

NOTE

Make sure all School Census Forms and Teacher's information are thoroughly and correctly completed before the Census Forms are signed. A checklist is provided at the back of the Census Forms for the Head Teacher or person filling out the form to thoroughly check if all the questions in the Census Form are answered and completely filled before the form is sent back to the National Department of Education. Remember that all copies of the Census Forms must be delivered to:

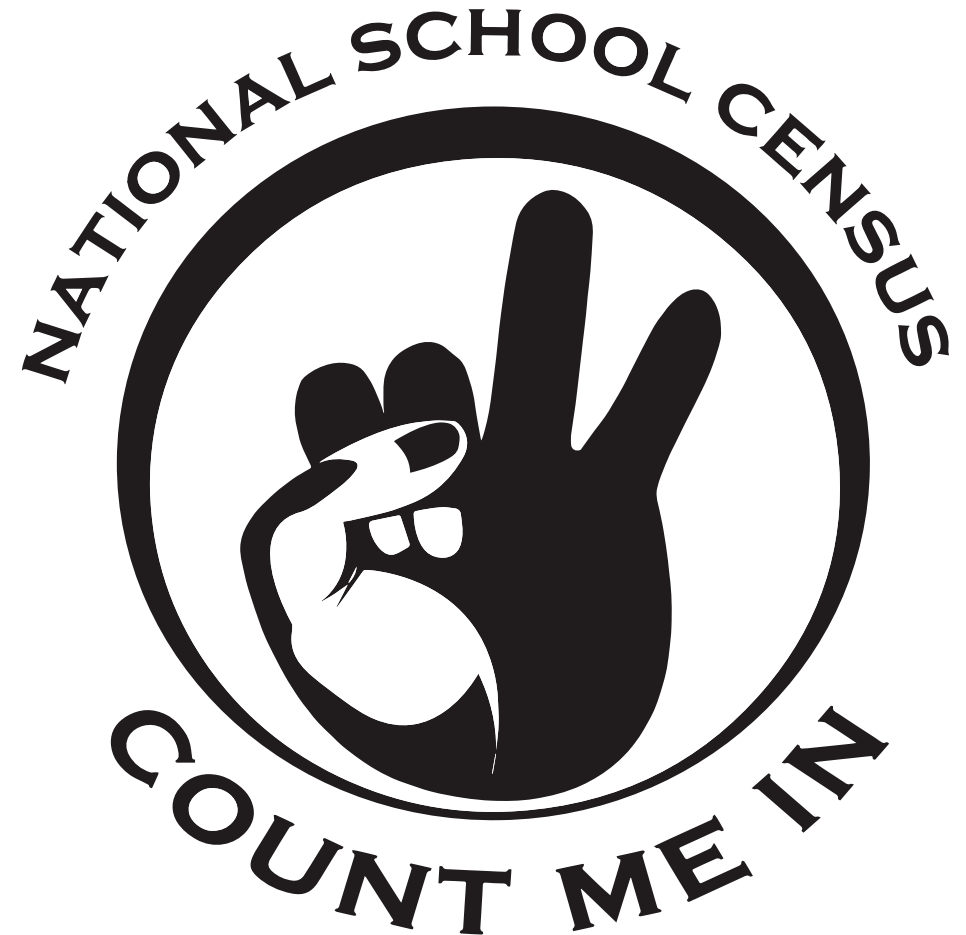
- 1) **Retain 1st Copy for your school**
- 2) **2nd Copy for the District Education Officer**
- 3) **3rd Copy for the Provincial Education Advisor**
- 4) **4th Copy for the National Department of Education**



For more information about the School Census Forms
or help in completing the forms,
Please contact your Provincial Education Advisor (PEA) or
Mr. James Agigo - Assistant Secretary - RED: Department of Education
Phone: 301 3384 Fax: 301 3496

Primary Guide

Instructions for Primary School Census Form



School Census Form Instructions

- 1) Read through the Head Teachers' Census Guide.
- 2) Use a pen to neatly fill in the Census Forms (it is not necessary to type your responses on the form)
- 3) Use block letters when writing and clearly indicate your spelling of words when filling the Census Forms so that it is clearly understood and read.
- 4) All Head Teachers are responsible for completing the Census Forms even though in larger schools, census duties could be delegated to the Deputy Head Teacher or (equivalent). Head Teachers must ensure that the Census Forms are completed accurately and sent to the appropriate education office (DEO, PEA, NDOE).
- 5) Head Teachers need to sign off the Census Forms as being accurate and complete before sending them on to the Department.
- 6) National School Census Week is on the 6th - 10th March 2017. All schools must complete and return forms before 4:00pm Friday 10th March 2017.

Instructions and Examples for Answering Questions

SECTION 1

This sections asks for basic school details. If you are not sure, clarify this with your Census Trainer at the Principals' meeting, nearest education office or LLG office.

Question 1 - 19 Refers to your basic school details.

Questions 3 - 8 Are asking where your school is located. If you are not sure, clarify this with your nearest education office, LLG office or Local Council.

SECTION 2

This section covers school finances, money your school received from other sources in the previous year (2016).

Question 20 Asks you to give the amount of funds from various sources in the table and spaces provided in the Census Form.

The table below defines the other sources

| Sources of School Funds | Definition |
|---------------------------------|---|
| National Government subsidies | Funds provided by the Department of Education |
| Provincial Government subsidies | Funds provided by the Provincial Government |
| Local Level Government | Funds provided by the Local Level Government |
| Fees collections | Fees paid by student(s) transferring in school |
| School fund raising event | Income raised through fundraising activities |
| Parents donations | Funds provided by parents/guardians |
| Politicians | Funds provided by Politicians or MPs |
| Project fees | Funds given by parents/guardians for school project |
| Overseas Donors | Fund provided by foreign donors such as AusAid, UNICEF etc |
| Others | Other income sources not mentioned above (NGOs, Donor Agencies etc) |

Record of Enrolment 2017

Teacher: Miss Bill | Grade: 3 | Class: A

| No | Student | Gender | Date of Birth |
|----|-------------|--------|---------------|
| 1 | Betty Black | F | 10/08/2010 |
| 2 | Jammy Toki | M | 05/05/2009 |
| 3 | Mary Peter | F | 16/12/2008 |
| 4 | Susan Bill | F | 02/05/2007 |
| 5 | Zack Mark | M | 23/06/2007 |

Record of Enrolment 2017

Teacher: Miss Potter | Grade: 4 | Class: A

| No | Student | Gender | Date of Birth |
|----|-------------|--------|---------------|
| 1 | Janet Jack | F | 12/01/2010 |
| 2 | Tom Jones | M | 12/02/2009 |
| 3 | Tony Karo | M | 02/02/2009 |
| 4 | Freda Mia | F | 06/05/2008 |
| 5 | Roy Mia | M | 05/05/2008 |
| 6 | Jay Mikes | M | 12/04/2007 |
| 7 | Mikes Mero | M | 10/11/2006 |
| 8 | Paul Peter | M | 03/06/2006 |
| 9 | John Paul | M | 05/05/2006 |
| 10 | Julian Sawa | F | 09/12/2005 |

Record of Enrolment 2017

Teacher: Miss Bill | Grade: 5 | Class: A

| No | Student | Gender | Date of Birth |
|----|---------------|--------|---------------|
| 1 | Sandra Mul | F | 12/01/2010 |
| 2 | John Bo | M | 12/02/2010 |
| 3 | Linda Lo | F | 02/02/2010 |
| 4 | Eric Tom | F | 06/05/2010 |
| 5 | Clement Iau | M | 05/05/2010 |
| 6 | Mary Joys | F | 12/04/2010 |
| 7 | Delam Moi | F | 10/11/2009 |
| 8 | James Aisa | M | 03/06/2008 |
| 9 | Lawrence Eri | M | 05/05/2009 |
| 10 | Tony Jones | M | 09/12/2009 |
| 11 | Mathew Lada | M | 02/05/2009 |
| 12 | Melinda Warka | F | 01/05/2009 |
| 13 | Harea Miki | F | 15/05/2008 |
| 14 | Margret Loai | F | 13/05/2008 |
| 15 | James Marava | M | 12/05/2008 |

SECTION 5

The teacher information section must have information of your teachers in your school.

The table requires you to fill the number of teachers posted in your school with their highest qualification by gender.

| No | Qualification | Male | Female |
|-------|---------------------|------|--------|
| 1 | Degree in Education | | |
| 2 | Primary Diploma | | |
| 3 | Primary Certificate | | |
| 4 | Others (Specify) | | |
| Total | | | |

The table requires you to fill teacher information for **registered teachers only**.

Status - Teacher having the status **Retain**. **Position No.** - Teacher's position number.

Title - Teacher's position title

File No. - Teacher's file number

Gender - Teacher's gender

Grade(s) - The grades that the teacher is taking/teaching.

| No. | Status | Position No. | Title | File No. | Gender | Grade(s) |
|-----|--------|--------------|--------------|------------|-------------|----------|
| 1 | Retain | xxxxxxxxxx | Head Teacher | xxxxxxxxxx | Male/Female | 1, 3 |

Surname and **First Name** that is used on the teacher's fortnightly pay slip.

Gender, Date of Birth, Nationality - Make sure you fill in this information for each teacher.

File Number - The number the TSC provides to every teacher.

Teacher Registration Type - "Full" means the teacher has undergone inspection and is a fully registered teacher. Tick "Provisional" if the teacher is still in the process of being inspected. Tick "Training" if the teacher is yet to graduate.

Teacher Registration Number - Refers to the Number on the provisional or full teaching registration certificate received after completing inspection.

Type of Employee - Tick if the teacher is a "TSC Employee", "Non TSC Employee", "TSC Contract" or "TSC Volunteer". If you tick "Non TSC Employee", state who pays the teacher's salary.

For example, Board of Management (BOM).

What year did the teacher start teaching? - The year the teacher started teaching students in class.

What is the highest teaching qualification obtained? - Refers only to the highest teaching qualifications obtained.

Certificate Number - Refers to the number of the highest qualifications obtained.

Year of Issue - The year the teacher graduated and received an Elementary Teaching Certificate or other highest qualification certificate.

Issuing Institution - The institution the teacher got the teaching certificate from.

Is the teacher teaching more than one class or grade? - It is critical to tick and indicate for each teacher.

At the end of **Section 5** the person filling out the Census Forms either the Head Teacher or a delegated teacher must sign off the Census Forms as accurate and complete.

Appendix A: School Admission Register

This example shows the first four columns of the Record of Enrolment for Grade 3A, 4A and Grade 5A. It indicates the students by gender and date of birth etc when the students were first admitted or registered in the school. This information was used to calculate the number of students by year of birth and gender for **Question 23**.

Refer to the table on page 4 to **Question 23** on student enrollment for each grade by year of birth and gender also including **Question 22** on the first example in page 3.

SECTION 3

This section covers the enrolment, number of classes, number of teachers and age ranges for each grade at your school.

Question 21 Asks you to indicate the number of Grade 8 students who graduated last year with a Primary School Certificate on the table provided in the Census Form. See the example below.

| 2016 Grade 8 | | |
|--------------|--------|-------|
| Male | Female | Total |
| 45 | 50 | 90 |

Question 22 Asks you to provide the number of classes, students and teachers in each grade in the table of the census form.

The table below shows examples of how to divide a multi-grade teacher

| Teacher | How to divide |
|-------------------------------|------------------------------|
| One teacher teaching 2 grades | 0.5 and 0.5 |
| One teacher teaching 3 grades | 0.33, 0.33, 0.34 |
| One teacher teaching 4 grades | 0.25, 0.25, 0.25, 0.25 |
| One teacher teaching 5 grades | 0.20, 0.20, 0.20, 0.20, 0.20 |

The examples below shows how to fill out **Question 22** when having to divide multi-grade teachers.

In this first example, Wau Primary School has 2 teachers teaching Grades 3, 4, 5. Mrs Red teaches 1 class of Gr. 3 with 2 boys and 3 girls and 1 class of Gr. 4 with 4 boys and 9 girls. Mr. Green teaches 1 class of Gr. 5 with 14 boys and 9 girls.

| Grade | No. of Classes | 2017 Number of Students Enrolled | | | 2017 Number of Teachers | | |
|-------|----------------|----------------------------------|----|-------|-------------------------|-----|-------|
| | | M | F | Total | M | F | Total |
| 3 | 1 | 2 | 3 | 5 | | 0.5 | 0.5 |
| 4 | 1 | 9 | 4 | 13 | | 0.5 | 0.5 |
| 5 | 1 | 14 | 9 | 23 | 1 | | 1 |
| Total | 3 | 25 | 16 | 41 | 1 | 1 | 2 |

In the second example, Nanga Primary School has 4 teachers teaching 6 classes in Grades 3 - 8. Mrs. Tom teaches 1 class of Gr. 3 with 2 boys and 3 girls, 1 class of Gr. 4 with 4 boys and 9 girls and 1 class of Gr. 5 with 14 boys and 9 girls. Mr. Grin teaches 1 class of Gr. 6 with 4 boys and 3 girls. Mr. Bob teaches Gr. 7 with 2 boys and 3 girls and Mr. Owen teaches Gr. 8 with 3 boys and 2 girls.

| Grade | No. of Classes | 2017 Number of Students Enrolled | | | 2017 Number of Teachers | | |
|-------|----------------|----------------------------------|----|-------|-------------------------|------|-------|
| | | M | F | Total | M | F | Total |
| 3 | 1 | 2 | 3 | 5 | | 0.33 | 0.33 |
| 4 | 1 | 4 | 9 | 13 | | 0.33 | 0.33 |
| 5 | 1 | 14 | 9 | 23 | | 0.34 | 0.34 |
| 6 | 1 | 4 | 3 | 7 | 1 | | 1 |
| 7 | 1 | 2 | 3 | 5 | 1 | | 1 |
| 8 | 2 | 3 | 2 | 5 | 1 | | 1 |
| Total | 6 | 29 | 29 | 58 | 3 | 1 | 4 |

Question 23 Is one of the most important questions in the entire census. It is asking for the student enrollment for each grade by year of birth and gender. You need to find out the date of birth for each student. **The total number of student for each grade in this table should equal the totals for each grade in Question 22 example 1 and 2.**

| 2017 Number of Students Enrolled | | | | | | | | | | | | | | | | |
|----------------------------------|---------|---|---------|---|---------|---|---------|---|---------|---|---------|---|-------|----|-------|--|
| Year of Birth | Grade 3 | | Grade 4 | | Grade 5 | | Grade 6 | | Grade 7 | | Grade 8 | | Total | | | |
| | M | F | M | F | M | F | M | F | M | F | M | F | M | F | Total | |
| 2011 | | | | | | | | | | | | | | | | |
| 2010 | | 1 | | 1 | 3 | 3 | | | | | | | 3 | 5 | 8 | |
| 2009 | 1 | | 2 | 2 | 4 | 2 | | | | | | | 7 | 4 | 11 | |
| 2008 | | 1 | 1 | 4 | 2 | 3 | | | | | | | 3 | 8 | 11 | |
| 2007 | 1 | 1 | 1 | 1 | 2 | 1 | | | | | | | 4 | 3 | 7 | |
| 2006 | | | | 1 | 3 | | | | | | | | 3 | 1 | 4 | |
| 2005 | | | | | | | 4 | 3 | 2 | 2 | | | 6 | 5 | 11 | |
| 2004 | | | | | | | | | 1 | 3 | 2 | 3 | 3 | 3 | 6 | |
| 2003 | | | | | | | | | | | | | | | | |
| 2002 | | | | | | | | | | | | | | | | |
| 2001 | | | | | | | | | | | | | | | | |
| 2000 | | | | | | | | | | | | | | | | |
| Total | 2 | 3 | 4 | 9 | 14 | 9 | 4 | 3 | 2 | 3 | 3 | 2 | 29 | 29 | 58 | |

Question 24 Asks for the number of students repeating this year 2017 at your school by grade and gender.

The table below shows a figure example of repeating students by grade and gender this year

| 2017 Number of Students Repeating | | | | | | | | | |
|-----------------------------------|---------|---------|---------|---------|---------|---------|---------|---------|-------|
| Gender | Grade 1 | Grade 2 | Grade 3 | Grade 4 | Grade 5 | Grade 6 | Grade 7 | Grade 8 | Total |
| Male | 1 | 1 | 0 | 5 | 1 | 0 | 1 | 6 | 15 |
| Female | 2 | 1 | 3 | 2 | 2 | 0 | 4 | 2 | 16 |
| Total | 3 | 2 | 3 | 7 | 3 | 0 | 5 | 8 | 31 |

These students are either repeating because of lack of academic performance or the capability of not continuing last year due to environmental factors and are repeating the same grades this year 2017.

Question 25 Asks you to indicate the number of students with special needs or *disabilities at your school by grade and gender.

* Disability students are students that have physical, emotional and body functional (such as sight and hearing) problems. They were either born with these disabilities or possess them after birth through accidents or sickness.

| 2017 Number of students with Special Needs or Disabilities | | | | | | | | | | |
|--|--------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| | Gender | Gr. 1 | Gr. 2 | Gr. 3 | Gr. 4 | Gr. 5 | Gr. 6 | Gr. 7 | Gr. 8 | Total |
| Registered with Special Resource Centre (SERC) | Male | | 1 | | | | | | | 1 |
| | Female | | | 1 | | | 1 | | | 2 |
| Not Registered with Special Resource Centre (SERC) | Male | | | | | | | | 1 | 1 |
| | Female | | | 1 | | | | | | 1 |
| | Total | | 1 | 2 | | | 1 | | 1 | 5 |

SECTION 4

This section covers the existing school infrastructure.

Question 26 Asks you to indicate the number of classrooms, storerooms, staff-rooms, staff houses and other buildings at the school in the spaces provided on the Census Form.

Question 27 Asks you to indicate the number of classrooms of each type and condition they are currently in.

Question 28 Asks you to indicate the number of the type of toilets the students use on the spaces provided in the Census Form.

Example:

| Toilet Types | Permanent | | Semi-Permanent | | Bush Material | |
|-----------------------------|-----------|---|----------------|---|---------------|---|
| | M | F | M | F | M | F |
| Septic Toilets (Flush/Pour) | 1 | 1 | | | | |
| Shore Toilets (Solwara) | | | | | | |
| Pit Toilets | | | 1 | 1 | | |
| <i>Pit with Cover</i> | | | | | | |
| <i>Pit without</i> | | | 1 | 1 | | |
| <i>Composting Toilets</i> | | | | | | |
| None | | | | | | |
| Total Toilets | 1 | 1 | 1 | 1 | | |

*If the school has no toilets, please circle none and do not enter any data.

Question 29 Asks you to only indicate the number of usable toilets if your school meets the definition of usable.

*Usable means toilets main doors are unlocked, the toilet is not broken, the toilet hole is not blocked, and water is available for flush/pour toilets, and there are closable doors that lock from the inside and no large gaps in the structure at the time of the questionnaire or survey.

For example; in question 26, there are two permanent toilets and two semi-permanent toilets. Out of the four toilets, only two meets the definition of usable toilets.

| Total Toilets | Male Toilets | Female Toilets | *Common (Shared) Toilets |
|---------------|--------------|----------------|--------------------------|
| 2 | 1 | 1 | |

*Common (Shared) Toilets refers to when a school does not have separate toilets for male and female students and just use the same toilet(s) for all students.

Question 30 Asks you to indicate where the school gets most of its drinking water from on spaces provided in the Census Form.

Question 31 Asks if the drinking water from the main source is currently available.

Question 32 Asks you to indicate if the school has any hand washing facilities with both soap and water.

Question 33 Asks you to indicate the type of power supply that the school uses.