

Principal Booklet

This page is to be completed by fieldworkers.

0.1	YL School ID	_____
0.2	<p>Which member of staff completed this questionnaire?</p> <p>01 = Principal / Director</p> <p>02 = Vice principal / Vice director</p> <p>03 = Other member of senior management staff</p>	[___]
0.3	<p>If the instrument is not completed, what is the reason? (If completed, leave blank)</p> <p>01 = Respondent absent</p> <p>02 = Respondent refused to participate</p>	[___]
0.4	Date of interview	<p>___ / ___ / 2017</p> <p>(d d / m m / y y y y)</p>

DATA HANDLERS

Fieldworker	Name:	Code: [___]
	Signature:	<p>Date of check:</p> <p>___ / ___ / 2017</p> <p>(d d / m m / y y y y)</p>
Team Leader	Name:	Code: [___]
	Signature:	<p>Date of check:</p> <p>___ / ___ / 2017</p> <p>(d d / m m / y y y y)</p>

Data entry clerk	Name:	Code: [_____]
	Signature:	<p>Date of check:</p> <p>___ / ___ / 2017</p> <p>(d d / m m / y y y y)</p>

Information about school management

1	This academic year (2016-17), does the school have a Development Plan? <i>(Tick one box)</i>	Yes ₀₁	
		No ₀₀	

2	This academic year (2016-17), does the school have a Parents' Association? <i>(Tick one box)</i>	Yes ₀₁	
		No ₀₀	

3	This academic year (2016-17), how often on average has the Parents' Association formally met the school management? <i>(Tick one box)</i> <i>If this school does not have a Parent Association, tick 'There is no Parent Association'</i>	Once a week ₀₁	
		Once a fortnight ₀₂	
		Once a month ₀₃	
		Once every 2-3 months ₀₄	
		Once every 4-6 months ₀₅	
		Once every 7-12 months ₀₆	
		Less than once a year ₀₇	
		There is no Parents' Association ₀₀	

4	This academic year (2016-17), how many times did inspectors or educational officers pay visits to your school? <i>(Include all types of visit, e.g. inspections, invited and normal visits. If none, enter '0')</i>	_____ visits
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5	This academic year (2016-17), how often did you face the following challenges? <i>(Tick one box per row)</i>	Never/ Rarely ₀₁	Occasionally ₀₂	Often ₀₃
		a) Student dropout		
b) Child labour				
c) Failing school infrastructure				
d) Teacher recruitment and retention				
e) Teacher attendance				
f) External environmental events (e.g. flooding)				

6	<p>In this school, who has <u>considerable responsibility</u> for the following resource allocation tasks? <i>A 'considerable responsibility' is one where an active role is played in decision-making.</i></p> <p><i>(Tick all boxes that apply for each row)</i></p>					
		Principal / Director ₀₁	Teachers ₀₂	BOET ₀₃	DOET ₀₄	MOET ₀₅
	a) Selecting teachers for hire					
	b) Firing teachers					
	c) Establishing teachers' starting salaries					
	d) Determining teachers' salary increases					
	e) Formulating the school budget					
	f) Deciding on budget allocation within the school					

7	<p>In this school, who has <u>considerable responsibility</u> for the following curriculum and assessment tasks? <i>A 'considerable responsibility' is one where an active role is played in decision-making.</i></p> <p><i>(Tick all boxes that apply for each row)</i></p>					
		Principal / Director ₀₁	Teachers ₀₂	BOET ₀₃	DOET ₀₄	MOET ₀₅
	a) Establishing student assessment procedures					
	b) Choosing which textbooks are used					
	c) Determining course content					
d) Deciding which courses are offered						

8	<p>Below are statements about how <u>you</u> set educational goals for <u>this school</u>. Please indicate the frequency of the following activities and behaviours in this school during the 2016-17 academic year.</p> <p><i>(Tick one box per row)</i></p>						
		More than once a week ₀₁	Once a week ₀₂	Once a month ₀₃	3-4 times during the year ₀₄	1-2 times during the year ₀₅	Did not occur ₀₀
	a) I used student performance results to develop the school's educational goals						
b) I made sure that teacher professional development activities are in accordance with the teaching goals of the school							

	c) I ensured that teachers work according to the school's educational goals						
	d) I discussed the school's academic goals with teachers at staff meetings						

9	How many days did you attend professional/in-service training in the last academic year (2016-17)? <i>(Write the number of days you attended any kind of training, including training related to finance, management, academic interests or other. If none, write '0').</i>	_____ days
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Information about teachers

	Below are statements about how <u>your leadership of this school</u> . Please indicate the frequency of the following activities and behaviours in this school during the 2016-17 academic year. <i>(Tick one box per row)</i>						
		More than once a week ₀₁	Once a week ₀₂	Once a month ₀₃	3-4 times during the year ₀₄	1-2 times during the year ₀₅	Did not occur ₀₀
10	a) I promoted teaching practices based on recent educational research						
	b) I praised teachers whose students were actively participating in learning						
	c) I drew attention to the importance of students developing critical thinking and social skills						

	Below are statements about <u>how you support improvements at this school</u> . Please indicate the frequency of the following activities and behaviours in this school during the 2016-17 academic year. <i>(Tick one box per row)</i>						
		More than once a week ₀₁	Once a week ₀₂	Once a month ₀₃	3-4 times during the year ₀₄	1-2 times during the year ₀₅	Did not occur ₀₀
11	a) When a teacher had problems in his/her classroom, I took the initiative to discuss matters						
	b) I paid attention to disruptive behaviour in classrooms						
	c) When a teacher brought up a classroom problem, we solved the problem together						

Below are statements about <u>teacher participation</u> at <u>this school</u> . Please indicate the frequency of the following activities and behaviours in this school during the 2016-17 academic year.							
<i>(Tick one box per row)</i>							
12		More than once a week ₀₁	Once a week ₀₂	Once a month ₀₃	3-4 times during the year ₀₄	1-2 times during the year ₀₅	Did not occur ₀₀
	a) I provided staff with opportunities to participate in school decision-making						
	b) I asked teachers to participate in reviewing management practices						

13	In the last academic year (2015-16), what was the <u>main reason</u> for teacher absence in this school? <i>(Tick one box)</i> <i>(If there was no teacher absence in the last academic year, tick 'No teacher absence in the last academic year')</i>	Leave for personal reasons ₀₁	
		Illness / medical leave ₀₂	
		Attending training ₀₃	
		Official duties ₀₄	
		Teacher faced difficulties traveling to school ₀₅	
		Unknown / reason not reported ₀₆	
		Other ₀₇	
		No teacher absence in the last academic year ₀₀	

Information about students

14	How often do you share the performance of <u>Grade 10</u> students with their parents? (<i>Tick one box</i>)	Once a year ₀₁	
		2-3 times a year ₀₂	
		More than 3 times a year ₀₃	
		Never ₀₀	
15	At the start of <u>last academic year</u> (2015-16), how many students were enrolled in <u>Grade 12</u> in this school? (<i>Write the number in the box</i>)	_____ students	
16	<u>Last academic year</u> (2015-16), how many students from this school took the graduation exam at the end of Grade 12? (<i>Write the number in the box</i>)	_____ students	
17	<u>Last academic year</u> (2015-16), how many students from this school passed the graduation exam at the end of Grade 12? (<i>Write the number in the box</i>)	_____ students	
18	<u>In an average year</u> , what percentage of <u>Grade 12</u> students from this school gains access to university at the first round of applications? (<i>Write the approximate percentage in the box</i>)	_____ %	
19	<u>In an average year</u> , what percentage of <u>Grade 12</u> students from this school gains access to <u>vocational college</u> at the first round of applications? (<i>Write the approximate percentage in the box</i>)	_____ %	
20	Is this school a continuous learning centre?	Yes ₀₁	
		No ₀₀	