

INSTRUMENT FOR ACCESSING THE SITUATION ON GROUND IN THE APPROVAL/ESTABLISHMENT OF PRIMARY SCHOOL

Name of School: _____

Location/Address of the School: - Town: _____

Local Government Area: _____

Education Zone: _____

Type of School: _____

Grade of School:

RURAL
GRADE 3

SEMI URBAN
GRADE 2

URBAN
GRADE 1

URBAN
SPECIA

Name of Proprietor: _____

Name of Headmaster: _____

Qualifications with Dates: _____

Years of Experience: _____

Date of Establishment of the School: _____

Date of Approval Inspection; _____

Date of Upgrading Inspection: _____

70 & Above	A	-	Outstanding
55 – 69	B	-	Good
54 – 40	C	-	Fair
Below 40	D	-	Poor

SCHOOL ENROLMENT	MALES	FEMALES	TOTAL
PRIMARY 1			
PRIMARY 2			
PRIMARY 3			
PRIMARY 4			
PRIMARY 5			
PRIMARY 6			
GRAND TOTAL			

PRIMARY SCHOOL

S/N	DESCRIPTION	PRIMARY SCHOOL	PRESENT SITUATION	FIVE-POINT SCALE (LIKERT SUMMATIVE)					REMARKS
				SD	D	N	A	SA	
	FACILITIES								
1.	Land	- Is it unto two plots of land?		1	2	3	4	5	
2.	Classroom	<ul style="list-style-type: none"> - Is the dimension of classroom approved (Standard 9m x 12m)? - Are the number of classrooms adequate - Are the classes permanently demarcated with screens/blocks - The ventilation in the class adequate - Are classes well lit - Are the classes decorated with educational charts pictures - Are the enough seats in the classroom - Is the teachers table and seat available 		1	2	3	4	5	
	Compound	<ul style="list-style-type: none"> - Is the school compound beautified with tress and flowers - Is the compound neat - Is the arrangement and placement of things in the school orderly - Does the school have site plan - Does the school have approved building plan - Is the school painted - Is the School Accessible to all - Is there a good administrative block 		1	2	3	4	5	
	Utilities	<ul style="list-style-type: none"> - Do the school have good source of water supply - Is the school connected to the National grid? - Do they have standby Generator - Do they have enough toilets (Minimum of four) - Is the toilet clean and well kept - Is their provision for pupils (male/female) and teachers - Do the school have first aid K.T - Is there any nearby hospital - Do they have a Library - Are the seats in the library enough - Do they have books in the Library - Are the students allowed to make use of the Library 		1	2	3	4	5	

	<ul style="list-style-type: none"> - Are the books in the Library outdated - Is the Library well lit - Is the Library well ventilated 							
Subject Analysis	<ul style="list-style-type: none"> - Do the school conform with the subjects in the curriculum - Are the periods properly allocated to each subject - Is the time table displayed in all the classroom and Headmasters office - Do they have a time keeper 		1	2	3	4	5	
Statutory Records	<ul style="list-style-type: none"> - Are the following records available: School register, Log Book, Visitors Book Reward/Conduct Book, Admission Register, Staff Meeting Minutes, National Policy on Education, Curriculum, etc. 		1	2	3	4	5	
Enrollment	<ul style="list-style-type: none"> - Is there a gradual increase in the enrollment of pupil 		1	2	3	4	5	
Farm Land	<ul style="list-style-type: none"> - Do the school possess an area for gardening - Is the garden cultivated - Do the school have a field/play ground? - Is the play ground good enough for the pupils - Do the school possess e.g. swing equipment etc. swing, tunnel, skipping rope, balls etc. - Do the pupils have game dress 		1	2	3	4	5	
Finance	<ul style="list-style-type: none"> - Do the school have a minimum of 300,000 in their account - Is the schools sports levy up to date - Is the renewal levy up to date - Do the school pay registration fee 		1	2	3	4	5	
Staffing	<ul style="list-style-type: none"> - Do the school have qualified teacher (NCE and above). - Are they registered with TRCN 		1	2	3	4	5	
Teaching	<ul style="list-style-type: none"> - Do the teacher have the records for teaching (teaching lesson notes) - Is the lesson notes well written - Is the teacher well dressed? - Are the teaching aid available - Does the teacher have command of the language 		1	2	3	4	5	
Class Control	<ul style="list-style-type: none"> - Does the teacher have a good class control - Does the teacher achieve her specific objective - Is the lesson well evaluated - Is the lesson well prepared - Is the lesson well delivered - Is the teacher employing the necessary skills reinforcement etc. 		1	2	3	4	5	