



# Ministry of Education and Sports

Education Planning Department (EPD)

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## SUBCOUNTY MAPPING EXERCISE TOOL A

### SCHOOLS TO BE CONSIDERED FOR GOVERNMENT GRANT AIDING IN SUB COUNTIES WITHOUT ANY GOVERNMENT SECONDARY SCHOOL

## CHECKLIST A

#### INSTRUCTIONS:

- (1) This tool should be administered to Heads or proprietors of private schools mapped for grant aiding.
- (2) Provide all information reflecting the condition in your school as is in the school. This will be treated as confidential and used exclusively for research and planning purposes.

#### SECTION A: SCHOOL IDENTIFICATION

Identifier	Name
A.1. District	
A.2. County/Municipality	
A.3. Sub-County/Division	
A.4. Parish/Ward	
A.5.a. School	
A.6. P. O. Box Town	
A.7. E-mail Address	
A.8. Website Address	
A.9. Contact Telephone	
A.12. Reg. License No.	
A.13. UNEB Center Code	

#### SECTION B: SCHOOL PARTICULARS (Tick one that is applicable)

<b>B.1</b> <b>USE School Status</b> <b>(USE school or not?)</b> <input type="checkbox"/> 1. Yes <input type="checkbox"/> 2. No	<b>B.2.</b> <b>Founding Body</b> <input type="checkbox"/> 1. Islamic <input type="checkbox"/> 2. COU <input type="checkbox"/> 3. Catholic <input type="checkbox"/> 4. SDA <input type="checkbox"/> 5. Parents <input type="checkbox"/> 6. Entrepreneurs <input type="checkbox"/> 7. Others (Specify) .....	<b>B.3.</b> <b>School Type</b> <input type="checkbox"/> 1. Co-educational (Mixed) <input type="checkbox"/> 2. Boys only <input type="checkbox"/> 3. Girls only	<b>B.4.</b> <b>Day School/ Boarding Type</b> <input type="checkbox"/> 1. Day school <input type="checkbox"/> 2. Partly boarding <input type="checkbox"/> 3. Full boarding	<b>B.5.</b> <b>Distance to nearest gov't secondary school.</b> <input type="checkbox"/> 1) Below 10 km <input type="checkbox"/> 2) 10 - 20 km <input type="checkbox"/> 3) 20.1 - 30 km <input type="checkbox"/> 4) 30.1 - 40 km <input type="checkbox"/> 5) 40.1 - 50 km <input type="checkbox"/> 6) Above 50 km
<b>B.6.</b> <b>Number of primary schools in ranges</b> <input type="checkbox"/> 1) Below 10 km <input type="checkbox"/> 2) 10 - 20 km <input type="checkbox"/> 3) 20.1 - 30 km <input type="checkbox"/> 4) 30.1 - 40 km <input type="checkbox"/> 5) 40.1 - 50 km <input type="checkbox"/> 6) Above 50 km	<b>B.7.</b> <b>Urban/Rural</b> <input type="checkbox"/> 1. Urban <input type="checkbox"/> 2. Peri-Urban <input type="checkbox"/> 3. Rural	<b>B.8.</b> <b>Year of Establishment</b> _ _ _ _ _	<b>B.9.</b> <b>School Level/ Status</b> <input type="checkbox"/> 1. "O" Level only <input type="checkbox"/> 2. "A" Level only <input type="checkbox"/> 3. Both "O" & "A" Level	<b>B.10. Highest Class in School</b> <input type="checkbox"/> 1) S.1 <input type="checkbox"/> 2) S.2 <input type="checkbox"/> 3) S.3 <input type="checkbox"/> 4) S.4 <input type="checkbox"/> 5) S.5 <input type="checkbox"/> 6) S.6

<b>B.11 Major Water Source</b>	<b>B.12 Distance to Nearest Main Water Source</b>	<b>B.13 School Energy Sources</b>
<input type="checkbox"/> 1. Piped Water <input type="checkbox"/> 2. Borehole <input type="checkbox"/> 3. Well/Spring <input type="checkbox"/> 4. Rain Water Tanks <input type="checkbox"/> 5. Lake/River <input type="checkbox"/> 6. Other	<input type="checkbox"/> 1.) Below 1 km <input type="checkbox"/> 2.) 1 - 2 km <input type="checkbox"/> 3.) 2.1 - 3 km <input type="checkbox"/> 4.) 3.1 - 4 km <input type="checkbox"/> 5.) 4.1 - 5 km <input type="checkbox"/> 6.) Above 5 km	<input type="checkbox"/> 1. Bio fuel <input type="checkbox"/> 2. Fire Wood <input type="checkbox"/> 3. Charcoal <input type="checkbox"/> 4. Electricity <input type="checkbox"/> 5. Solar <input type="checkbox"/> 6. Gas <input type="checkbox"/> 7. Other

**SECTION C: INDICATORS**

INDICATORS	2014						2015	
	TERM 1		TERM 2		TERM 3		TERM 2	
	Start	Finish	Start	Finish	Start	Finish	Start	Finish
1. Students Total ENROLLED - (Male/Female)	M= F=		M= F=		M= F=		M= F=	
2. Students ENROLLED - Aggregate 4-28 (M/F)	M= F=		M= F=		M= F=		M= F=	
3. Students HEAD COUNTED (M/F)							M= F=	
4. ALL teachers in School (Attach Staff List present)	M= F=		M= F=		M= F=		M= F=	
5. Number of PART-TIME teachers used	M= F=		M= F=		M= F=		M= F=	
6. Number of Teachers that left the school (M/F)	M= F=		M= F=		M= F=		M= F=	
7. Number of	Post Graduate		Graduate					
8. Number of core non-teaching staff (Attach List of breakdown of core non-teaching staff)	M= F=		M= F=		M= F=			
9. School has a vehicle (e.g. bus/lorry) for students transport (Yes/No)								
10. School Project and cost								
<b>Land Aspects</b>								
11. Is school land Demarcated?	<input type="checkbox"/> 1. Yes <input type="checkbox"/> 2. No							
12. Size of Land (Acres)								
13. Ownership of Land (Provide evidence of land ownership)								
14. Type of land Tenure	Mailo		Freehold		Lease/Rent Years (from-to)		Encumbrance(s)	
15. Key feature on land	Number of Permanent Buildings		Number of Squatters		Other (Specify)			
<b>Financial Aspects</b>								
16. School fees/PTA contributions								
17. School budget								
18. School loan								
19. Amount spent in 2014 on	Teacher 'salaries		Teacher's welfare		Infrastructure		Scholastic Materials	
20. Key financial decision making person(s) (e.g. BoDs, Proprietors e.t.c.)								

**SECTION D: INFRASTRUCTURE AND SANITATION INFORMATION**

**D.1. Buildings (Rooms) by Condition and Type**

	(a.) Rooms In Use				Total (v)	(b.) Rooms NOT In Use				Total (x)	(c.) Needed
	Complete Structure		Incomplete Structure			Complete Structure		Incomplete Structure			
	Permanent (i)	Temporary (ii)	Permanent (iii)	Temporary (iv)		Permanent (vi)	Temporary (vii)	Permanent (viii)	Temporary (ix)		
Classrooms											
Libraries											
Store Rooms											
Workrooms											
Office											
Staff Blocks											
Hostels/Dormitory											
Teachers' Houses											
Laboratories											
ICT Labs											
Infirmary/Sickbay											
Sports ground											
SNE Facilities											

**D.2 Number of Latrine Rooms/Stances (Rooms/Stances for all latrine blocks listed as Existing/In Use in E. 1)**

	Exclusively for Teachers	Exclusively for Girls	Exclusively for Boys	Mixed Use	Total
Toilet/Latrine Rooms/Stances with Doors					
Toilet/Latrine Rooms/Stances with Shutters					
Toilet/Latrine Rooms/Stances without Doors/Shutters					

Name, signature plus stamp of School Head/Proprietor

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**Thank you** for your time and cooperation and **REMEMBER TO:**

1. Review that all the information has been accurately and clearly completed.