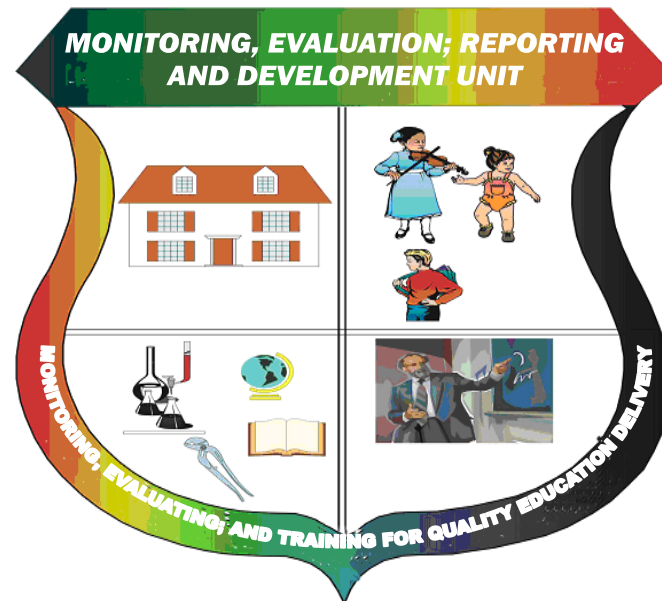


MINISTRY OF EDUCATION



MONITORING VISIT TO DEPARTMENT OF EDUCATION

REGION: _____

DATE: _____

ABBREVIATIONS

Adm	Administration	RDC	Regional Democratic Council
AO	Administrative Officer	REC	Regional Education Committee
DEO I	District Education Officer I	RLC	Regional Literacy Coordinator
DEO II	District Education Officer II	Sec	Secondary
F	Female	SIAC	School Improvement Advisory Committee
HODOE	Head of Department of Education	SIP	School Improvement Plan
M	Male	SENO	Special Education Needs Officer
Nsy	Nursery	SSWO	Senior School Welfare Officer
PIC	Practical Instruction Centre	SWO	School Welfare Officer
Pri	Primary	SADO	Systems Analyst Development Officer
PTA	Parent Teacher Association	T	Total
RAO	Regional Assessment Officer		

Education District:

Address of Education Department:

Telephone No.:

Fax No.:

Email:

Regional Chairman:

Regional Executive Officer:

Chairman of Regional Education Committee:

Head of Department of Education:

SECTION 1

INVENTORY OF OFFICERS, SCHOOLS, TEACHERS AND LEARNERS

STAFFING OF DEPARTMENT OF EDUCATION

Entitlement

Actual

Vacancy

HODOE

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DEO I

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DEO II

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SSWO

--

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SWO

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RLC

--

--

SADO

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--

AO

--

--

T

T	%

T	%

No.	Name of Post Holder	Post
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

Remarks:

1.. No. of State-owned Schools

Nsy	Pri	Sec	PIC	Total

2 (a) No. of Privately owned schools in the region:

2 (b). No. of Privately-owned Discrete Schools Recognized by the Ministry of Education

Nsy	Pri	Sec	PIC	T

3. No. of Privately-owned Discrete Schools NOT Recognized by the Ministry of Education

Nsy	Pri	Sec	PIC	T

4. No. of Privately-owned Multi-level Schools Recognized by the Ministry of Education

(i) Multi-Level: Nursery, Primary and Secondary	<input type="text"/>		
(ii) Multi-level: Nursery and Primary	<input type="text"/>		
(iii) Multi-Level: Primary and Secondary	<input type="text"/>		
	<table border="1"><thead><tr><th>T</th></tr></thead><tbody><tr><td></td></tr></tbody></table>	T	
T			

5. No. of Privately-owned Multi-level Schools NOT Recognized by the Ministry of Education

(v) Multi-Level: Nursery, Primary and Secondary

--

(vi) Multi-level: Nursery and Primary

--

(vii) Multi-Level: Primary and Secondary

--

T

6(a).

No. of Learners in State-owned Schools

Nsy	
M	F
T	

Nsy Class		Pri		Sec. Dept.	
M	F	M	F	M	F
T					

Sec	
M	F
T	

T	
M	F
T	

6 (b)

No. of Learners attending Practical Instructional Centre

Nsy	
M	F

Pri	
M	F

Sec	
M	F

PIC	
M	F

T	
M	F

7.

No. of Teachers in State-owned Schools

Nsy	
M	F
T	

Pri	
M	F
T	

Sec	
M	F
T	

PIC	
M	F
T	

T	
M	F
T	

8.

No. of Teachers attending the Cyril Potter College of Education (CPCE)

Nsy	
Yr I	
Yr II	
Yr III	
T & %	

Pri	
Yr I	
Yr II	
Yr III	
T & %	

Sec	
Yr I	
Yr II	
Yr III	
T & %	

PIC	
Yr I	
Yr II	
Yr III	
T & %	

T

9.

No. of Teachers Attending and No. Released to attend the University of Guyana (UG)

Nsy		
Yr	Attending	Released
Yr I		
Yr II		
Yr III		
Yr IV		
T		

Prim		
Yr	Attending	Released
Yr I		
Yr II		
Yr III		
Yr IV		
T		

Sec		
Yr	Attending	Released
Yr I		
Yr II		
Yr III		
Yr IV		
T		

PIC		
Yr	Attending	Released
Yr I		
Yr II		
Yr III		
Yr IV		
T		

SECTION 2: SUPERVISION

10. Orientation Sessions for School Administrators

No. planned for the year and conducted to date.

Level	No. Planned	No. Conducted	% Conducted
Nsy.			
Prim.			
Sec.			
PIC			
Admin.			

11. Statutory Department of Education Staff Meetings

No. of Statutory Department of Education Staff meetings planned for the year and conducted to date.

Planned	
Conducted	

12. Face the Community Meetings

No. of Face-the-Community Meetings planned for the year and conducted to date.

Planned	
Conducted	

13. Level Releases - Releases expended

Level	Amount Released To Date	Amount Spent To Date	Percentage Spent To Date
Nursery			
Primary			
Secondary			
Practical Instruction Centre			
Administration			
TOTAL			

14. Workshops by Department of Education

No. planned for the year and conducted to date.

		Nsy.	Pri.	Sec.	PIC	Total
Administrators	Planned					
	Conducted					
Teachers	Planned					
	Conducted					

15. Level Expenditures

Expenditures are accounted for in the prescribed Votes Ledger.

Nsy.		Pri.		Sec.		PIC		Adm.	
Yes	No	Yes	No	Yes	No	Yes	No	Yes	No

16. Prescribed Records and Documents

The Department of Education has all the prescribed records and documents.

Yes	No

The number and percentage of records and documents in place.

No.	%

17. Calendar of Activities/Events
No. of events planned for the year and percentage actualized to date.

Level	No. Planned	No. Actualized	% Actualized
Nsy.			
Prim.			
Sec.			
PIC			
Admin.			

REGIONAL EDUCATION COMMITTEE (REC)

There is a Regional Education Committee.

Yes	No

No. of statutory meetings planned for the current year by the Regional Education Committee.

No. of statutory meetings convened to date by the Regional Education Committee.

The Regional Education Committee assisted in the preparation of the last:

- ✓ Work Plan
- ✓ Recurrent Estimates
- ✓ Capital Estimates

Yes	No

No. of schools to which the Regional Education Committee accompanied Officers to conduct supervisory/site visits.

Last Year

Current Year

No. of recommendations:

- made by the Regional Education Committee to the Regional Democratic Council.

Last Year

Current Year

- that were acted on by the Regional Democratic Council.

Last Year

Current Year

No.	INDICATOR	Nsy		Pri		Sec		PIC		T	%	REMARKS
		No	%	No	%	No	%	No	%			
1.	Individual Supervisory Visits planned for the calendar year.											
2.	Individual Supervisory Visits made to date.											
3.	Officers on target with Individual Supervisory Visits.											
4.	Team Supervisory Visits planned for the calendar year.											
5.	Team Supervisory Visits made to date.											
6.	Supervisory Reports by Officers of the Department of Education dispatched to schools:											
	<ul style="list-style-type: none"> • Individual • Team. 											
7.	Follow-up Supervisory Visits made by Officers from the Department of Education. (DEO/HODOE).											
8.	Action Plan(s) prepared by Officers to address weaknesses of schools contained in Supervisory Report(s).											
9.	School Visits planned for the calendar year by the School Welfare Officers (SWOs).											
10.	School Visits made to date by the SWOs.											
11.	Referrals made to date by the SWOs.											
12.	School visits planned for the calendar year by the Regional Literacy Coordinator (RLC).											
13.	School Visits made to date by the RLC.											

No.	INDICATOR	Nsy		Pri		Sec		PIC		T	%	REMARKS
		No	%	No	%	No	%	No	%			
14.	Reports submitted to the Department of Education by the RLC.											
15	Schools with charts that accurately reflect their supervisory arrangements.											
16.	Schools in which each supervisor has a current Supervisory Schedule.											
17	Teachers eligible for permanent certification.											
18	Teachers assessed for permanent certification.											

Comments:

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MANAGEMENT

No.	INDICATOR	Nsy		Pri		Sec		PIC		T	%	REMARKS
		No	%	No	%	No	%	No	%			
1.	Schools with current School Improvement Plans.											
2.	Schools with current Work Plans.											
3.	Schools with the following Quarterly Projections:											
	• current											
	• previous.											
4.	Schools with a Quarterly Review for the previous quarter.											
5.	Schools with current Quarterly Schedule of Events.											
6.	Head teachers appraised last school year by Officers.											
7.	Schools that have completed last year's annual staff appraisals.											
8.	Schools that completed the following staff appraisals for the current school year:											
	• Term 1(Sept.- Dec.)											
	• Term 2(Jan.- Apr.)											
	• Term 3(Apr.- Jul.).											
9.	Schools in which School Effectiveness Assessments were conducted for the last two terms prior to the Monitoring Visit:											
	• Term 1(Sept.-Dec.)											
	• Term 2 (Jan.-Apr.)											
	• Term 3 (Apr.-Jul.).											

No.	INDICATOR	Nsy		Pri		Sec		PIC		T	%	REMARKS
		No	%	No	%	No	%	No	%			
10.	Headteachers' Meetings planned for the calendar year.											
11.	Headteachers' Meetings convened to date.											
12.	Schools that have submitted Monthly Reports from the beginning of the school year to the previous month of the Monitoring Visit.											
13.	Schools that conducted orientation sessions for each new member of staff.											
14.	Professional Development Sessions for Head teachers planned by the Department of Education.											
15.	Professional Development Sessions for Head teachers held by the Department of Education.											
16.	Schools that plan Monthly Staff Development Sessions.											
17.	Schools that hold Monthly Staff Development Sessions.											

Comments:

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POLICY IMPLEMENTATION

No.	INDICATOR	Nsy		Pri		Sec		PIC		T	%	REMARKS
		No	%	No	%	No	%	No	%			
1.	Schools that prepare and implement Action Plans to address weaknesses observed in learner performance at:											
	<ul style="list-style-type: none"> • Annual Examinations 											
	<ul style="list-style-type: none"> • National Grade Assessments: 											
	✓ Grade 2											
	✓ Grade 4											
	✓ Grade 6											
	✓ Grade 9											
	<ul style="list-style-type: none"> • Regional Examinations : 											
	✓ CSEC											
	✓ CAPE											
2.	Schools in which learners are <i>not made</i> to repeat grades/year groups.											
3.	Schools in which all staff members have their prescribed workloads.											
4.	Schools in which funds are managed by a committee of the PTA/Board.											
5.	Schools that issue learner transfers last year.											
6.	Schools that issue learner transfers in accordance with the Ministry of Education's directives.											
7.	Schools that admit learners based on the Ministry's criteria.											
8.	Schools that ensure that each vendor is in possession of a Food Handlers' Certificate.											

NO.	INDICATOR	Nsy		Pri		Sec		PIC		T	%	REMARKS
		No	%	No	%	No	%	No	%			
9.	Schools with canteens.											
10.	Schools that ensure that the operations of the canteens are in keeping with the Ministry's directives.											
11.	Schools in which all of the teachers were/are punctual for each session of the :											
	• last school year											
	• current school year :											
	✓ Term 1											
	✓ Term 2											
	✓ Term 3											
12.	Schools in which no teacher abused leave concessions for the :											
	• last school year											
	• current school year:											
	✓ Term 1											
	✓ Term 2											
	✓ Term 3											
13.	Schools that submitted the enrolment of learners and number of teachers on staff to the Distribution Unit for last school year.											
14.	Schools in which there is a Textbook Management Committee:											
	• Grade A											
	• Grade B											

No.	INDICATOR	Nsy		Pri		Sec		PIC		T	%	REMARKS
		No	%	No	%	No	%	No	%			
15.	Primary and Secondary schools that were issued:											
	• basic texts for the core subjects for each learner.											
	• the required class set											
	• teacher reference texts											
	• library sets.											
16.	Nursery schools in which there is an adequate number of :											
	• readers											
	• workbooks.											
17.	Schools that were issued the required number of exercise books for the current term.											
18.	Schools that conducted last year's annual audit of textbooks.											
19.	The Regional Administration conducted an audit of textbooks for the last school year.											
20.	Schools that maintain order and discipline in the manner prescribed by the Ministry of Education.											
21.	Schools that have all the prescribed records and documents.											

No.	INDICATOR	Nsy		Pri		Sec		PIC		T	%	REMARKS
		No	%	No	%	No	%	No	%			
22.	Schools that adhere to all the directives/ procedures stated in the <i>Standard Operational Procedures for School Administrators</i> pertinent to the respective level (2006-09-12 Edition).											
23.	Schools in which each learner has an up-to-date Child Development Index Card.											
24.	Schools that utilize Child Development Index Cards.											
25.	Schools that are accurately graded.											
26.	Schools that conduct Parent-Teacher Conferences.											
27.	Schools that prohibit the usage of cell phones during instructional time.											

STAFFING OF SCHOOLS

No.	INDICATOR	Nsy		Pri		Sec		PIC		T	%	REMARKS
		No	%	No	%	No	%	No	%			
1.	Schools that are fully staffed.											
2.	Schools that are overstaffed.											
3.	Schools that are understaffed.											
4.	Schools in which part-time teachers exceed 20%.											
5.	Schools with administrative (senior) staff vacancies.											
6.	Schools in which administrative staff members are acting for more than one year.											
7.	Schools with non-administrative (junior) staff vacancies.											
8.	Schools in which teacher retention rates are above 75%.											
9.	Nursery and Primary Schools with at least 75% Trained Teachers.											
10.	Secondary Schools with at least 40% Trained Graduate Teachers.											

Comments:

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CURRICULUM

No.	INDICATOR	Nsy		Pri		Sec		PIC		T	%	REMARKS
		No	%	No	%	No	%	No	%			
1.	Schools that adhere to the: <ul style="list-style-type: none"> National Timetable (Nsy, Pri) 											
	<ul style="list-style-type: none"> Master Timetable (Sec) 											
2.	Schools that are involved in a Work Study Programme.											
3.	Schools that have all the Curriculum Guides for all timetabled subjects for each grade/year group.											
4.	Schools that have: <ul style="list-style-type: none"> General Schemes- of- Work for all subjects on the timetable. 											
	<ul style="list-style-type: none"> Annual Schemes –of- Work for all grades /year groups and timetabled subjects for each teacher. 											
	<ul style="list-style-type: none"> Termly Schemes –of- Work for all grades/year groups and timetabled subjects for each teacher. 											
5.	Schools in which all teachers prepare written plans for each lesson to be taken as per timetable. (<i>From the previous term to the date of Monitoring Visit</i>).											
6.	Schools that have Scope and Sequence Charts for each core subject.											
7.	Schools with relevant syllabuses.											

No.	INDICATOR	Nsy		Pri		Sec		PIC		T	%	REMARKS
		No.	%	No.	%	No.	%	No.	%			
8.	Schools that have a copy of the Learning Outcomes/Attainment Targets for each core subject:											
	• Language Arts											
	• Mathematics											
	• Science											
	• Social Studies											
9.	Schools with relevant Teacher's Manuals.											
10.	Schools with Information Technology (IT) Laboratory.											
11.	Schools with the Success Maker Programme.											
12.	Schools with a functioning library.											
13.	Schools in which each class has a Reading Corner.											
14.	Schools implementing the Secondary Competency Certificate Programme (SCCP).											
15.	Schools with all the SCCP Modules.											
16.	Schools that complete the competency based assessments within the specified timelines.											
17.	Schools with an adequate number of teachers to teach each elective.											

No.	INDICATOR	Nsy		Pri		Sec		PIC		T	%	REMARKS
		No	%	No	%	No	%	No	%			
18.	Schools in which the 6 th Year Transitional Programme is done.											
19.	Schools with all the 6 th Year Transitional:											
	• Curriculum Guides											
	• Activity Booklets in the Core Areas.											
	• Handbook for Primary Mathematics.											
20..	Schools in which continuous assessment is done.											
21.	Schools that utilize electronic technology in curriculum delivery.											
22.	Schools with a Special Education Needs Policy.											
23.	Schools that cater for learners with the following disabilities:											
	• physical											
	• emotional											
	• learning											
	• behavioural.											
24.	Schools that participated in the last Grade 2 National Assessment.											
25.	Schools that participated in the last Grade 4 National Assessment.											
26.	Schools that participated in the last Grade 6 National Assessment.											

No.	INDICATOR	Nsy		Pri		Sec		PIC		T	%	REMARKS
		No	%	No	%	No	%	No	%			
27.	Schools that participated in the last Grade 9 National Assessment.											
28.	Schools on target with SBAs:											
	• CAPE											
	• CSEC											
	• SCCP											
29.	Schools that benefit from Interactive Radio Instructions (IRI):											
	• Radio (only)											
	• Manual (only)											
	• Radio & Manual. (both)											
30	Schools in which 75% or more of the child-friendly elements exist.											
31.	Schools in which each grade/class had a pass rate of learners which ranged from 100%-50% at the <i>last</i> Annual Examinations.											
32.	Schools in which 100% - 76% of their learners performed above the Regional Mean of the <i>last</i> Grade 2 Assessment.											
33.	Schools in which 75% - 51% of their learners performed above the Regional Mean of the <i>last</i> Grade 2 Assessment.											
34.	Schools in which 100% - 76% of their learners performed above the Regional Mean of the <i>last</i> Grade 4 Assessment											
35.	Schools in which 75% - 51% of their learners performed above the Regional Mean of the <i>last</i> Grade 4 Assessment.											

No.	INDICATOR	Nsy		Pri		Sec		PIC		T	%	REMARKS
		No	%	No	%	No	%	No	%			
36.	Schools in which 100% - 76% of their learners performed above the Regional Mean of the <i>last</i> Grade 6 Assessment.											
37.	Schools in which 75% - 51% of their learners performed above the Regional Mean of the <i>last</i> Grade 6 Assessment.											
38.	Schools in which 100% - 76% of their learners performed above the Regional Mean of the <i>last</i> Grade 9 Assessment.											
39.	Schools in which 75% - 51% of their learners performed above the Regional Mean of the <i>last</i> Grade 9 Assessment.											
40.	Schools in which 100% - 76% of their learners achieved five (5) or more subjects, inclusive of English and Mathematics with Grades I – III at the <i>last</i> Caribbean Secondary Education Certificate Examinations (CSEC).											
41.	Schools in which 75% - 51% of their learners achieved five (5) or more subjects, inclusive of English and Mathematics with Grades I – III at the <i>last</i> Caribbean Secondary Education Certificate Examinations (CSEC).											

No.	INDICATOR	Nsy		Pri		Sec		PIC		T	%	REMARKS
		No	%	No	%	No	%	No	%			
42.	Schools in which 100% - 76% of their learners achieved Grades I – III in:											
	• English A											
	• Mathematics											
	• Science											
	• Social Studies											
	at the <i>last</i> Caribbean Secondary Education Certificate Examinations (CSEC).											
43.	Schools in which 75% - 51% of their learners achieved Grades I – III in:											
	• English A											
	• Mathematics											
	• Science											
	• Social Studies											
	at the <i>last</i> Caribbean Secondary Education Certificate Examinations (CSEC).											
44.	Schools in which 100% - 76% of their learners achieved:											
	• Grades I-III											
	• Grades IV- V											
	at the <i>last</i> Caribbean Advanced Proficiency Examinations (CAPE).											
45.	Schools in which 75% - 51% of their learners achieved:											
	• Grades I-III											
	• Grades IV- V											
	at the <i>last</i> Caribbean Advanced Proficiency Examinations (CAPE).											

No.	INDICATOR	Nsy		Pri		Sec		PIC		T	%	REMARKS
		No	%	No	%	No	%	No	%			
46.	Schools that have standards for:											
	<ul style="list-style-type: none"> • Literacy 											
	<ul style="list-style-type: none"> • Numeracy. 											

Comments:

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PREMISES, FACILITIES AND EQUIPMENT

No.	INDICATOR	Nsy		Pri		Sec		PIC		T	%	REMARKS
		No	%	No	%	No	%	No	%			
1.	School buildings on which the name is boldly printed.											
2.	Schools buildings painted in the official colour(s).											
3.	School buildings in which the walls are no less than 10ft from the floor to plate.											
4.	School buildings in which there are no less than two (2) entrances/exits which lead into and out of the buildings.											
5.	School buildings in which the roof is appropriately covered.											
6.	School compounds that are free of:											
	• bush											
	• stray animals											
7.	School compounds that are :											
	• well drained											
	• level.											
8.	Schools with any of the following garbage disposal units:											
	• bin											
	• covered hole											
9.	Schools in which sanitary facilities are provided in the prescribed ratios for:											
	• learners											
	• teachers.											

No.	INDICATOR	Nsy		Pri		Sec		PIC		T	%	REMARKS
		No	%	No	%	No	%	No	%			
10.	Separate toilets are provided for males and females.											
11.	Sanitary facilities are functional.											
12.	Showers are provided for:											
	• learners											
	• teachers.											
13.	Drinking outlets are:											
	• provided in the prescribed ratio											
14.	• all functional.											
	School compounds in which there is adequate space for:											
	• Physical Education											
	• play.											
15.	Schools that provide equipment for:											
	• Physical Education											
	• play.											
16.	Schools with security guards.											
17.	Schools in which a hut for Security Guards is in place.											
18.	An area is provided for the practice of Agricultural Science.											
19.	Schools in which the walls are:											
	• clean											
	• secure.											
20.	Schools in which all of the windows are:											
	• in place											
	• secure.											

No.	INDICATOR	Nsy		Pri		Sec		PIC		T	%	REMARKS
		No	%	No	%	No	%	No	%			
21.	Schools in which the floor is firm.											
22.	Schools in which furniture for learners is:											
	• adequate											
	• appropriate.											
23.	Schools in which furniture for teachers is:											
	• adequate											
	• appropriate.											
24.	Schools in which each chalkboard/whiteboard is in good condition.											
25.	Schools in which firefighting equipment has been provided in accordance with the <i>Non-academic Standards</i> .											

Comments:

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OUTSIDE LINKS

No.	INDICATOR	Nsy		Pri		Sec		PIC		T	%	REMARKS
		No	%	No	%	No	%	No	%			
1.	Schools with a duly constituted Parent Teacher Association (PTA).											
2.	Schools that convene statutory PTA Meetings.											
3.	Schools with a Plan of Activities prepared by the PTA.											
4.	Schools that ensure minutes of PTA Meetings are kept.											
5.	Schools with duly constituted SIAC.											
6.	Schools that convene statutory SIAC meetings to plan for and review the implementation of the SIP.											
7.	Schools with functioning Boards.											
8.	Schools with systems for the use of resources by the community.											
9.	Schools that conduct Open/Parent Days.											
10.	Schools that conduct Workshops and Seminars for their parents/guardians.											
11.	Schools that have been adopted.											

General Comments/Recommendation:

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APPENDIX

SECTION NO.	ITEM NO.	DETAILS