	
10																	
11																	
12																	
13																	
14																	
15																	
> 15																	
Total																	

E6. Repeaters Write the total number of **repeaters** for each class (*students who had attended the same class in the previous year*) at your school by age and gender. Be sure to write the total in the total column.

Age	Class 1			Class 2			Class 3			Class 4			Class 5			Class 6	
	M	F		M	F		M	F		M	F		M	F		M	F
< 6																	
6																	
7																	
8																	
9																	
10																	
11																	
12																	
13																	
14																	
15																	
> 15																	
Total																	

E7. Students with disability Write the total number of **students with disability** at your school by type of disability, class, and gender. Be sure to write the total in the total column and row.

Type of disability	Class 1		Class 2		Class 3		Class 4		Class 5		Class 6		Total	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Visual disability														
Physical disability														
Hearing disability														
Speech disability														
Learning Disability														
Total														

E7a. Does the school provide adapted infrastructure and materials for students with disabilities

1 = Yes **2** = No If No, Skip to **F1**.

E7b. Circle which among the following the school provides for students with disability

1=Ramp 2=Brail 3=Hearing aid 4=Visual aid
5=Others (specify)

F. SCHOOL MANAGEMENT

F1. Community Teacher Association (CTA)	F1a. Is there a functioning CTA?	1 = Yes 2 = No <i>If No, Skip to F2.</i>
	F1b. How many times does it meet in a year? <i>Circle <u>one</u> answer.</i>	1 = Once or less 2 = Two Times 3 = Three Times 4 = Four or more times
F2. School Management Committee (SMC)	F2a. Is there a functioning SMC?	1 = Yes 2 = No <i>If No, Skip to F3.</i>
	F2b. How many times does it meet in a year? <i>Circle <u>one</u> answer.</i>	1 = Once or less 2 = Two Times 3 = Three Times 4 = Four or more times
	F2c. Has the SMC received training within the past 2 years?	1 = Yes 2 = No
F3. Mother's Club	F3a. Is there a functioning Mother's Club?	1 = Yes 2 = No <i>If No, Skip to F3.</i>
	F3b. How many times does it meet in a year? <i>Circle <u>one</u> answer.</i>	1 = Once or less 2 = Two Times 3 = Three Times 4 = Four or more times
	F3c. Has the Mother's Club received training within the past 2 years?	1 = Yes 2 = No
F4. Children Parliament	F4a. Is there a functioning Children Parliament?	1 = Yes 2 = No <i>If No, Skip to F3.</i>
	F4b. How many times does it meet in a year? <i>Circle <u>one</u> answer.</i>	1 = Once or less 2 = Two Times 3 = Three Times 4 = Four or more times
	F4c. Have members received training within the past 2 years?	1 = Yes 2 = No
F5. Guidance Counselor	F5a. Does the school have a Guidance Counselor?	1 = Yes 2 = No
F6. School Development Plan	F6a. Does this school have a School Development Plan?	1 = Yes 2 = No
F7. Bank Account	F7a. Does this school have a bank account for fees/subsidies?	1 = Yes 2 = No <i>If No, Skip to G.</i>
	F7b. Bank <i>Write the name of bank</i>	
	F7c. Account Number <i>Write the account number</i>	
	F7d. Account B-ban <i>Write the account B-ban</i>	

G. STAFF: NON-TEACHERS

G1. Staff: Non-teachers. <i>Write the number Males and Females working at the school in the following non-teaching positions.</i>		
Position	Males	Females
Secretary		
Office Assistant		
Security		
Other		

Code Bank

No	Surname	Given name	New Teachers (only teachers new in the services – 2016 /17)	Sex 1=M 2=F	Age Yrs	Payroll Number (PIN) if applicable 6 digits	Current Position Write one answer only. 1= Assistant Teacher 2=Senior Teacher 3= Head of Depart. 4=Deputy Head Teacher 5=Head Teacher 6=Vice-Principal 7=Principal	Years of Service Write the total number of years the staff member has spent as a teacher	Grade Level For gov. paid staff write the grade level, if not govt. paid leave blank	Classroom Teacher Does educator have regular duty to teach in the classroom? 1=Yes 2=No	Highest Professional qualification Training that is specific to education Write one answer only. 1=No formal training as educator 2= TC 3=HTC(P) 4=HTC(S) 5=Any Bachelor's in Ed 6=Any Master's or PhD in Ed	Highest Academic qualification Write one answer only. 1 = Did not complete JSS 2 = BECE (passed 4 or more subjects) 3= WASSCE (at least 4 credits) 4= Post-Secondary Diploma or Cert. 5 = Any Bachelor's deg. 6= Post-grad. degree or dip.	Subject(s) specialty Write all answers that apply. 1= No specialty. 2 = English, Language Studies 3 = Mathematics 4 = General Sciences 5= Social studies 6 = Creative Arts 7= Home Economics	Subject(s) taught Write all answers that apply. 1= All subjects 2= English, Language Studies 3 = Mathematics 4 = General Sciences 5 = Social studies 6 = Creative arts 7= Home Economics	Source of salary Write one answer only. 1 = Gov. 2 = Private inst. (firms, religious bodies, NGOs) 3 = Households (families, community) 4=Volunteer
0.	Bryant	Charles		1	39	999999	2	5	6	1	6	4	3, 4	1	1
1.															
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14.															
15.															

G2. Staff: Educators. Complete the following information about each of your school's educational staff (teachers who deliver instruction in classrooms and non-teaching professional educators)

No	Surname	Given name	New Teachers (only teachers new in the services – 2016 /17) 1= Yes 2= No	Sex 1= M 2= F	Age Yrs .	Payroll Number (PIN) if applicable 6 digits	Current Position <i>Write one answer only.</i> 1= Assistant Teacher 2=Senior Teacher 3= Head of Depart. 4=Deputy Head Teacher 5=Head Teacher 6=Vice-Principal 7=Principal	Years of Service <i>Write the total number of years the staff member has spent as a teacher</i>	Grade Level <i>For gov. paid staff write the grade level, if not govt. paid leave blank</i>	Classroom Teacher <i>Does educator have regular duty to teach in the classroom?</i> 1=Yes 2=No	Highest Professional qualification <i>Training that is specific to education Write one answer only.</i> 1=No formal training as educator 2= TC 3=HTC(P) 4=HTC(S) 5=Any Bachelor's in Ed 6=Any Master's or PhD in Ed	Highest Academic qualification <i>Write one answer only.</i> 1 = Did not complete JSS 2 = BECE (passed 4 or more subjects) 3= WASSCE (at least 4 credits) 4= Post-Secondary Diploma or Cert. 5 = Any Bachelor's deg. 6= Post-grad. degree or dip.	Subject(s) specialty <i>Write all answers that apply.</i> 1= No specialty. 2 = English, Language Studies 3 = Mathematics 4 = General Sciences 5= Social studies 6 = Creative Arts 7= Home Economics	Subject(s) taught <i>Write all answers that apply.</i> 1= All subjects 2= English, Language Studies 3 = Mathematics 4 = General Sciences 5 = Social studies 6 = Creative arts 7= Home Economics	Source of salary <i>Write one answer only.</i> 1 = Gov. 2 = Private inst. (firms, religious bodies, NGOs) 3 = Households (families, community) 4=Volunteer
0.	Bryant	Charles		1	39	999999	2	5	6	1	6	4	3, 4	1	1
16.															
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30.															

H. SUMMARY COUNTS

H1. PRIMARY LEVEL SUMMARY COUNTS

Total Students (See <i>Section E6</i>)			Number of Classrooms by Type (See <i>Section C5</i>)			Total Classroom Teachers (Count the classroom teachers by gender from <i>Section G2</i>)		
Male	Female	Total	Solid	Semi-solid	Total	Male	Female	Total

I. QUESTIONNAIRE TRACKING CERTIFICATION

I1. Filled out by SCHOOL HEAD TEACHER By signing this document, I certify that the questionnaire has been completed and that all data contained herein is correct and accurate to the best of my knowledge. I also confirm that I understand that the information herein will be checked by district officials, which may require random monitoring visits.	Name FULL name	
	Signature	
	Date DD/MM/YY	DD / MM / YY
I2. Filled out by ENUMERATOR By signing this document, I certify that the questionnaire has been completed and that all data contained herein is correct and accurate to the best of my knowledge.	Name FULL name	
	Signature	
	Date DD/MM/YY	DD / MM / YY
I3. Filled out by DEPUTY DIRECTOR By signing this document, I certify that I have checked the questionnaire and that all data contained herein is correct and accurate to the best of my knowledge.	Name FULL name	
	Signature	
	Date DD/MM/YY	DD / MM / YY

PLEASE REMEMBER:

1. Review that all the information has been accurately and clearly completed.
2. The completed questionnaire will be returned to the Deputy Director by the enumerator.
3. Monitoring visits may be conducted to verify information.

***** THANK YOU FOR YOUR COOPERATION *****