

General Instructions

- Ask the Head Teacher to answer each question orally, as in an interview.
- **DO NOT READ THE ANSWER OPTIONS TO THE HEAD TEACHER UNLESS THE INSTRUCTIONS INDICATE TO DO SO.**
- Wait for the Head Teacher to respond to each question, then select the answer that corresponds to his or her response.
- For most questions, only one response is permitted. The instructions indicate the exceptions.
- If the Head Teacher is not available, conduct the interview with the Assistant Head Teacher.
- Note that all instructions to the interviewer are in **bold letters**. Instructions to the Tangerine team are in **red letters**.

Please note that the SSME also has a separate item bank of additional questions that might be useful to your study. The item bank is arranged by instrument (that is, Head Teacher, Teacher, Student, Classroom Inventory, School Inventory). To add one of these items to the existing core instrument, add a new row to the Word version of the core instrument, open the item bank, copy the additional material from the bank, and paste it into the new row in the core instrument.

School Name <input type="text"/>
School EMIS Number <input type="text"/>
Head Teacher Number <input type="text"/>
Assessor Name <input type="text"/>
Assessor Code <input type="text"/>
Supervisor Name <input type="text"/>
Supervisor Code <input type="text"/>
Supervisor Signature <input type="text"/>

Head Teacher Consent Form (Read aloud to the Head Teacher)

Hello, my name is _____.

My colleagues and I are working with [local partner name] and the Ministry of Education to conduct assessments of the reading and mathematics ability of pupils in [student population grade range] in a sample of schools. This includes an Early Grade Reading Assessment, or EGRA; and an Early Grade Mathematics Assessment, or EGMA.

- The purpose of the EGRA and EGMA portion of the study is to assess the mathematics and reading ability of pupils. As part of our research, we are also gathering information about schools and school staff to learn more about conditions and practices that may affect children's reading and mathematics.
- This school was randomly selected for participation in this research. Your participation is very important, but you do not have to participate if you do not wish to.
- If you agree to participate, I will ask you some questions regarding your normal activities at school. My questions for you will take approximately 15-20 minutes.
- Your name will NOT be recorded on this form, nor mentioned anywhere in the survey data. The combined results of the EGRA and EGMA conducted in many schools will be shared with the [-----] project, [name of local partner], the Ministry of Education, and other education stakeholders. They will use the results to identify areas where additional support may be needed to improve reading and mathematics in the early grades. Information provided in Head Teacher interviews will be anonymous and will not be reported by school, but will be combined with the survey results from many other schools.
- We believe there is no risk to you in participating in this research.
- You will not personally benefit from participating in this interview. However, your responses will be used to help support improvements in early grade reading and mathematics in [country name].
- If you have any questions regarding this research, please feel free to contact:
[Name and contact information of local partners]
- Once again, you do not have to participate if you do not wish to. Once we begin, if you would rather not answer a question, that's all right. Are you willing to participate?

Head Teacher provided consent (Circle to indicate consent was received): YES

If consent is refused, complete questions 1 through 3, thank the Head Teacher, and end the interview.

1.	Starting time [Use 24-hour time HH:MM]	<input type="text"/> : <input type="text"/>
2.	Interview date [DD/MM/YY]	<input type="text"/> / <input type="text"/> / <input type="text"/>
3.	Interview status	Refused → Thank Head Teacher and end interview.....1 Partially Completed2 Completed3
4.	What is your position at the school?	Head Teacher1 Assistant Head Teacher.....2
5.	[Is the Head Teacher / Assistant Head Teacher female?]	No.....0 Yes.....1
6.	How many years have you been Head Teacher / Assistant Head Teacher?	Years..... <input type="text"/>
7.	What date did classes start this year? [DD/MM/YY]	Range: dates must be within stated school calendar <input type="text"/> / <input type="text"/> / <input type="text"/>
8.	Since the start of the current school year, was this school closed or were there days when classes were not being taught during the regular school calendar (other than holidays)?	No.....0 → If no, skip to 10 Yes.....1 Don't know/Refuse888
9.	If yes, in the past month, how many days was school closed or were classes not being taught?	Range: 23 days (max. number of days in 31-day month) Number of days..... <input type="text"/> <input type="text"/> Don't know/Refuse888

10.	Does your school share facilities with another school?	No.....0 → If no, skip to 12 Yes.....1 Don't know/Refuse888
11.	If yes , including your school, how many schools occupy this facility?	Number of schools in this facility..... <input type="text"/> Don't know/Refuse888
12.	At what time does your school day begin? [Use 24-hour time HH:MM]	<input type="text"/> : <input type="text"/> Don't know/Refuse888
13.	At what time does your school day end? [Use 24-hour time HH:MM]	<input type="text"/> : <input type="text"/> Don't know/Refuse888
14.	[Calculate duration of school shift/day and then verify with Head Teacher / Assistant Head Teacher:] This means that your school day lasts "x" hours and "y" minutes. Is that correct?	Hours <input type="text"/> Minutes <input type="text"/> Don't know/Refuse888
15.	On the days when your school has assemblies or breaks, how much time is allotted for each?	Time for assembly <input type="text"/> Time for break <input type="text"/> Don't know/Refuse888
16.	How many boys are currently enrolled in this school?	Range check: if >200, ask assessor to confirm number Number of boys <input type="text"/> Don't know/Refuse888
17.	How many girls are currently enrolled in this school?	Range check: if >200, ask assessor to confirm number Number of girls <input type="text"/> Don't know/Refuse888

<p>18.</p>	<p>How many male teachers are currently employed at this school?</p>	<p>Number of male teachers <input type="text"/></p> <p>Don't know/Refuse888</p>
<p>19.</p>	<p>How many female teachers are currently employed at this school?</p>	<p>Number of female teachers <input type="text"/></p> <p>Don't know/Refuse888</p>
<p>20.</p>	<p>During this school year, how many [grade of students assessed] teachers are there at this school?</p>	<p>Number of [grade of students assessed] teachers <input type="text"/></p> <p>Don't know/Refuse888</p>
<p>21.</p>	<p>How many teachers were absent yesterday (or on the last day school was in session)?</p>	<p>Number of absent teachers <input type="text"/></p> <p>Record unavailable.....0</p> <p>Don't know/Refuse888</p>
<p>22.</p>	<p>How many teachers are currently on leave or have an excused absence?</p>	<p>Number of teachers on leave or with excused absence <input type="text"/></p> <p>Don't know/Refuse888</p>
<p>23.</p>	<p>How many teachers arrived <u>after</u> the start of classes today, at least 15 minutes after the school bell rang?</p>	<p>Number of tardy teachers..... <input type="text"/></p> <p>Don't know/Refuse888</p>
<p>24.</p>	<p>What do you do with a class whose teacher is absent? [Do not read options; just mark what the Head Teacher / Assistant Head Teacher replies. Circle all that apply.]</p>	<p>Let the class proceed without a teacher1</p> <p>Allocate that class to another teacher.....2</p> <p>Join all students in one class3</p> <p>Bring in extra teacher4</p> <p>Dismiss students for the day.....5</p> <p>Send children to the playground6</p> <p>Distribute children among other classrooms.....7</p> <p>Other8</p>

		If other, explain _____ Don't know/Refuse888
Now I have some questions about school records and resources.		
25.	Could I please see your teacher attendance records?	Records were not available to be examined.....0 Records were available to be examined1
26.	How do you know whether students are progressing academically? [Do not read options; just mark what the Head Teacher / Assistant Head Teacher replies.]	Classroom observation1 Monitor student results on test given by teacher2 Evaluate student orally myself.....3 Check student assignments or homework.....4 Teachers provide me progress reports.....5 End-of-term evaluations6 Feedback from parents7 Feedback from school counselors8 Other (specify):9 _____ Don't know/Refuse888
27.	At the beginning of this school year, did your school have the appropriate number of textbooks for your students, according to current Ministry policy?	No.....0 Yes1 → If yes, skip to 29 Don't know/Refuse888
28.	If no , how long after the beginning of the school year did you receive the missing books?	Never received them0 1 year1 10-11 months.....2 8-9 months3 6-7 months4 4-5 months5

		2-3 months6 1 month7 2 weeks or less8 Don't know/Refuse888
29.	Does the school have a central library?	No0 → If no, skip to 31 Yes1 Don't know/Refuse888
30.	Do children have access to the books from the library?	No0 Yes1 Don't know/Refuse888
31.	At what grade level do you expect students to be reading [language] fluently? [Do not read options; just mark what the Head Teacher / Assistant Head Teacher replies.]	Grade 11 Grade 22 Grade 33 Grade 4 or higher4 Don't know/Refuse888
32.	At what grade level do you expect students to be writing [language] ? [Do not read options; just mark what the Head Teacher / Assistant Head Teacher replies.]	Grade 11 Grade 22 Grade 33 Grade 4 or higher4 Don't know/Refuse888
33.	Is there a Parent Teacher Association at this school?	No0 → If no, skip to 36 Yes1 Don't know/Refuse888

34.	<p>If yes, when did the PTA last meet? [DD/MM/YY]</p>	<p style="text-align: right;"> <input type="text"/> / <input type="text"/> / <input type="text"/> </p> <p>Don't know/Refuse888</p>
35.	<p>Are you generally satisfied with the level of support the PTA provides to the school?</p>	<p>No.....0</p> <p>Yes.....1</p> <p>Don't know/Refuse888</p>
36.	<p>Are you generally satisfied with parents' involvement in their children's schoolwork?</p>	<p>No0</p> <p>Yes.....1</p> <p>Don't know/Refuse888</p>
37.	<p>Within this past year, how many times did your school receive an inspection or support visit from the Grade Supervisor?</p>	<p>Never.....0</p> <p>Once.....1</p> <p>More than once a month.....2</p> <p>Once every month3</p> <p>Once every week4</p> <p>Don't know/Refuse888</p>
<p>Now I would like to ask you some questions about safety at your school.</p>		
38.	<p>Is safety a problem in your school?</p>	<p>No.....0</p> <p style="text-align: center;">→ If no, skip to 40</p> <p>Yes.....1</p> <p>Don't know/Refuse888</p>
39.	<p>If yes, please explain.</p>	<p>_____</p>

40.	Do you feel safe in your school?	No.....0 Yes.....1 → If yes, skip to 42 Don't know/Refuse888
41.	If no , please explain.	_____
42.	Do you feel your students are safe in school?	No.....0 Yes.....1 → If yes, skip to 44 Don't know/Refuse888
43.	If no , please explain.	_____
44.	In general, is the Ministry responsive to requests for support?	Never.....0 Sometimes1 Always2 Don't know/Refuse888
45.	Ending time [Use 24-hour time HH:MM]	<input type="text"/> : <input type="text"/>
Thank you very much!		