THE MINISTRY OF EDUCATION
ANNUAL STATISTICAL QUESTIONNAIRE
ACADEMIC YEAR 2019-2020

PRIMARY SCHOOL

School ID………………………………….…..……………   Region

Name of School…………………………………………………………………………………………   Grade

Address………………………………………..……………………………………………………………………………

Completion Date…………………………….. …………………………………………

Signature of Headmaster/Headmistress………………………………………………

Date of Receipt at Education Department…………………………………………………

Signature of Regional Education Officer……..………………………………………

NOTES:

This form was revised to provide the unit with additional comprehensive data, please read all instructions carefully.

This questionnaire must be delivered to schools not later than 30th November 2020.

It should be completed in duplicate. One copy is to be retained by the school. The other copy is to be sent to your REDO/ACEO and the Chief Planning Officer not later than 15th December 2020.

Instructions for Filling out Form

TABLE	INSTRUCTIONS
	Procedure Please fill in the information for the current period. If data is unchanged, please tick the box. Otherwise, fill in the correct data.
N5 – Teachers (Please see more specific instructions under table P6A)	**Procedure** **1.** Enter all teachers on roll on the first school day of September – December of the current academic year. *Notes* *Name* Exclude teachers who are Volunteers, on study leave and full time at CPCE (Pre-service). *Teachers on secondment must be accounted for at the school to which they are seconded **only.*** *Status* Substantive positions only: HM, DHM, SM, HOD, SAM, AM, AT, PTT, TA, TAM, PT, JT, TQM, TUM *Qualification* Professional (record the highest): M. Ed., B. Ed, Dip. Ed., Cert. Ed., ADE., TTC, UT *Qualification* Academic (record the highest): Arts Degree Major, Science Degree Major, Soc Science Degree Major, Dip. Agri., Other Qualified, Unqualified *Part-time* *Place an X in the part-time column only for those teachers who are employed as part-time teachers.*
Teachers Intake/Loss	Teacher Intake: ADD all teachers who joined the staff from the first school day of October last year to the first school day of October of this academic year. Teacher Loss: Teachers who have left the system under the respective categories between the first school day of October of the previous year and the first school day of the current year.
Transfers In	Students transferring from another school to your school during the previous academic year
Transfer Out	Students transferring from another school to another school during the previous academic year
Emigration/Deaths	Pupils who migrated or died during the previous academic year

Infrastructure, Buildings, Facilities, Furniture and Learning Materials

INFRASTRUCTURE	2019	2020
Total school site area (m2) (The total area inside the boundary of the school, measured in square meters)		
Classroom area (m2) (The total area of the classroom and other teaching areas (including science and computer laboratories) within the school, whether they are in use or not, measured in square meters).		
Playing fields area (m2) (The total area of land within the boundary of the school which is (a) in the open air (b) provided for the physical education or recreation (c) suitable for playing team games and is laid out for the purpose, measured in square meters).		
Number of classrooms in open-plan or separated by partitions (Total number of classes being taught in an open-plan situation or separated by temporary partitions).		
Number of Teacher houses		
Does the school have a computer lab?		
Does the school have a boundary wall or fence?		
What is the school's primary source of water? (Mains, River/Stream, Roof Collection, Other)		
How many drinking water taps, including those that are temporarily out of order?		
What is the school's primary source of electricity? (Mains, Solar panels, No electricity, other)		
Is the school wired for electricity? (YES, NO)		
Is solid waste (garbage) collected and disposed of daily? (You may select YES if the school collects garbage from classrooms, kitchen and bathroom receptacles and stores it in a safe place from which it is later disposed.)		

FURNITURE	2019	2020
No of Pupils furniture		
No of Teachers' furniture		
No. of other school furniture		

SCHOOL PHYSICAL FACILITIES	2019 dd/mm/yy	2020 dd/mm/yy
What year was the school originally constricted?		
How many storeys does the main block of the school have?		
When did the school last have major refurbishment or extension works carried out? State briefly what did the work consist of		

Learning Materials

Learning materials for the current school year

LEARNING MATERIALS	2019/ 2020	2020/ 2021
Total number of all textbooks		
Total number of all Math books		
Total number of all English books		
Total number of Science books		
Total number of Social Studies books		
No. of enrichment textbooks		
No. of projectors		
No. of computers		
No. of radios/compact disc players		
No. of tape recorders		
No. of Television		
No. of VCRs/DVD players		

BUILDINGS (What are the main construction materials used for the school)	2019	2020
Building Frame		
Ground Floors		
Upper Floors		
Internal Walls		
External Walls		
Roof Covering		
Internal Stairs		
External Stairs		
Windows		

Construction materials used for school:

1. Timber
2. Concrete
3. Steel
4. Bricks/Masonry
5. Other

Please note more than one construction materials can be a selected.

Option for Windows
1. Glazed
2. Louvered
3. Timber
4. Open blocks

Teachers in School - First School day October 2019

TEACHERS		Sex	Date of Birth dd/mm/yy	Status	Qualification		Teaching Experience (Years)		Grade Taught	Full Time	Part Time	No. of Part-time Hrs Worked/Week
Surname	First Name				Pro-fessional	Academic	Trained	Untrained				

Teachers in School - First School day October 2019

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Surname	First Name				Pro-fessional	Academic	Trained	Untrained				

Teacher Intake/Loss
October 2018 to October 2019

Particulars of Teachers	No. of Trs 2018			INTAKE								LOSS										No. of Trs 2019	
				No. of New Recruits		No. Re-employed		No. Trans-ferred		Total		No. Re-signed		No. Re-tired		No. Dis-missed		No. Trans-ferred		Other			
Graduates	M	F	T	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Trained																							
Untrained																							
Other Qualified Trained																							
Temp.Qual.Mas/Mis.																							
Temp. Unqual.Mas/Mis.																							
Part-Time Teacher																							
Unqualified Acting Teacher																							
Junior Teacher																							
Teacher Aide																							

N.B. The number of teachers in October 2019 should be the same as the number of teachers in school.

Teacher Intake: ADD all teachers who joined the staff from the first school day of October last year to the first school day of October of this academic year.

Teacher Loss: Teachers who have left the system under the respective categories between the first school day of October of the previous year and the first school day of the current year.

Staff Vacancies
First school day of October, 2019

Status	Entitlement	No. Employed	No. of Vacancies
Headmaster/Headmistress			
Deputy Headmaster/Headmistress			
Senior Master/Mistress			
Head of Department			
Assistant Master/Mistress			
Pupil Teacher			
Teacher Aide			
Total			

Enrolment

How many pupils by age and grade enrolled in your school during this academic year?

Age	Grade 1		Grade 2		Grade 3		Grade 4		Grade 5		Grade 6	
	M	F	M	F	M	F	M	F	M	F	M	F
5												
6												
7												
8												
9												
10												
11												
12												

Please use class register of year ending 2020

Enrolment of SEN students

List the number and age of students at your school with Special Education Needs

Sex	5 Years	6 Years	7 Years	8 Years	9 Years	10 Years	11 Years
Males							
Females							
Total							

Special Education Needs:
1. Blind
2. Deaf
3. Dumb
4. In a wheelchair
5. Any combination

Promotion

Gender and Grade	Grades to which pupils were promoted on the first school day of September 2019					Completed Primary Education July 2018
	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	
Males						
Females						
Total						

Admission to School

Of the students enrolled in the school, how many are new entrants (students who never attended any school before and/or withdrawn from a Nursery school)

Age Group	Grades to which pupils were admitted											
	Grade 1		Grade 2		Grade 3		Grade 4		Grade 5		Grade 6	
	M	F	M	F	M	F	M	F	M	F	M	F
Age 5												
Age 6												
Age 7												
Age 8												
Age 9												
Age 10												
Age 11												

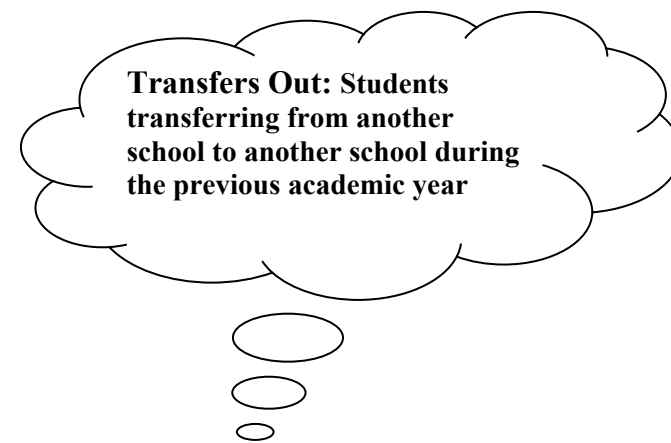**Please use the Admission Register to complete the table.**

Transfers In and Out

In the table provided, indicate by grade how many pupils **transferred into your school** during the last school year

Sex	Grades 1	Grades 2	Grades 3	Grades 4	Grades 5	Grades 6
Males						
Females						
Total						

Transfers In: Students transferring from another school to your school during the previous academic year

In the table provided, indicate by grade how many pupils **<u>transferred out of your school</u>** during the last school year

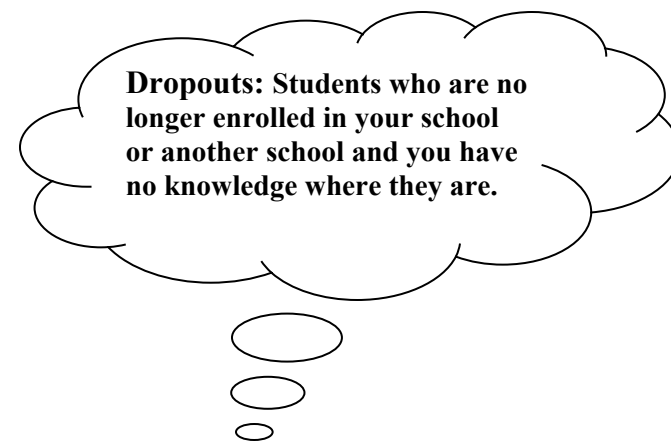| Sex	Grades 1	Grades 2	Grades 3	Grades 4	Grades 5	Grades 6
Males						
Females						
Total						

Transfers Out: Students transferring from another school to another school during the previous academic year

Dropouts

In the table provided, indicate by grade how many pupils you believe dropped out from your primary school (Education system) last school year that are not currently enrolled in another school.

Sex	Grades 1	Grades 2	Grades 3	Grades 4	Grades 5	Grades 6
Males						
Females						
Total						

Dropouts: Students who are no longer enrolled in your school or another school and you have no knowledge where they are.

Pupil Emigrations and Deaths

How many students Emigrated or Died during the last academic year?

Grades	Pupils Emigrated		Pupil Deaths	
	M	F	M	F
Grade 1				
Grade 2				
Grade 3				
Grade 4				
Grade 5				
Grade 6				

Class by Size

How many classes and students are there in each grade?

Classes and Students	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6
No. of Classes						
No. of Students						

Attendance – September 2019 to July 2020

Month	sessions	Grade 1				Grade 2				Grade 3				Grade 4				Grade 5				Grade 6			
		Enrol.		Attend.		Enrol.		Attend.		Enrol.		Attend.		Enrol.		Attend.		Enrol.		Attend.		Enrol.		Attend.	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
S																									
O																									
N																									
D																									
J																									
F																									
M																									
A																									
M																									
J																									
J																									