

## PROMOTING RIGHTS IN SCHOOLS BASELINE SURVEY

### SCHOOL CHECKLIST- Malawi

#### 1. GENERAL INFORMATION

District						
Zone						
School Name						
School Location	1. Rural	2. Urban		3. Semi-urban		
Proprietor	1. Government/LEA		2. Religious Agency			
School shift	1. single		2. double	3. overlapping		
Date collected						
Name of person filling the questionnaire						
Position of the person filling the questionnaire						

#### 2. LEARNER INFORMATION

**2.1 Learner Enrolment in 2013/2014 and 2014/2015 academic years (refer to monthly returns for the month of June 2011 and June 2012)**

Standard	2013/2014 Academic year			2014/2015 Academic year		
	Boys	Girls	Total	Boys	Girls	Total
1						
2						

3						
4						
5						
6						
7						
8						
<b>Total</b>						

**2.2. Enrolment of special needs learners in 2013/2014 and 2014/2015 academic years (refer to monthly returns for the month of June 2014 and June 2015)**

Standard	2013/2014 Academic year			2014/2015 Academic year		
	Boys	Girls	Total	Boys	Girls	Total
1						
2						
3						
4						
5						
6						
7						
8						
<b>Total</b>						

**2.3 Enrolment of orphans in 2013/2014 and 2014/2015 academic years (refer to monthly returns for the month of June 2014 and June 2015)**

Standard	2013/2014 Academic year			2014/2015 Academic year		
	Boys	Girls	Total	Boys	Girls	Total
1						
2						
3						
4						
5						
6						
7						
8						
<b>Total</b>						

**2.4. Learner Dropout in 2013/2014 and 2014/2015 academic years**

Standard	2013/2014 Academic year			2014/2015 Academic year		
	Boys	Girls	Total	Boys	Girls	Total
1						
2						
3						
4						
5						
6						
7						
8						
Total						

2.5. Learner Repetition in 2013/2014 and 2014/2015 academic years

Standard	2013/2014 Academic year			2014/2015 Academic year		
	Boys	Girls	Total	Boys	Girls	Total
1						
2						
3						
4						
5						
6						
7						
8						
Total						

2.6 Learner attendance in 2014/2015 academic year (fill in number of learners attending school on the day before starting the end of term 3 tests)

Standard	2014/2015		
	Boys	Girls	Total
1			
2			
3			
4			
5			
6			
7			
8			
Total			

2.7 Learner transfer in and out in 2014/2015 academic year

Standard	Learner transfer in	Learner transfer out
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	Boys	Girls	Total	Boys	Girls	Total
1						
2						
3						
4						
5						
6						
7						
8						

## 2.8 Learner performance in 2013/2014 and 2014/2015

**Instructions:** Fill in correct figures in each box.

PLSCE information	2013/2014			2014/2015		
	Girls	Boys	Total	Girls	Boys	Total
Number of learners who enrolled (sat) for PLSCE						
Number of learners who passed PLSCE						
Number of learners selected to Community Day Secondary Schools						
Number of learners selected to Conventional Secondary Schools						
Number of learners selected to National Secondary Schools						

## 2.9 RESOURCE ALLOCATION, BY STANDARD IN 2014 / 2015 ACADEMIC YEAR (desks and textbooks)

**Instructions:** Fill in correct figures for all boxes.

Std	1. How many pupils had access to a seat <sup>1</sup> ?	2. How many pupils had access to a writing surface <sup>2</sup> ?	3. No. of English Pupils' Books (textbooks)	4. No. of Maths Pupils' Books (textbooks)	5. No. of Life Skills Pupils' Books (textbooks)
1					
2					
3					
4					

<sup>1</sup> A 'seat' is defined as a chair, bench, desk or form. Indicate the **official seating capacity**, rather than the actual numbers of children using this resource. (e.g. if there are 20 double desks, then the capacity would be 40).

<sup>2</sup> For example: a desk or table.

5					
6					
7					
8					
<b>TOTAL</b>					

### 3. TEACHER INFORMATION

#### 3.1 Number of teachers at the school (by academic qualification)

Qualification	Number of Teachers		
	Male	Female	Total
Degree			
Diploma			
MSCE			
JCE			
PSLCE			
<b>Total number of teachers</b>			

#### 3.2 Number of teachers at school (by professional qualifications)

Grade of teachers	Qualification and Teachers' gender				Total number of teachers at each grade
	T2 Male	T2 Female	T3 Male	T3 Female	
<b>P8</b>					
<b>PT1</b>					
<b>PT2</b>					
<b>PT3</b>					
<b>PT4</b>					

#### 3.3 Number of qualified teachers at school

Status	Number of Teachers		
	Male	Female	Total
Permanent teachers			
Month-to-month			

<b>Total number of qualified teachers</b>			
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### 3.4 Training programmes attended (for qualified teachers)

Training programme	Number of Teachers		
	Male	Female	Total
Two-year teacher training programme			
MASTEP			
One year residential programme			
MIITEP			
One plus one (IPTE) Training programme			

### 3.5 Number of unqualified teachers at school

Status	Number of Teachers		
	Male	Female	Total
IPTE student teachers			
ODL teachers			
Teaching assistants			
Volunteer teachers			
<b>Total number of unqualified teachers</b>			

### 3.6 Salary scales of teachers

**Instructions:** Fill in the starting salaries of teachers at the given professional grades

Professional grade	Starting salary (in Malawi Kwacha)
P8	
PT1	
PT2	
PT3	
PT4	

### 3.7 In-service Teacher Training

**Instructions:** Fill in the number of teachers at the school that have received In-service training in the following topics/courses (Where possible, confirm information with the teachers themselves and/or section heads)

Training	Number of teachers

Child / human rights	
Learner-centered methods	
Special Needs Education	
TALULAR	
Child Friendly Schooling/Joyful Learning	
Guidance and Counseling	
First Aid (SNH)	
Health & Hygiene Education	
Gender Issues	
Child Protection	
HIV/AIDS	
Tikwere	
Other: <i>List</i>	

**3.8 How often does the school organize school based IN-SETs? Tick (✓) correct answer**

- [1] Daily \_\_\_\_\_ [2] At least once a week \_\_\_\_\_ [3] At least once a month \_\_\_\_\_  
 [4] At least once a term \_\_\_\_\_ [5] Once a year \_\_\_\_\_ [6] Never \_\_\_\_\_

**4. SCHOOL INFRASTRUCTURE AND RECORDS**

4.1	How many classrooms does the school have? <i>Fill in correct figures in space provided</i>	Permanent _____ Temporary _____ Total _____	
4.2	How many classrooms are lockable? <i>Fill in correct figures in space provided</i>	Lockable _____	
4.3	Does the school have teachers' houses?	[1] Yes [2] No	If no, go to 4.5
4.4	How many teacher houses are at the school?	Permanent _____	

	<i>Fill in correct figures in boxes provided</i>	Temporary _____ Total _____	
4.5	Does the school have a head teacher's office?	[1] Yes [2] No	
4.6	Does the school have a staff room?	[1] Yes [2] No	
4.7	Does the school have a store room?	[1] Yes [2] No	
4.8	Does the school have a Library?	[1] Yes [2] No	
4.9	Does the school have electricity?	[1] Yes [2] No	
4.10	Does the school have Checklist for individual teacher's schemes	[1] Yes [2] No	
4.11	Does the school have schemes of work for teacher	[1] Yes [2] No	
4.12	Does the school have lesson plans for teachers	[1] Yes [2] No	
4.13	Does the school have time book for teachers	[1] Yes [2] No	
4.14	Does the school have absenteeism / excuse chart for teachers	[1] Yes [2] No	
4.15	Does the school have learner attendance registers for all Standards	[1] Yes [2] No	
4.16	Does the school have a punishment book for learners	[1] Yes [2] No	
4.17	Does the school have a dressing code for teachers	[1] Yes [2] No	

## 5. WATER AND SANITATION



5.1	<p>What is the <u>main</u> source of water for drinking/washing at the school?  <i>Circle <u>one</u> correct answer (main source)</i></p> <p><i>N.B. Water source has to be functional</i></p>	<p>Standpipe(s) <u>on campus</u> 1  Borehole <u>on campus</u> 2  Community Standpipe 3  Community Borehole 4  Protected well <u>on campus</u> 5  Community protected well 6  None 7  Other (describe):.....8  _____</p>	
5.2.	<p>What type of toilet facilities does the school have <u>for learners</u>?  <i>Circle <u>all</u> that apply</i></p>	<p>Flush toilet 1  VIP latrine 2  Permanent latrine ( with cement/iron sheets) 3  Temporary (with mud &amp; thatch) 4  urinals 5  urinals only 6  None 7  Other (describe).....8  _____</p>	
5.3	<p>Do most toilet facilities have doors/door shutters for privacy?  <i>Tick ( ✓ ) correct answer</i></p>	<p>[1] Yes _____ [2] No _____</p>	
5.4	<p>Number of toilet facilities for girls and boys?  <i>Fill in correct figures in space provided</i></p>	<p>Girls only _____  Boys only _____  Not separate _____  Total _____</p>	
5.5	<p>Have any of the toilet facilities been adapted to assist children with disabilities?  <i>Tick ( ✓ ) correct answer</i></p>	<p>[1] Yes _____ [2] No _____</p>	
5.6	<p>Does the school have hand washing facilities?  <i>Tick ( ✓ ) correct answer</i></p>	<p>[1] Yes _____ [2] No _____</p>	<p>If no, go to 5.8</p>
5.7	<p>Is soap available for cleaning hands</p>	<p>[1] Yes _____ [2] No _____</p>	
5.8	<p>Number of toilet facilities for teachers</p>	<p>Female teachers only _____</p>	

	Male teachers only	_____	
	Not separate	_____	
	Total	_____	

## 6. SAFETY AND SECURITY

6.1	Does the school have a fence/barrier between the school campus and busy traffic? <i>Tick (✓) correct answer</i>	[1] Yes _____ [2] No _____ [3] Not applicable (N/A) _____	
6.2	Does the school campus have open access to all individuals and/or their livestock? <i>Tick (✓) correct answer</i>	[1] Yes _____ [2] No _____	
6.3	Does the school have designated personnel to secure and guard the school premises? <i>Tick (✓) correct answer</i>	[1] Yes _____ [2] No _____	If No, go to Q 6.5
6.4	If Yes, who pays for this? <i>Write in space provided</i>	Who pays?:	
6.5	Does the school have protected rubbish pit(s)? <i>Tick (✓) correct answer</i>	[1] Yes _____ [2] No _____	
6.6	Are the school premises free from hazardous and risky materials and/or structures? <i>Tick (✓) correct answer</i>	[1] Yes _____ [2] No _____	
6.7	What mechanisms are in place to promote guidance and counseling? <i>Describe</i>		
6.8	Does the school have school rules and regulations?	[1] Yes [2] No	If No, go to 6.10
6.9	If Yes, are the school rules and regulations prominently displayed at the school?	[1] Yes [2] No	
6.10	Does the school have a <u>code of conduct</u> which defines and stipulates the consequences for staff/other adults	[1] Yes [2] No	If No, go to Q 6.13

	committing any form of abuse or violence against children?		
6.11	If Yes, how widely was this code of conduct disseminated?  <i>Please circle all that apply</i>	To all staff? 1 To some staff only 2 To all learners? 3 To some learners only 4 To SMC/PTA 5 To parents/guardians? 6 Other (list) : 7	
6.12	If Yes, is the code of conduct prominently displayed at the school?	[1] Yes [2] No	
6.13	What mechanisms are in place to discipline teachers behaving inappropriately?		
6.14	What mechanisms does the school have to identify, support and refer learners who have been subjected to abuse/exploitation? <i>Describe</i>		
6.15	Does the school have functional school clubs?	[1] Yes [2] No	If no, go to 6.17
6.16	If yes, which school clubs exist at the school?  <i>Circle all that apply</i>	Youth clubs 1 AIDS Toto clubs 2 Girls clubs 3 Bible clubs 4 Wild Life 5 Children's corner 6 Other (describe) 7 _____	
6.17	Does the school timetable include extracurricular activities?	[1] Yes [2] No	
6.18	Does the school have functional SMC?	[1] Yes [2] No	
6.19	Does the school have functional PTA?	[1] Yes	

		[2] No	
6.20	Does the school have functional mother group?	[1] Yes [2] No	
6.21	Does the school have functional student councils (eg Head boy/ Head girl)?	[1] Yes [2] No	
6.22	Does the school have a play ground?	[1] Yes [2] No	
6.23	Does the school have a first aid kit	[1] Yes [2] No	

## 7. DIRECT AND INDIRECT COSTS OF EDUCATION

	Do learners pay for the following?	If yes, is it compulsory or voluntary?	How much do they pay?
7.1	School development	[1] Yes [2] No	[1] compulsory [2] voluntary
7.2	Exam fees (eg printing, mock)	[1] Yes [2] No	[1] compulsory [2] voluntary
7.3	Sports	[1] Yes [2] No	[1] compulsory [2] voluntary
7.4	Water	[1] Yes [2] No	[1] compulsory [2] voluntary
7.5	Report cards	[1] Yes [2] No	[1] compulsory [2] voluntary
7.6	Volunteer teachers	[1] Yes [2] No	[1] compulsory [2] voluntary
7.7	Studying fees	[1] Yes [2] No	[1] compulsory [2] voluntary
7.8	Watchman	[1] Yes [2] No	[1] compulsory [2] voluntary
7.9	Teaching and learning materials	[1] Yes [2] No	[1] compulsory [2] voluntary

7.10	Writing materials (notebooks and pens)	[1] Yes [2] No	[1] compulsory [2] voluntary	
7.11	Sanitation equipment (e.g. blooms and pails)	[1] Yes [2] No	[1] compulsory [2] voluntary	
7.12	School uniform	[1] Yes [2] No	[1] compulsory [2] voluntary	
7.13	School mail box	[1] Yes [2] No	[1] compulsory [2] voluntary	
7.14	Condolence	[1] Yes [2] No	[1] compulsory [2] voluntary	
7.15	Ingredients or labour for school feeding	[1] Yes [2] No	[1] compulsory [2] voluntary	
7.16	Part –time teaching	[1] Yes [2] No	[1] compulsory [2] voluntary	
7.17	Electricity	[1] Yes [2] No	[1] compulsory [2] voluntary	
7.18	Staff appraisals	[1] Yes [2] No	[1] compulsory [2] voluntary	

## 8. Incidents of violence / abuse

8.1 How common are incidents of violence / abuse? Complete with words: common, occasional, rare or never where common = 1; occasional =2; rare = 3 and never = 4

	1.Physical violence	2.Sexual abuse	4.Bullying / teasing	5.Corporal punishment	6.Public humiliation	7.Other
<b>Victims</b>						
Girls						
Boys						
Male						

teachers						
Female teachers						
<b>Perpetrators</b>						
Teachers						
Peers						
Parents						
Girls						
Boys						
Other staff						
Others						