



## **SCHOOL QUESTIONNAIRE**

### **PROPOSAL FOR POSSIBLE ADOPTION**

#### **SECTION A: GENERAL SCHOOL PROFILE**

1. Date of application: \_\_\_\_\_

2. Name of school: \_\_\_\_\_

3. School address: \_\_\_\_\_

\_\_\_\_\_

Province: \_\_\_\_\_

4. Contact number : \_\_\_\_\_

5. Fax number: \_\_\_\_\_

6. Email address: \_\_\_\_\_

7. Web address: \_\_\_\_\_

## **SECTION B: SCHOOL GOVERNANCE**

**1. Name of School Principal:** \_\_\_\_\_

Cell phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

**2. Name of Deputy Principal:** \_\_\_\_\_

Cell phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

**3. Name of School Secretary:** \_\_\_\_\_

Cell phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

**4. Chairperson of School Governing Body:** \_\_\_\_\_

Cell phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

**5. District Director:** \_\_\_\_\_

Contact number: \_\_\_\_\_ Email address: \_\_\_\_\_

**6. Deputy Chairperson of SGB:** \_\_\_\_\_

Cell phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

**7. Names of Committee members of School Governing Body and their positions:**

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9. Regularity of SGB meetings: \_\_\_\_\_  
\_\_\_\_\_

10. Describe the functions of the SGB: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. What has the SGB achieved since it was established:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **SECTION C: BRIEF HISTORY OF SCHOOL**

1. When was the school established: \_\_\_\_\_  
\_\_\_\_\_
2. Who was involved in the establishment of the school: \_\_\_\_\_  
\_\_\_\_\_
3. Give a brief history of the school: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. When was the school registered with the Department of Basic Education: \_\_\_\_\_
5. Which district does the school fall under: \_\_\_\_\_
6. What grades does the school offer: \_\_\_\_\_
7. Pass rates
  - a. Overall school pass rate: \_\_\_\_\_
  - b. Matric pass rate: \_\_\_\_\_
8. Provide a schedule on a separate sheet of paper details of the academic performance of the school in terms of pass rates for the past three years giving details of grades and subjects.

## **SECTION D: SCHOOL ADMINISTRATION AND FINANCES**

**1. Please provide a copy of the most recent Audited Financial Statements.**

**2. Who is responsible for the school administration:** \_\_\_\_\_

\_\_\_\_\_

**3. Name of school bookkeeper:** \_\_\_\_\_

**4. Names and address of the auditors of the school finances:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**5. How much are the school fees per learner per year:** \_\_\_\_\_

**6. How many students are registered in the school:** \_\_\_\_\_

**7. How much is the government subsidy to the school per year:** \_\_\_\_\_

**8. Is there a school feeding scheme for learners?** \_\_\_\_\_

**9. Give the name and address of the company that runs the school feeding scheme:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## SECTION E: SCHOOL FACILITIES

1. Number of classrooms: \_\_\_\_\_

Brick and mortar:  Mobile:

2. Average number of learners per classroom: \_\_\_\_\_

3. Number of teachers in the school: \_\_\_\_\_

4. Is there a school hall ? Yes ☐ No ☐

5. Is there an administration block ? Yes ☐ No ☐

6. Is there a Grade R facility (for primary schools)? Yes ☐ No ☐

7. Is there a feeding scheme kitchen/ dining and nutrition centre ? Yes ☐ No ☐

8. Does the school have functioning ablution facilities for learners? Yes ☐ No ☐

If yes (a) how many toilet seats \_\_\_\_\_ (b) how many urinals \_\_\_\_\_

9. Does the school have sporting facilities: Yes ☐ No ☐

If yes, which sports: \_\_\_\_\_

10. Does the school have a library: Yes ☐ No ☐

11. Does the school have a science and/or technology laboratory: Yes ☐ No ☐

12. Is there a computer center? Yes ☐ No ☐

13. How many (a) Computers: \_\_\_\_\_ (b) Laptops \_\_\_\_\_ (c) Tablets \_\_\_\_\_

14. Does the school have electricity? Yes ☐ No ☐

15. Does the school have running water? Yes ☐ No ☐

15. Are there Security Guards on the school premises? Yes ☐ No ☐

16. Is there a perimeter fence around the school? Yes ☐ No ☐

17. Does the community use the school's facilities? Yes ☐ No ☐

If yes give some details \_\_\_\_\_

**NB: PLEASE ATTACH PHOTOGRAPHS OF SCHOOL BUILDINGS AND FACILITIES IF AVAILABLE.**

## **SECTION F: COMMUNITY PROFILE**

Describe the community the school serves

1. How many Orphaned and Vulnerable children are at the school: \_\_\_\_\_

2. Give approximate population of community: \_\_\_\_\_

3. Average income level of community: \_\_\_\_\_

4. Give approximate rate of unemployment: \_\_\_\_\_

5. How does the community get involved in the activities of the school:

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6. How does the school communicate with the parents of the learners?

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## SECTION G: SCHOOL NEEDS

### **A: Infrastructure needs: Key priorities**

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### **B. Human resource development needs: Key priorities**

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## SECTION H: STAKEHOLDERS INVOLVED IN THE SCHOOL

Name of organisation	Support received	Period of support	Contact details

### SIGNATURES

#### Principal

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

Full name: \_\_\_\_\_

Date: \_\_\_\_\_

#### SGB Chairperson

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

Full name: \_\_\_\_\_

Date: \_\_\_\_\_

For office use only:

Processed by: \_\_\_\_\_

Approved by Committee: \_\_\_\_\_