

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

GENERAL SECONDARY SCHOOL
SECONDARY DEPARTMENT OF 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 |
|---|---|
| | <p>Procedure Please fill in the information for the current period. If data is unchanged, please tick the box. Otherwise, fill in the correct data.</p> |
| N5 – Teachers (Please see more specific instructions under table P6A) | <p>Procedure 1. Enter all teachers on roll on the first school day of September – December of the current academic year.</p> <p>Notes</p> <p><i>Name</i> Exclude teachers who are Volunteers, on study leave and full time at CPCE (Pre-service). <i>Teachers on secondment must be accounted for at the school to which they are seconded only.</i></p> <p><i>Status</i> Substantive positions only: HM, DHM, SM, HOD, SAM, AM, AT, PTT, TA, TAM, PT, JT, TQM, TUM</p> <p><i>Qualification</i> Professional (record the highest): M. Ed., B. Ed, Dip. Ed., Cert. Ed., ADE., TTC, UT</p> <p><i>Qualification</i> Academic (record the highest): Arts Degree Major, Science Degree Major, Soc Science Degree Major, Dip. Agri., Other Qualified, Unqualified</p> <p><i>Part-time</i> Place an X in the part-time column only for those teachers who are employed as part-time teachers.</p> |
| Teachers Intake/Loss | <p>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.</p> <p>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.</p> |
| 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

| <i>INFRASTRUCTURE</i> | 2019 | 2020 |
|--|------|------|
| Total school site area (m ²) (The total area inside the boundary of the school, measured in square meters) | | |
| Classroom area (m ²) (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 (m ²) (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.) | | |

| <i>FURNITURE</i> | 2019 | 2020 |
|-------------------------------|------|------|
| No of Pupils furniture | | |
| No of Teachers' furniture | | |
| No. of other school furniture | | |

| <i>SCHOOL PHYSICAL FACILITIES</i> | 2019 dd/mm/yy | 2020 dd/mm/yy |
|---|------------------|------------------|
| What year was the school originally constructed? | | |
| 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 current school year

| <i>LEARNING MATERIALS</i> | 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 | | |

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

**Teacher Intake/Loss
October 2018 to October 2019**

| Particulars of Teachers | No. of Trs 2018 | | | INTAKE | | | | | | | | LOSS | | | | | | | | | | | |
|-------------------------------|-----------------|---|---|---------------------|---|-----------------|---|----------------------|---|-------|---|---------------|---|--------------|---|----------------|---|-----------------------|---|-------|---|-----------------|---|
| | | | | No. of New Recruits | | No. Re-employed | | No. Transferred (In) | | Total | | No. Re-signed | | No. Re Tired | | No. Dis-missed | | No. Transferred (Out) | | Other | | No. of Trs 2019 | |
| | M | F | T | M | F | M | F | M | F | M | F | M | F | M | F | M | F | M | F | M | F | M | F |
| <u>Graduates</u> | | | | | | | | | | | | | | | | | | | | | | | |
| Trained | | | | | | | | | | | | | | | | | | | | | | | |
| Untrained | | | | | | | | | | | | | | | | | | | | | | | |
| <u>Other Qualified</u> | | | | | | | | | | | | | | | | | | | | | | | |
| Trained | | | | | | | | | | | | | | | | | | | | | | | |
| Temp.Qual.Mas/Mis. | | | | | | | | | | | | | | | | | | | | | | | |
| Temp. Unqual.Mas/Mis. | | | | | | | | | | | | | | | | | | | | | | | |
| Part-Time Teacher | | | | | | | | | | | | | | | | | | | | | | | |
| Pupil Teacher | | | | | | | | | | | | | | | | | | | | | | | |
| <u>Unqualified</u> | | | | | | | | | | | | | | | | | | | | | | | |
| 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?

| <i>Age</i> | Grade 7 | | Grade 8 | | Grade 9 | | Grade 10 | | Grade 11 | | Grade 12 | |
|------------|---------|---|---------|---|---------|---|----------|---|----------|---|----------|---|
| | M | F | M | F | M | F | M | F | M | F | M | F |
| 10 Years | | | | | | | | | | | | |
| 11 Years | | | | | | | | | | | | |
| 12 Years | | | | | | | | | | | | |
| 13 Years | | | | | | | | | | | | |
| 14 Years | | | | | | | | | | | | |
| 15 Years | | | | | | | | | | | | |
| 16 Years | | | | | | | | | | | | |
| 17 Years | | | | | | | | | | | | |

Please use class register of the year ending 2020

Enrolment of SEN students

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

| <i>Sex</i> | 12 Years | 13 Years | 14 Years | 15 Years | 16 Years |
|----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| <i>Males</i> | | | | | |
| <i>Females</i> | | | | | |
| <i>Total</i> | | | | | |



Promotion

| Gender and Grade | Grade 8 | Grade 9 | Grade 10 | Completed Secondary Education |
|-------------------------|----------------|----------------|-----------------|--------------------------------------|
| Males | | | | |
| Females | | | | |
| Total | | | | |

Admission to School

Of the students enrolled in the school, how many are new entrants (students coming to this level for the first time by age and/or through the National Grade 6 examination (NGSA)?

| Age and Gender | Grade 7 | |
|----------------|---------|---|
| | M | F |
| Age 10 | | |
| Age 11 | | |
| Age 12 | | |
| Age 13 | | |
| Age 14 | | |
| Age 15 | | |
| Age 16 | | |
| Age 17 | | |

Please use the Admission Register to complete the table.

Transfers In and Out

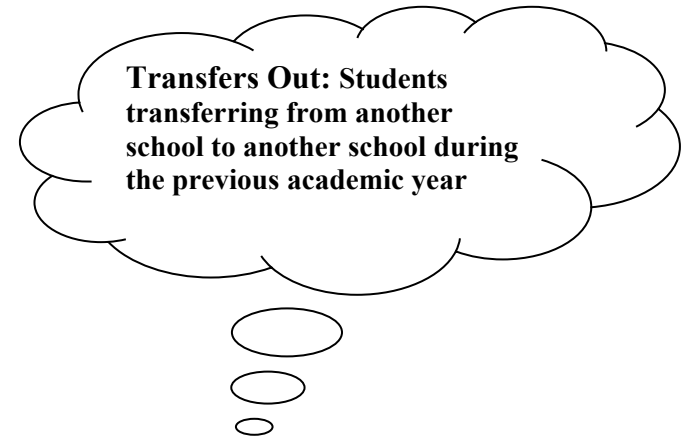
In the table provided, indicate by grade how many pupils **transferred into your school** during the last school year

| Sex | Grades 7 | Grades 8 | Grades 9 | Grades 10 | Grades 11 |
|---------|----------|----------|----------|-----------|-----------|
| Males | | | | | |
| Females | | | | | |
| Total | | | | | |



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

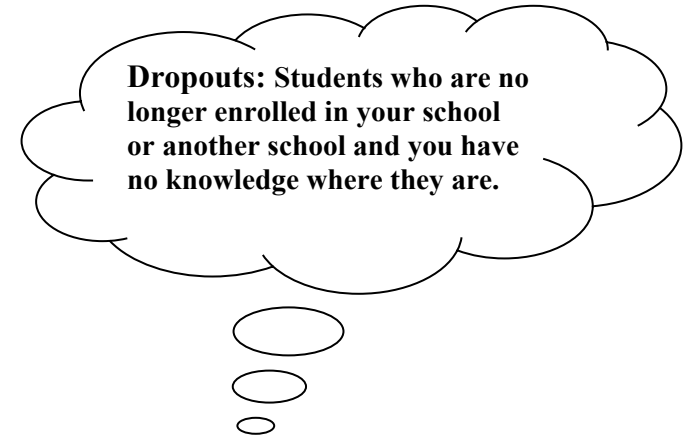
| Sex | Grades 7 | Grades 8 | Grades 9 | Grades 10 | Grades 11 |
|---------|----------|----------|----------|-----------|-----------|
| Males | | | | | |
| Females | | | | | |
| Total | | | | | |



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 7 | Grades 8 | Grades 9 | Grades 10 | Grades 11 |
|---------|----------|----------|----------|-----------|-----------|
| Males | | | | | |
| Females | | | | | |
| Total | | | | | |



Pupil Emigrations and Deaths

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

| <i>Grades</i> | Pupils Emigrated | | Pupil Deaths | |
|---------------|------------------|---|--------------|---|
| | M | F | M | F |
| Grade 7 | | | | |
| Grade 8 | | | | |
| Grade 9 | | | | |
| Grade 10 | | | | |
| Grade 11 | | | | |

Class by Size

How many classes and students are there in each grade?

| Classes and Students | Grade 7 | Grade 8 | Grade 9 | Grade 10 | Grade 11 |
|----------------------|---------|---------|---------|----------|----------|
| No. of Classes | | | | | |
| No. of Students | | | | | |

Attendance – September 2019 to July 2020

| Month | Sessions | Grade 7 | | | | Grade 8 | | | | Grade 9 | | | | Grade 10 | | | | Grade 11 | | | | Grade 12 | | | |
|-------|----------|---------|---|---------|---|---------|---|---------|---|---------|---|---------|---|----------|---|---------|---|----------|---|---------|---|----------|---|---------|---|
| | | 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 | | | | | | | | | | | | | | | | | | | | | | | | | |
| A | | | | | | | | | | | | | | | | | | | | | | | | | |