

## **DECLARATION FORM**

## **MINISTRY OF EDUCATION, ARTS AND CULTURE**



# **ANNUAL EDUCATION CENSUS**

# **TO BE COMPLETED BY <u>ALL</u> FORMAL SCHOOLS**

SCHOOL NAME										

[Please enter Year and School Code at the top of each page of the census form]

The Annual Education Census is the most important source of information regarding the situation at your school. The information collected will contribute to a sound Education Management Information System (EMIS) for the region and the country and will be of value to the management, administration, regional and national planning, supply of school resources and governance of schools.

Please read all headings and instructions carefully when completing the questionnaire.

## **Undertaking:**

I, ...., \*Principal/Acting Principal of ..... fully understand that my responsibility is to provide accurate information on the state of school as at the census date. I hereby certify that the information provided in this questionnaire is correct and complete to the best of my knowledge.

*Principal/Acting Principal:		
Please print surname and initials	Signature	Date and Stamp

## **Checked by INSPECTOR:**

I certify that the information provided and reported on this questionnaire has been checked by me and is complete.

Inspector:		
Please print surname and initials	Signature	Date and Stamp

\*Delete whichever is not applicable!

		chool Information School Pay point uidelines on the back of this page!	School Code (EMIS Code)							
1.	Name of School		1.1 Grades: From (lowest) To (highest)							
2.	Region	3. Constit	uency Code							
4.	School Location: Na where school is loca	me of Town / Village/ Settlement								
5.	Inspection Circuit	Code Circuit								
	-	As your school belongs to a cluster, Cluster	Cluster Center Name							
6.	Cluster Center	state the code and name of the cluster center school. If your school is a cluster center, state its code and name again CODE								
7.	School Postal Address	uşun								
		Tel: Fax:								
8.	Tel. / Fax Number	School E- Mail:								
9.	School Principal	Name:	Principal's							
	Acting	Home tel. no. Cell phone	E-Mail:							
10.	Your school is a (State or Private	Tick as appropriate √	State school 1							
	school)		Private school 2							
11.	Your school is a (type of school)		$\overline{\mathbf{v}}$							
	(.),,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Mark box only.	the category below, which best describes your school. Mark 1							
		1.Pre-Primary	5.Technical / Pre-vocational school							
		2.Primary School (Gr PP – 7)	6. Agricultural School							
		3.*Combined School (Gr PP – 12)	7. Special /Resource School							
		4. Secondary School (Gr 8 – 12)	Other type of school (Specify)							
12.	<u>For private</u> schools only	Check what kind of support your school gets from the st information ( <b>YES or NO</b> ) in the unshaded box here	ate (GRN). If the printed information is incorrect, give the correct							
		Teachers are appointed by the state (government)								
		The school receives equipment and / or textbooks from the state (government) provides some form of financial								
		The school receives NO support from the state (government)	nent) in any form							
13.	Platoon or double -session system	Check whether the platoon or double session system is u answer (YES or NO) in the unshaded box.	sed at your school. If the printed information is incorrect, give the correct							
	•	13.1 Platoon system (different teachers NC using the same classroom to teach two	13.2 Double session system (the same teacher teaches two sessions, one after the     NO							
14.	Satellite schools	sessions) 14.1 Does the school have satellite schools?	other) 14.2 Is this school a satellite of another school?							
(See	definition on back	If it does, please list the code numbers and names of all	Yes No							
of th	is form)	satellite schools Yes No	Please list Names and Codes for Satellite school below							
		Please list Names and Codes for Satellite school below Code: Name:	Code: Name:							
		Code: Name:								
15. (See	Urban or Rural <i>definition</i> )	15.1 Is this school an urban or rural school?	15.1 Mark one Urban $Rural$							
16.	Hostel Accommodation	Code Name	Code         Name							

## B.1 Summary Numbers of Teachers and Learners and Support Staff School G

Code	

#### 1. Total numbers of learners, teachers and support staff

Staff numbers include everyone other than hostel staff. The totals thus will include those appointed by government or non-government bodies, those who are relief and those who are on leave as long as they are officially employed at the school.

LEARNERS			TEACHERS other teaching	(including the P g staff)	rincipal and	SUPPORT STAFF (Secretary/ admin. officers, clerks, cleaners, etc.)				
Male	Female	Total	Male	Male Female Total			Do NOT include hostel staff           Male         Female         Total			

#### 2. Learners and class groups per grade

Grade 5 - 7 Grade 8 - 9 Grade 10 -11 Grade 12 (AS) Others

Record the number of learners in each grade. In secondary grades, register classes are counted as class groups. In the case of multi-grade teaching (where learners from more than one grades are taught in a group), each grade must be counted as one (1) in the column headed "Number of class-groups" and the combination of class-group should be indicated in the second last column.

		Nu	mber of lear	ners	Number of	Multi-grade Show which	FOR OFFICE
Grade or Course		Male	Female	TOTAL	class-groups	grades are combined	USE ONLY
Pre-Primary	(100)						
Grade 1	(201)						
Grade 2	(202)						
Grade 3	(203)						
Grade 4	(204)						
Grade 5	(205)						
Grade 6	(206)						
Grade 7	(207)						
Grade 8	(208)						
Grade 9	(209)						
Grade 10	(210)						
Grade 11	(211)						
Grade 12	(212)						
Grade 13/ A level	(213)						
Learning Support Gr.1	(401)						
~ **	(402)						
	403)						
	404)						
	405)						
	406)						
~ **	407)						
***	(321)						
	(322)						
Advanced Vocational (NTA	< ,						
	323)						
Orientation phase (	501)						
	502)						
	503)						
	504)			1			
Access (Basic Skills Phase) (							
	506)						
Total							
3. Number of days and	l periods	s in each tim	e table cycle	<u> </u>	1	1	
Grade	Numb	per of days i able cycle			Periods in each	Length of eac minutes	h period in
Pre-Primary	umeta	able cycle		uniciable C	ytic	minutes	
Grade 1 - 2							
Grade 3							
Grade 4						+	
	-						

### **B.2 Summary Numbers of Teachers and Learners**

1. Mortality statistics for teachers (after the last census date up to the current census date).

Cause of death: 1. Illness		2. Ac	cident	3. Su	ucide	4. Violence & Homicide		
Age in years	Male	Female	Male	Female	Male	Female	Male	Female
24 and younger								
25 - 29								
30 - 34								
35 - 39								
40 - 44								
45 - 49								
50 - 54								
55 and older								
TOTAL								

2. Teachers who left the school (after the last census date up to the current census date).

Reason (s)	Male	Female	Total
Retired			
Transferred to another School			
Transferred to a non-teaching position			
Health related ( boarded due illnesses, disability, etc.)			
Dismissed			
Resignation			
Others (exclude death)			
TOTAL			

**3.** Did your school organize orientation session(s) regarding **life skills-based HIV and Sexuality Education Programs** for parents/guardians of learners at your school **this year**?

Please	tick	only	one	box)		1
					Yes	

- 4. How many teachers in your school received training and are teaching Life skills-based HIV and Sexuality Education? Write in two (2) digits e.g. if only 1 teacher in your school, indicate like
- 5. (a) Is your School implementing an HIV and AIDS policy for Education Sector workplace program that includes information and training for staff on HIV and AIDS and access to prevention, care and support services?

(Please tick only one box)	Yes		
	Yes		

No		

(b) Are any grievances and disciplinary procedures related to HIV and AIDS Policy for Education Sector in place?

(Please tick only one box)
No
Yes but these procedures are not enforced.
Yes, and these procedures are enforced.

No

## **C1. Class-group information**

Male

Male

repetition, etc.?

Female

Female

TOTAL

TOTAL

Male

School Code

1.	Name of school:						
2.	Grade and class-group, e.g. Grade 1	A:					
3.	Session (Mark one) $$	1		Morning	g (first session	n only)	(1)
				Afterno	on		(2)
4.	Medium of Instruction (language such as Mathematics and History a State the language and get the Code on the back of Form D (NB: Mediu	<i>re taught).</i> e from the list of codes		ledium: medium, if an			Code
5.	Multi-grade teaching (a) Are learners in other grades taug (for example, Grade 1 and Grad					Yes (1 No (2	
	(b) If the class group is multi-grade and classes are the other learner		grades		Grade &0	Class (	Office use
6.	Number of <u>ALL</u> learners in the C	lass-group			Male	Female	Total
7.	Number of Non-Namibian learner	rs			Male	Female	Total
	Grade Composition Ford the numbers of learners in the cla r leaving school before the end of las		re <b>first time, 1</b>	repeaters and	how many r	<b>eturned</b> to	school
t ł	Learners in the grade for the first ime (entering for the first time or naving passed previous grade at he end of last year).	(B) Learners repeating the because they failed at last year.			s who retur r after havin e the previou	ng left dur	

			FOR GRADE	1 ONLY			
	many of your of your of experience?	Grade 1 learnei	rs have had kindergarten	/ pre-primary	Male	Female	Total
10. Class te	eacher particu	lars:					
Name:			Signature:			Date:	
Cellphone Nur	nber:		I	D No	•••••	•••••	

Female

Learners Condoned: Of the learners in the grade for the first time (A), how many were transferred because of over age,

TOTAL

Male

(PLEASE REMEMBER TO COMPLETE THE BACK OF PAGE)

PLEASE TURN OVER

Female

TOTAL

## **C2.** Class-group information

Grade and class-group, e.g. Grade 1 A: \_

#### 11. Ages of learners

Record the numbers of learners in each age group as on the Census Date.

Age		Male	Fe	emale	TOTAL
	New	Repeater	New	Repeater	
5 or younger					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25 or over					
TOTAL					
	1			8	

Subject(s):

#### 12. Home languages of learners

Record the numbers of learners having one of the following as their home or main language

the Ce	ensus Dat	е.		001			as	their home			0			0		
Age	]	Male	F	emale	TC	DTAL			Language	Group		Ν	Iale	Female	T	OTAL
	New	Repeater	New	Repe	ater			ezi ages	Silozi		(11)					
ounger 6								Zambezi Languages	Other Z	ambezi	(19)					
7							-		Afrikaa	ns	(21)					
8							-	d	English		(22)					
9								European based	German	1	(23)				-	
10							ŗ	pe pe	Other E	uropean	(29)				-	
11									Rugciri	ku	(31)				-	
12								e s	Rukwar	ngali	(32)					
13								kavango Languages	Rushan	ıbyu	(33)					
14							;	Ka Lan	Thimbu	kushu	(34)				1	
15									Ruman	yo	(35)				1	
16								Khoekhoeg	gowab (Da	mara/Nama	) (41)					
17								a	Oshinde	onga	(51)					
18							;	Ushiwa mbo	Oshikw	anyama	(52)					
19							(	ő –	Other C	shiwambo	(59)					
20							(	Dtjiherero			(61)					
21							J	u/'hoasi (S	an Langua	.ges)	(71)					
22							S	etswana			(81)					
23							Ν	Vamibian S	ign Langu	age	(91)					
24							(	Other langu	ages		(99)					
or over									TOTA	L						
L							1	3. Learne	rs particip	ating in Sc	hool Fe	eding	g Progra	<b>m</b> (indica	te numł	per)
								Male		Female			Total			
Write down a Junior Prima	ll promotic ary teachers	d Compulsor onal and comp s <u>must</u> indicate	ulsory subjectass teaching NSS	ects taken ng. For Gr	by learners stade 11, india	in the first co cate subjects of learners	lumn level	as <b>O</b> and Gr ng the sub	ade 12, as A ject	the back of for S in the third Total num for the su group	column. nber of	textl	other or No		Mark eith	
Subject Na	ame	Code		evel /AS	Male	Femal	le	То	tal							
															$\rightarrow$	
															-+	
															$\square$	
															-+	
															-+	
															$\rightarrow$	
															-+	
															T	

Note: Minimum Promotional subjects acceptable: Gr. 4(5), Gr. 5 – 7 (6), Gr. 8 -9 (9), Gr. 10 - 11 (6) and Gr. 12 (3-5). Please be aware that some learners split subjects and must be counted as well.

School Code



## **C3.** Class-group information

Grade and class-group, e.g. Grade 1 A:

15. Furniture (in the classroom): Please provide numbers' do not tick.

	Furniture	Good	Usable	Need replacement	Total in Class
Writing	Chalkboard				
boards	Whiteboard				
	Smart boards				
Learners	Chairs for learners				
	Single desks for learners				
	Double desks for learners				
	Adjustable chairs for learners with disability				
	Adjustable tables for learners with disability				
	Benches for learners				
	Teachers chair(s)				
Teachers	Teachers' table (s)				
	Adjustable chair for teachers with disability				
	Adjustable Table for teachers with disability				
	*Diseas and definitions of the basis of FODM		37	1	

\*Please see definitions at the back of FORM E and User Manual.

### 16. Orphans and Vulnerable Children (OVC)

Sex/ages	of	learners	5 or younger	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25 or over	Total
z		Male																						
Ornhans		Female																						
Or	5	Total																						
	,	Male																						
ahle		Female																						
Vulnerahle		Total																						

#### 17. Number of learners who dropped out this year

#### 18. Number of learner pregnancies recorded this year

	ing for sick relatives	Male	Female	TOTAL	Ages of learners	Pregnant learners still attending school	Pregnant learners who have dropped out of school	TOTAL
	veen school and home				9 or younger			
Left to get a j					10			
Parents dema home	and that learner stays				10			
Failure to pay fund / hostel	y school development fees				12			
Learners feel	too old for grade				13			
Pregnancy re					14			
	l no money for				15			
examination Learners had	fees I disciplinary problems				16			
					17			
caretakers	, learner had no				18			
Hunger					19			
Learner was bullied by oth					20			
ity	Infrastructure accessibility				21			
Disability	Learning material accessibility				22			
Dis	Language/communica tion barrier				23			
Early marria					24			
Attitude of te					25 or over			
Unknown/ O	thers				TOTAL			
Total					TOTAL			1

(PLEASE REMEMBER TO COMPLETE THE BACK OF PAGE) PLEASE TURN OVER



## C4. Class-group information

School Code

\_\_\_\_

Grade and class-group, e.g. Grade 1 A:

#### 19. Life Skills and HIV&AIDS Participation

Do learners participate in HIV & Aids prevention programs, e.g. (My Future is My Choice, Window of Hope)? ( <i>Tick appropriate box</i> )	YES		NO	
	Male	Femal	e	Total
If Yes, indicate the number of learners participating in these activities.				

**20.** Do learners in this class group receive comprehensive life skills-based HIV and sexuality education? (See definition of HIV and Sexuality Education at the back of Form A)

Male	Female	Total
Tick one Yes     No     If Yes; give the number of learners receiving.		

If yes, indicate which of these topics were covered by ticking "Yes" or "No"

Teaching on generic life skills (generic refers to general life -skills, it starts from Pre-grade)	YES	NO
Teaching on sexual reproductive health	YES	NO
Teaching on HIV Transmission and prevention	YES	NO

21. Learners experiencing learning and social difficulties (Note: If a learner has multiple disabilities they must be counted in all applicable/ relevant disability category/is). Please see back of FORM D for guidance

gory & degree	Vision			Hearing			Communication			Learning			Remembering & focusing	attention			Controlling Rehaviors		Accepting	changes to routine			Self-care		Physical	Disability		Albinism	Epilepsy	Autism Spectrum Disorder (ASD)	Down Syndrome
Disability Category	Some difficulty	A lot of difficulty	Cannot do at all	Some difficulty	A lot of difficulty	Cannot do at all	Some difficulty	A lot of difficulty	Cannot do at all	Some difficulty	A lot of difficulty	Cannot do at all	Some difficulty	A lot of difficulty	Cannot do at all	Some difficulty	A lot of difficulty	Cannot do at all	Some difficulty	A lot of difficulty	Cannot do at all	A lot of difficulty	Cannot do at all	Some difficulty	Some difficulty	A lot of difficulty	Cannot do at all				
Male																															
Female																															
Total																															

#### 22. Learners' mortality statistics for this year

				Cause of de	eath			
Age	III	ness	Accident (car,	acts of nature, etc.)	Su	icide	Violence an	nd Homicide
_	Male	Female	Male	Female	Male	Female	Male	Female
TOTAL								

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

### **D.** Teacher Particulars

Teacher's Pay Point

Please check the information on this form. If you find the information to be wrong, missing or has changed, write the correct information into the un - shaded blocks. Guidelines and codes are printed on the back of the form

1. Name of School				Code	
				Code	
2. Name of Teacher	Title (Mr./Ms.) In	nitials	Surname		
Ref code:					
3. Present service of the Teacher (Mark one block only)	Is now working at the school	Is on long sick or maternity le	- I I	Is on study leave more than 3 mon	
4. Identity number and document	(a) Number	(b) Typ	pe of Document (	(see back of page) Code	
5. Sex (Male / female)	6. Nationality		_	Co	ode
7. Date of Birth (DD-MM-YYYY)	8. Marital Status (See list of codes)	Code Code		9. Employed by (see list of codes)	Code
10. Salary Band & Grade       Code       (See list of codes)     Code	<b>11. Employee Code</b> (govt. staff only)			<b>12. Appointment</b> (see list of codes)	Code
13. Number of years of teaching experien 15. Number of years of non-teaching expe		14. Main (Home) la (see list of codes at the back of this form)		Co	
<b>16. Rank and post occupied</b> Actual rank and acting capacity: see codes	(a) Actual rank	Code	(b) A	Acting Capacity (if any) Code	
		Code		Code	
17. Highest academic or				Code	
vocational qualification (see list codes)				Code	
18. Highest professional or teaching qualification (see list codes)				Code	
<ul><li>19. Indicate the subjects that you are qualified to teach</li></ul>	Major:		Minor:		
20. Qualification in phase/s *Highest phase qualified to teach	N/A PP			ss 🗆	
*Other phase/s qualified to teach 21. Life Skills-based HIV and	N/A PP 22. HIV&AIDS traini	JP SP	JS Counseling Trai	ning? 24. Computer	Skills
Sexuality Education training received?	YES	NO		(0 – none, 3 –	
YES NO	25. In-service trainin Education received? YES	g in Inclusive YI	ES NO	0 1	2 3
26. Do you have any form of DISABILIT	Y? YES	NO			

27. Subjects taught: Enter all subjects taught this year in the first column and get the codes from the list of codes on the back of this form. Junior primary class teaching MUST be indicated as such. Also indicate the total number of lessons taught per subject per grade. Under 'Qualification in Subject' tick the most appropriate (only 1 block) block to indicate your qualifications in each specific subject.

Subject Taught		Grad			Number ber grad		ssons per Qualifications in Subjects				
Subject Name	Code	G R	G R	G R	G R	G R	G R	below Gd. 12	Gd. 12	1 or 2 years after Gd. 12	3 years plus after Gd. 12
								(1)	(2)	(3)	(4)
								(1)	(2)	(3)	(4)
								(1)	(2)	(3)	(4)
								(1)	(2)	(3)	(4)
								(1)	(2)	(3)	(4)
								(1)	(2)	(3)	(4)
	1							(1)	(2)	(3)	(4)
Verified by Principal		1			1	1		1			

NB: For the sake of clarity and data cleaning, please provide your contact number:

Original: to be returned to Head Office 2nd Copy: To Circuit/Region

## **D.** Codes

	CODES FOR MEDIUM OF INSTRUCTION & HOME(MAIN) LANGUAGE										
Code	Medium										
11	Silozi	23	German	33	Rushambyu	51	Oshindonga	71	San (Ju/'hoasi)		
19	Other Caprivi	29	Other European	34	Thimbukushu	52	Oshikwanyama	81	Setswana		
21	Afrikaans	31	Rugciriku	35	Rumanyo	59	Other Oshiwambo	91	Sign Language		
22	English	32	Rukwangali	41	Khoekhoegowab	61	Otjiherero	99	Other Languages		
				CC	DES FOR CLASS	5 TEACH	ING				
1000	Pre-Primary class teaching	3	1104	Grade	4 class teaching	1107	Grade 7 class teaching				
1101 Grade 1 class teaching 110					5 class teaching	1401	Learning Support class teaching				
1102	Grade 2 class teaching		1106	Grade	6 class teaching	7163	Class teaching for learner	rs with ir	ntelectual impairment		
1103	Grade 3 class teaching						(Orientation, beginner ph	ases etc	.)		

#### CODES FOR SUBJECT TEACHING

2114         Afrikans 1s or home Language, 1-12         4159         French, Gd. 1-12         4357         Oigherero, Gd. 1-12           2120         Afrikans 2nd Language, 1-12         4231         General Science, Gd. 4-7         5889         Panel Boating and Spray Painting, Gd. 8-12           2131         Agriculture, Grade 8-12         4234         Geography, Gd.8-12         5955         Performing Art, Gd.8-10           2409         Arts and Design, Gd. 10-12         4264         German Third / Foreign Language, Gd. 1-12         6969         Physical Ed. and Health Awareness, PP-7           2410         Arts in Culture, Gd. 8-12         4297         Handresuing, Gd. 8-12         6130         Physical Garme, Gd.8-12           2427         Art of Enetrainment, Gd. 8-12         4297         Handresuing, Gd. 1-4         6136         Physical Science Gd.8-9           2426         Arts in Culture, Gd.8-12         4297         Handresuing, Gd.8-12         2144         6136         Physical Science Gd.8-9           2427         Art of Enetrainment, Gd.8-12         4297         Handresuing, Gd.8-12         2144         6136         Physical Science Gd.8-12           2537         Biology, Gd.8-12         4438         Home Economics, Gd.8-12         2144         Home Economics, Gd.8-12         2144         Home Economics, Gd.8-12         2144	2009	Accounting Grade 8 – 12	4009	Fitting and Turning, Gd. 8-12	5598	Oshindonga, Gd.1-12
2133         Agriculture, Grade 8-12         4234         Geography, Gd.8-12         5955         Performing Art, Gd.8-10           2409         Arts, Grade 1-7         4258         German Third / Prograg Language S-12         6095         Physical Ed. and Heuhh Awareness, PP-7           2410         Arts in Culture, Gd. 8-10         4285         Hairdressing, Gd. 8-12         6130         Physical Ed. and Heuhh Awareness, PP-7           2427         Art of Entertainment, Gd. 8-12         4297         Haidvriting, Gd. 1-4         6136         Physical Science Gd.8-9           2457         Biology, Gd. 10-12         4375         History, Gd. 8-12         2014         Reading Period, Gd.4-9           2567         Biology, Gd. 10-12         4375         History, Gd. 8-12         2014         Reading Period, Gd.4-9           2615         Building Studies 8-12         4438         Home Ecology, Gd.5-7         6800         Religious Education, Gd.8-12           2729         Business Economics, Gd.10-12         2324         Information and Communication Gd.4-12         4218         Runizayo, Gd.1-12           2821         Catering, Gd. 8-12         4497         Integrated Performing Art, Gd.8-12         4792         Rukwangi, Gd.1-12           2822         Catering, Gd. 8-12         4784         Kaybons, Gd.1-12         4793	2114	Afrikaans 1st or home Language, 1-12	4159	French, Gd. 1-12	4357	Otjiherero, Gd. 1-12
6891         Arts Gride 1-7         4238         German 1st of Ione Language, 6d. 1-12         6094         Physical Education, 6d.8-12           2400         Arts and Design, 6d. 10-12         4261         German Third / Foreign Language 8-12         6095         Physical Education, 6d.8-19           2410         Arts in Culture, 6d. 8-10         4285         Hairdressing, 6d. 8-12         61130         Physical Science 6d.8-9           2427         Art of Entertainment, 6d. 8-12         4297         Hardwriting, 6d. 8-12         61130         Physical Science 6d.8-9           2553         Biology, 6d. 10-12         4295         Hairdressing, 6d. 8-12         6130         Physical Guestation, 6d.8-12           2639         Biricklaying and Plastering, 6d.8-12         4437         History, 6d. 8-12         2914         Reading Period, 6d. 4-9           2639         Biricklaying and Plastering, 6d.8-12         4436         Home Econopuis, 6d.8-12         2544         Religious Baudation, 6d.8-12           2729         Building Studies 8-12         4438         Home Econopuis, 6d.8-12         4213         Rumanyo, 6d. 1-12           2764         Business Economics, 6d.10-12         4784         Information and Communication 6d. 4-12         4213         Rumanyo, 6d. 1-12           3024         Combined Science / Co-ordinated Science, 6d. 8-12	2120	Afrikaans 2nd Language, 1-12	4231	General Science, Gd. 4-7	5889	Panel Beating and Spray Painting, Gd.8-12
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2567         Biology, Gd. 10-12         4375         History, Gd. 8-12         2914         Reading Period, Gd. 4-9           2639         Brickkying and Plastering, Gd. 8-12         4436         Home Ecology, Gd. 5-7         6800         Religious Education, Gd. 1-7           2615         Building Studies 8-12         4438         Home Economics, Gd. 8-12         2544         Religious and Moral Education, Gd. 8-12           2729         Business Economics, Gd. 10-12         4234         Hopfing Education, Gd. 8-12         4213         Rumanyo, Gd. 1-12           2822         Catering, Gd. 8-12         4097         Information and Communication Gd. 8-12         4792         Rukwangali, Gd. 1-12           2024         Combined Science / Co-ordinated Science, Gd. 10-12         4784         Keyboard and Word processing, Gd. 8-10         7609         Setswana, Gd. 1-12           3030         Communication & Deportment, Gd. 8-12         4971         Life Science, Gd. 8-10         4906         Slioi, Gd. 1-12           3146         Computer Practice, Gd. 8-12         4973         Khockhoegowah, Gd. 1-12         6994         Sign Language           3135         Computer Studies, Gd. 10-12         4914         Life Science, Gd. 8-10         4906         Slioi, Gd. 1-12           3133         Computer Studies, Gd. 10-12         3733         Li	2427	Art of Entertainment, Gd. 8-12	4297	Handwriting, Gd. 1-4	6136	Physics Gd. 10-12
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3153Computer Practice, Gd. 8-124914Life Skills, Gd. 4-121401Special Education3173Computer Studies, Gd. 10-123373Literature (English), Gd. 10-127163Special Education / Handicapped3292Craft and Technology, Gd. 3-74259Literature (German), Gd. 10-127096Social Studies, Gd. 4-73375Design and Technology, Gd. 10-125134Mathematics, Gd. 1-127390Technical Drawing / Design and Communication Gd.8-123378Development Studies, Gd. 10-125134Mathematics, Gd. 1-127390Technical Studies A, Gd. 8-123503Economics, Gd. 10-125449Motor Body Repairing, Gd.8-127411Technical Studies B, Gd. 8-123524Educario, Gd. 10-125503Motor Mochanics, Gd. 8-127413Technical Studies B, Gd. 8-123525Electricity, Gd. 8-126892Music/School Music (Non-Prom), Gd1-127396Technical Traving and Practice, Gd.8-123626Electronics, Gd. 8-125554Music (Promotion Subject), Gd. 8-127426Television and Radiotricianwork, Gd. 10-123743Engineering Science, Gd. 10-125584Natural Economy5170Thimbukushu, Gd. 1-123770English 1st language, Gd.1-125605Needlework (Basi Technig, Gd.8-127751Visual Arts, Gd. 8-123770English 1st language, Gd.1-125602Needlework (Basi Technig, Gd.8-127751Visual Arts, Gd. 8-123776English 2nd Language Gd.1-125602Needlework (Basi Technig, Gd.8-127901Woodwork, Gd.	3050	Communication & Deportment, Gd. 8-12	5575	Khoekhoegowab, Gd.1-12	6994	Sign Language
3173         Computer Studies, Gd. 10-12         3373         Literature (English), Gd. 10-12         7163         Specialized Education / Handicapped           3292         Craft and Technology, Gd. 3-7         4259         Literature (German), Gd. 10-12         7096         Social Studies, Gd. 4-7           3375         Design and Technology, Gd. 10-12         5134         Mathematics, Gd. 1-12         7390         Technical Drawing / Design and Communication Gd.8-12           3378         Development Studies, Gd. 10-12         5345         Metalwork and Welding, Gd.8-12         7411         Technical Studies A, Gd. 8-12           3503         Economics, Gd. 10-12         5345         Metalwork and Welding, Gd.8-12         7413         Technical Studies B, Gd. 8-12           3503         Economics, Gd. 10-12         5503         Motor Body Repairing, Gd.8-12         7413         Technical Studies B, Gd. 8-12           3524         Electricity, Gd. 8-12         6892         Music/School Music (Non-Prom), Gd1-12         7396         Technical Theory and Practice, Gd.8-12           3626         Electronics, Gd. 8-12         554         Music (Promotion Subject), Gd. 8-12         7426         Television and Radiotricianwork, Gd. 10-12           3666         Elementary Agriculture, Gd. 5-7         554         Natural Economy         5170         Thimbuksuba, Gd.1-12	3146	Computer Literacy, Gd. 4-12	4913		4960	Silozi, Gd.1-12
3292Craft and Technology, Gd. 3-74259Literature (German), Gd. 10-127096Social Studies, Gd. 4-73375Design and Technology, Gd. 10-125134Mathematics, Gd. 1-127390Technical Drawing / Design and Communication Gd.8-123378Development Studies, Gd. 10-125134Mathematics, Gd. 1-127390Technical Studies, Gd. 4-73503Economics, Gd. 10-125449Motor Body Repairing, Gd.8-127411Technical Studies, G. ds.8-123524Educare, Gd. 10-125503Motor Mechanics, Gd. 8-127415Technical Studies, G. ds.8-123524Educare, Gd. 10-125503Motor Mechanics, Gd. 8-127415Technical Studies, G. ds.8-123525Electricity, Gd. 8-126892Music/School Music (Non-Prom), Gd1-127396Technical Theory and Practice, Gd.8-123626Electronics, Gd. 8-125554Music (Promotion Subject), Gd. 8-127426Television and Radiotricianwork, Gd. 10-123666Elementry Agriculture, Gd. 5-75584Natural Science and Health Educ., Gd. 4-77610Typing/Typing and Office Admin. Gd.8-123770English Ist language, Gd.1-125605Needlework (Basic Techniques), Gd. 77901Woodwork, Gd.8-123776English 2nd Language Gd.1-125612Needlework (Basic Techniques), Gd. 77901Woodwork, Gd.8-123776English 2nd Language Gd.1-125713Office Practice, Gd.8-129999Techer on study leave for more than 3 months3806Environmental Studies, Gd. 1-35701Office Practice,	3153	Computer Practice, Gd. 8-12	4914	Life Skills, Gd. 4-12	1401	Special Education
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3378Development Studies, Gd. 10-125345Metalwork and Welding, Gd.8-127411Technical Studies A, Gd. 8-123503Economics, Gd. 10-125449Motor Body Repairing, Gd.8-127413Technical Studies B, Gd. 8-123524Educare, Gd. 10-125503Motor Mechanics, Gd. 8-127415Technical Studies B, Gd. 8-123528Electricity, Gd. 8-126892Music/School Music (Non-Prom), Gd1-127396Technical Theory and Practice, Gd.8-123626Electroites, Gd. 8-125554Music (Promotion Subject), Gd. 8-127426Television and Radiotricianwork, Gd. 10-123666Elementary Agriculture, Gd. 5-75584Natural Economy5170Thimbuksuha, Gd. 1-123770English 1st language, Gd.1-125605Needlework and Clothing, Gd.8-127751Visual Arts, Gd. 8-123776English 2nd Language Gd. 1-125602Needlework (Basi Technique), Gd. 77901Woodwork, Gd.8-123776English 2nd Language Gd. 1-125610Needlework (Basi Technique), Gd. 77901Woodwork or, Study leave for more than 3 months3806Environmental Studies, Gd. 1-35710Office Practice, Gd.8-129999Teacher has no teaching load	3292	Craft and Technology, Gd. 3-7	4259	Literature (German), Gd. 10-12	7096	Social Studies, Gd. 4-7
3503         Economics, Gd. 10-12         5449         Motor Body Repairing, Gd.8-12         7413         Technical Studies B, Gd. 8-12           3524         Educare, Gd. 10-12         5503         Motor Mechanics, Gd. 8-12         7415         Technical Studies C, Gd. 8-12           3582         Electricity, Gd. 8-12         6892         Music/School Music (Non-Prom), Gd1-12         7396         Technical Theory and Practice, Gd.8-12           3626         Electronics, Gd. 8-12         554         Music (Promotion Subject), Gd. 8-12         7426         Television and Radiotricianwork, Gd. 10-12           3666         Elementary Agriculture, Gd. 5-7         5584         Natural Economy         5170         Thimbukushu, Gd.1-12           3743         Engineering Science, Gd. 10-12         5585         Natural Economy         5170         Typing/Typing and Office Admin. Gd.8-12           3770         English 1st language, Gd.1-12         5605         Needlework (Basic Techniques), Gd. 7         7901         Visual Arts, Gd. 8-12           3776         English 2nd Language Gd. 1-12         5602         Needlework (Basic Techniques), Gd. 7         7901         Woodwork, Gd.8-12           3776         English 2nd Language Gd. 1-12         5713         Office Practice, Gd.8-12         9999         Techeron study leave for more than 3 months           3806	3375	Design and Technology, Gd. 10-12	5134	Mathematics, Gd. 1-12	7390	Technical Drawing / Design and Communication Gd.8-12
3524Educare, Gd. 10-125503Motor Mechanics, Gd. 8-127415Technical Studies C, Gd. 8-123582Electricity, Gd. 8-126892Music/School Music (Non-Prom), Gd1-127396Technical Theory and Practice, Gd.8-123626Electronics, Gd. 8-125554Music (Promotion Subject), Gd. 8-127426Television and Radiotricanwork, Gd. 10-123666Elementry Agriculture, Gd. 5-75584Natural Economy5170Thimbukushu, Gd.1-123743Engineering Science, Gd. 10-125585Natural Science and Health Educ., Gd. 4-77610Typing/Typing and Office Admin. Gd.8-123770English Ist language, Gd.1-125605Needlework (Basic Techniques), Gd. 77901Woodwork, Gd.8-123776English 2nd Language Gd.1-125602Needlework (Basic Techniques), Gd. 77901Woodwork, Gd.8-123776English, Gd. 8-125713Office Practice, Gd.8-12999Techerion study leave for more than 3 months3806Environmental Studies, Gd. 1-35701Office Administration and Keyboard application Gd. 8-121111Teacher has no teaching load	3378	Development Studies, Gd. 10-12	5345	Metalwork and Welding, Gd.8-12	7411	Technical Studies A, Gd. 8-12
3582Electricity, Gd. 8-126892Music/School Music (Non-Prom), Gd1-127396Technical Theory and Practice, Gd.8-123626Electronics, Gd. 8-125554Music (Promotion Subject), Gd. 8-127426Television and Radiotricianwork, Gd. 10-123666Elementary Agriculture, Gd. 5-75584Natural Economy5170Thimbukushu, Gd.1-123743Engineering Science, Gd. 10-125585Natural Science and Health Educ., Gd. 4-77610Typing/Typing and Office Admin. Gd.8-123770English 1st language, Gd.1-125605Needlework and Clothing, Gd.8-127751Visual Arts, Gd. 8-123776English 2nd Language Gd. 1-125602Needlework (Basi Techniques), Gd. 77901Woodwork, Gd.8-122746Entrepreneurship, Gd. 8-125713Office Practice, Gd.8-129999Teacher on study leave for more than 3 months3806Environmental Studies, Gd. 1-35701Office Administration and Keyboard application Gd. 8-121111Teacher has no taching load	3503	Economics, Gd. 10-12	5449		7413	Technical Studies B, Gd. 8-12
3626Electronics, Gd. 8-125554Music (Promotion Subject), Gd. 8-127426Television and Radiotricianwork, Gd. 10-123666Elementary Agriculture, Gd. 5-75584Natural Economy5170Thimbukushu, Gd. 1-123743Engineering Science, Gd. 10-125585Natural Science and Health Educ., Gd. 4-77610Typing/Typing and Office Admin. Gd. 8-123770English 1st language, Gd.1-125605Needlework and Clothing, Gd. 8-127751Visual Arts, Gd. 8-123776English 2nd Language Gd. 1-125602Needlework (Basic Techniques), Gd. 77901Woodwork, Gd. 8-122746Entrepreneurship, Gd. 8-125713Office Practice, Gd. 8-129999Teacher on study leave for more than 3 months3806Environmental Studies, Gd. 1-35701Office Administration and Keyboard application Gd. 8-121111Teacher has no teaching load	3524	Educare, Gd. 10-12	5503	Motor Mechanics, Gd. 8-12	7415	Technical Studies C, Gd. 8-12
3666Elementary Agriculture, Gd. 5-75584Natural Economy5170Thimbukushu, Gd. 1-123743Engineering Science, Gd. 10-125585Natural Science and Health Educ., Gd. 4-77610Typing/Typing and Office Admin. Gd.8-123770English 1st language, Gd.1-125605Needlework and Clothing, Gd.8-127751Visual Arts, Gd. 8-123776English 2nd Language Gd. 1-125602Needlework (Basic Techniques), Gd. 77901Woodwork, Gd.8-122746Entrepreneurship, Gd. 8-125713Office Practice, Gd.8-129999Teacher on study leave for more than 3 months3806Environmental Studies, Gd. 1-35701Office Administration and Keyboard application Gd. 8-121111Teacher has no teaching load	3582	Electricity, Gd. 8-12	6892	Music/School Music (Non-Prom), Gd1-12	7396	Technical Theory and Practice, Gd.8-12
3743         Engineering Science, Gd. 10-12         5585         Natural Science and Health Educ., Gd. 4-7         7610         Typing/Typing and Office Admin. Gd.8-12           3770         English 1st language, Gd. 1-12         5605         Needlework and Clothing, Gd.8-12         7751         Visual Arts, Gd. 8-12           3776         English 2nd Language Gd. 1-12         5602         Needlework (Basic Techniques), Gd. 7         7901         Woodwork, Gd.8-12           3776         English 2nd Language Gd. 1-12         5602         Needlework (Basic Techniques), Gd. 7         7901         Woodwork, Gd.8-12           2746         Entrepreneurship, Gd. 8-12         5713         Office Practice, Gd.8-12         9999         Teacher on study leave for more than 3 months           3806         Environmental Studies, Gd. 1-3         5701         Office Administration and Keyboard application Gd. 8-12         1111         Teacher has no teaching load	3626				7426	
3770         English 1st language, Gd.1-12         5605         Needlework and Clothing, Gd.8-12         7751         Visual Arts, Gd. 8-12           3776         English 2nd Language Gd.1-12         5602         Needlework (Basic Techniques), Gd. 7         7901         Woodwork, Gd.8-12           2746         Entrepreneurship, Gd. 8-12         5713         Office Practice, Gd.8-12         9999         Teacher has no study leave for more than 3 months           3806         Environmental Studies, Gd. 1-3         5701         Office Administration and Keyboard application Gd. 8-12         1111         Teacher has no teaching load	3666		5584		5170	
3776English 2nd Language Gd. 1-125602Needlework (Basic Techniques), Gd. 77901Woodwork, Gd.8-122746Entrepreneurship, Gd. 8-125713Office Practice, Gd.8-129999Teacher on study leave for more than 3 months3806Environmental Studies, Gd. 1-35701Office Administration and Keyboard application Gd. 8-121111Teacher has no teaching load	3743	Engineering Science, Gd. 10-12	5585	Natural Science and Health Educ., Gd. 4-7	7610	
2746         Entrepreneurship, Gd. 8-12         5713         Office Practice, Gd.8-12         9999         Teacher on study leave for more than 3 months           3806         Environmental Studies, Gd. 1-3         5701         Office Administration and Keyboard application Gd. 8-12         1111         Teacher has no teaching load			5605		7751	
3806 Environmental Studies, Gd. 1-3 5701 Office Administration and Keyboard application Gd. 8-12 1111 Teacher has no teaching load	3776	English 2nd Language Gd. 1-12	5602		7901	
	2746		5713		99999	Teacher on study leave for more than 3 months
3859     Fashion and Fabrics, Gd. 11-12     4795     Oshikwanyama, Gd. 1-12     In all other cases, state the subject and leave the code blank.	3806	Environmental Studies, Gd. 1-3	5701	Office Administration and Keyboard application Gd. 8-12	1111	Teacher has no teaching load
	3859	Fashion and Fabrics, Gd. 11-12	4795	Oshikwanyama, Gd.1-12		In all other cases, state the subject and leave the code blank.

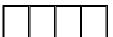
#### CODES FOR TEACHERS' PARTICULARS- FORM D

	IFICATION – F DOCUMENT Document Type Namibian Identification Number Namibian passport number Foreign passport number	26 27 28 29	Teacher F (Gr HOD (Gr	16. RAN           Code           107           ade 9)         111           ade 8)         112           ade 6)         113           ade 5)         113	K & POST OC Post Principal: Deputy Pr Head of D Teacher	PS - SS incipal	5	3 or 4 yea Studies re	equiring Gr.12 to enter ars after Gr.12 equiring Gr.12 to enter e years after Gr.12
4.	Other identification/ document number	30	Not Known	uut <i>3)</i>					
8. MARIT	FAL STATUS	9. EMPL	OYED BY	In all ot	her cases indica	te post and leave blank.	18. HIGHES	ST PROFE	SSIONAL QUALIFICATION
Code	Status	Code	Organisation			-	Code	Category	Description
1. 2.	Single Married	1. 2.	Government Non-Government				1	No teach	er training
							2	Qualifica enter (e.g	tion requiring Gr.10 or lower to r. ECP)
							3	Qualifica	tion requiring Gr.12 to enter – 1 c fter Gr.12
							4	Qualifica	tion requiring Gr.12 to enter $-3$ s after Gr.12
							5	Post-grad	luate teacher diploma
							6	Post-grad	luate degree
10. SALA	RY BAND AND GRADE	12. APPC	DINTMENT		17. HIGH	IEST ACADEMICQUALI	FICATION	24. COM	IPUTER SKILLS
Code	Band and Grade	Code	Post		Code	Category/Description		Code	Level
20	Teacher A (Grade 13)	1	Permanent		1	Grade 9 or lower		0	No skills
21	Teacher B (Grade 12)	2	On probation		2	Grade 10 or 11		1	Beginners – basic skills
23	Teacher C (Grade 11)	3	Part-time (Private	Schools)	3	Grade 12		2	Intermediate
~ .	Teacher D (Grade 10)	4	Relief		4	Studies requiring Gr.12		3	Advanced
24		5	Contract			1 or 2 years after Gr.12	2		
24									

## E. PHYSICAL FACILITIES

#### 1. NAME OF SCHOOL

School Code



Check the information for your school printed in the shaded blocks. Correction, due to errors or changes in the facilities at your school must be recorded in the adjoining unshaded blocks.

#### PLEASE BE EXTRA CAREFUL WHEN FILLING THIS FORM. BE ACCURATE.

#### 2. NUMBERS OF DIFFERENT FACILITIES

Check or state the number of rooms for each of the facilities according to the type of building. Note: the main material of walls distinguishes Buildings. Buildings not belonging to the school are reported separately in the second-last column. Please read through the list before classifying the facilities at the school.

#### > DO NOT COUNT ANY ROOM OR FACILITY MORE THAN ONCE.

,	Гуре of room or facility			Nu	mber of room	s of each ki	nd of bu	ilding str	ucture			
Code	Туре	(Brick	anent s, stone et, etc.)	 ricated /classes	Traditi (Mud, pole grass, corrug	s, sticks,	es	/Faciliti not ging to	тот	AL		accessible neelchair
		contra	.,,		metal shee			ool but			yes)	Number Accessible
01	Class rooms											
02	Laboratory (Science)											
03	Computer Laboratory											
04	Cookery/Kitchen											
05	Workshop (prevocational)											
06	Rooms suitable for very small groups only											
07	Gymnasium / School Hall											
08	Library/Media/ Center/Language											
09	Store room(s)											
10	Book Store											
11	Administration Block (Staffroom and Principal's)											
12	Other administrative / general use facilities											
13	Strong room											
14	Garden or Agricultural Project											
ΤΟΤΑ	L											

#### 3. OUTDOOR TEACHING SPACES (DO NOT COUNT SPORTS FACILITIES)

How many outdoor spaces are regularly used for teaching due to the lack (shortage) of class rooms?

4. SANITARY FACILITIES					Numl	ber of individu	al toilet u	inits				
Check and record the number of		Flush to	ilets			Urinals	spaces		Ot	her latrines	e.g. pit l	atrines
INDIVIDUAL lavatory units (seats, urinal spaces, etc.).				essible by eelchair				essible by eelchair		Not		ssible by elchair
	Used	Not Used	Used	Not used	Used	Not Used	Used	Not used	Used	Used	Used	Not used
Male learners												
Female learners												
Staff												
TOTAL												

5. BASIC SERVICES Check and correct (if necessary)	TYPE OF SERVICES	At	t School ( <u>tick t</u> he r	relevant box	)	Nearby commu (indicate Yes or	
what kind of basic services are at the	Water	Pipe	Borehole	Well	None		
school and/or surrounding community, suburb or town	Electricity	Main	Generator	Solar	None		
	Telephone (including cellphone, satellite or radio telephone)	Yes No	,				
	Internet connectivity	Wireless	Cable	None	]		
<b>6. HOUSING FOR TEACHERS</b> Check and correct (if necessary) the	TYPE OF HOUSING		ise or part of a only for teachers		nodation in ostels	TOT	`AL
number of housing units or flats for teachers. DO NOT count general government housing unless it is	Family Units						
allocated specifically to your school by government.	Single quarters						

• Original: to be returned to Head Office

## F. ETSIP INDICATORS

School Code



## F1. School and Community

Area	Your Responses		
1. School Board	Does the school have an operational School Board (SB)?	Y	Ν
	If <i>Yes</i> , how often does your SB meet each year?		
	For which of the following does your SB have an oversight function?		
	(Tick all those that apply)		Tick √
	Approve School Development Plan	Yes	No
	Set school Policy, Rules and Regulations	Yes	No
	Decide on staff/teacher issues (appointment, promotion, termination, etc.)	Yes	No
	Set and manage the School Development Fund	Yes	No
	Improve/develop school infrastructure	Yes	No
	Disciplinary issues (teachers and other staff)	Yes	No
	Disciplinary issues (learners)	Yes	No
	Improve school welfare	Yes	No
	(health, HIV&AIDS and feeding)		
	Communicate with parents and community           Other – please specify up to 3 main functions:	Yes	No
	(1)	-	
	(2)	-	
	(3)		
2. School Development Fund (Do not record	Does the school have School Development Fund (SDF)?	Y	Ν
the UPE Funds)	If <i>Yes</i> , what is the contribution per child per year?	N\$	
	What is the fund used for? (Tick all those that apply)		Tick $$
	To provide teaching/library materials	Yes	No
ONLY APPLICABLE TO	To provide textbooks	Yes	No
PRIVATE	To pay for minor building projects	Yes	No
SCHOOLS	To maintain/refurbish school buildings	Yes	No
	To pay for services (water, electricity, etc.)	Yes	No
	To pay for extra teachers (their salaries)	Yes	No
	To give bonuses (top-ups) to selected teachers	Yes	No
	To employ support staff (their wages)	Yes	No
	To run and maintain a school vehicle	Yes	No
	To assists with teachers' rent payments	Yes	No
	Other – please specify up to 3 main uses:		1
	(1)		
	(2)		
	(3)		

School Code



## **F3. Information and Communication Technology (ICT) 1. Computer Hardware and Operating Systems**

Working comput	ers in the school	Computers <b>NOT</b> working in the school	Indicate no. of co not working fo periods	r these	How were these comput obtained (Working and working)?	Number
Operating system	Number	Number	1-3 months		Donated by NGO (e.g. School net, Peace Corps)	
a) Windows			4-6  months			
b) Linux			7-9 months		Donated by private company	
c) Other Specify:			10 – more months		Bought by school (own funds)	
					Provided by Government (Ministry)	
TOTAL			TOTAL		TOTAL	

#### 2. Please <u>Tick</u> reasons why these computers have not been operational for these periods.

Broken		No Electricity		No know-how		Others (specify below)	
--------	--	----------------	--	-------------	--	------------------------	--

#### 3. What kind of support has the school received from those who donated the computers?

Training Teeninear support Other (please speerly below)	Training		Technical support		Other (please specify below)	
---	----------	--	-------------------	--	------------------------------	--

#### 4. Other ICTs Equipment (indicate numbers)

Equipment	T	eaching and Learning and Adn	ninistration
	Operational	Not operational	Total
Printers			
Photocopiers			
Typewriters			
Television Sets			
Radio / Tape recorders			
Sewing machines			
Cookers/Stoves			
Science Kits			
Musical Instruments			
DVD			
Smart boards			
LCD /OH Projectors			
White boards			
Projectors/beamers			
Fax machine			
Duplicating machines			
Classic Manual Braille machine			
Modern Braille machine			
Embosser			
Book reader pen			
Camera (Deaf Education)			
Audio Recorder			
Talking calculators			
Text-To-Speech equipment			
Enlarged print Screen reader			
Others (specify below)			

#### School Code

# G. Non-teaching Staff Particulars (Do not include hostel staff)

		Surname	sli					Nationality	Paid b	ру	ID	Nur	nber	/ DO	B			Emp	loyee	e cod	le			
			Initials	Sex			nt																	
]	No.			Μ	F	Post code	Appointment		State	Non-state														
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Post Code:							
201	Admin. Officer/ School Secretary (Full time)	203	Admin. Officer/ School Secretary (10 hours per week)	212	Caretaker	299	Other non-teaching post (specify)
202	Admin. Officer/ School Secretary (25 hours per week)	211	Leader Cleaner	213	Cleaner		

Hostel code



1.	1.	2.	3.

## H1. Hostel Information

1. Name of Hostel	
<ol> <li>Superintendent's name</li> <li>Telephone and fax numbers (<i>if different from School</i>)</li> <li>Is the hostel a state or private hostel? (private hostels are controlled by a non-government organization such as a church, farm, mine or other organization.)</li> </ol>	Tel:   Fax:     Mark one:   State hostel   Private hostel
<ol> <li>Classification of hostel (A, B, C, D or E)- (Not applicable to private hostels)</li> </ol>	Mark one A B C D E
7. Does the hostel have a kitchen providing meals to boarders?	Mark one Yes No
8. Does the hostel have a laundry?	Mark one Yes No
9. Those hostels with a laundry:	<ol> <li>Is clothing washed? Yes No</li> <li>Is linen washed? Yes No</li> <li>Is linen washed? Yes No</li> <li>Is washing done by machine by hand</li> <li>If washing is done by hand, is it done by Boarders? Institute workers?</li> </ol>
10. What is the capacity of the hostel?	Boys Girls Total
11. Indicate the current occupation	Boys Girls Total
12. Number of rooms and blocks occupied	Boys Blocks
13. Number of rooms and blocks empty & reason(s) (Attach separate page for reason)	Rooms     Blocks       Boys
The information stated in this que Superintendent : Signature	estionnaire is certified as correct.  date Date Stamp
Principal :Signature	date

#### 14. Collection of hostel fees. (only for GRN hostels)

- 1. Number of boarders granted 20% or less discount
- 2. Number of boarders granted more than 20% discount.
- 3. Number of boarders granted total exemption



## H2. Hostel Information

#### 15. Number of boarders living in the hostel

The number of **boarders** living in the hostel must be listed according to the school and grade they are in.

The school(s)'s name(s) are stated in the first column of the table on this page for each school, list the grades boarders are in under "grade". State the number of male and female boarders and the total in the last three columns as indicated. Add the numbers of boarders in the last line. Leave the second column ("School code") open.

#### Example:

Number of boarders living in the hostel:

Name of school attended by	School code	grade	]	Number of boarders	5
boarders	code	grade	Male	Females	Total
TOTAL					

#### Number of boarders living in the hostel:

Name(s) of school(s) attended by boarders	School code	Grade	Nu	mber of boarde	rs
			Males	Females	Total
TOTAL					

## H3. Hostel Information

#### 16. Number of hostel staff and numbers of dependents and non-essential boarders living in hostel

The number of all hostel staff whether living in the hostel or not must be reported in the three columns under "Number of staff WORKING in hostel". This includes staff on leave and if applicable, relief staff. Full particulars of each staff member are to be reported.

The numbers of hostel staff of each post level and their dependents (spouses and children), **living** in the hostel must be reported in the four columns under "Number of staff and dependents LIVING in hostel".

*Other: Non-essential boarders* are people, such as teachers, living in the hostel, but **not** working there and **not** being dependents of hostel staff members already reported elsewhere in the table.

			Number of s ORKING in		Numb	er of staff a LIVING in	nd dependen 1 hostel	ts
Post		Males	Females	TOTAL	Hostel staff living in hostel	Dependen hostel	ts living in	TOTAL living in
					(or other staff 399)	Spouses	Children	hostel
301	Superintendent							
303	Supervisor							
304	Chief Hostel Matron							
305	Catering Matron							
306	House Hold Matron							
307	Child Care Matron							
308	Senior Institution Worker							
309	General Institution Worker							
310	Laundry Institution Worker							
399	Other Hostel staff (specify)							
ТОТА	L							

#### **17. Staff particulars**

Particulars of all staff members, including staff on leave and relief staff, are reported in table 17. The number of staff listed must agree with the numbers reported as "working in hostel" in Table 16 above.

The "post presently held" and "appointment" must be indicated by codes from the tables below. Mark the staff member's sex (male or female) and indicate whether or not the staff member is on the state's payroll under "paid by".

#### CODES

#### Post presently held

- 301 Superintendent
- 303 Supervisor
- 304 Chief Hostel Matron
- 305 Catering Matron
- 306 Household Matron
- 307 Child Care Matron
- 308 Senior Institution Worker
- 309 General Institution Worker
- 310 Laundry Institution Worker
- 399 Other Hostel staff

#### Appointment

- 1 Permanent
- 2 On probation
- 5 Relief Staff
- 6. Contract appointment

If no appropriate code appears in these tables, indicate the post and / or appointment in the margin and leave the space for the code open.

## H4. Hostel Information

## Names and details of hostel staff

N	0.	Surname	Initials	Sex		P	Post ode	Nationality	Appointment (code)	Paid b	у	ID	Nu	mber	/ D(	)B				Em	nploy	vee c	ode						
				Μ	F		oue			State	Non- state																		
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