

**MINISTRY OF EDUCATION**



Republic of Kenya



National Taxpayers Association  
**pesa zetu, haki yetu**

# **Primary School Report Card Forms**

- 1. School Report Card for the District Education Officer (DEO)**
- 2. School Report Card for Ministry of Education and National Taxpayers Association (NTA) and**
- 3. Meeting Attendance Form**

**October, 2009**

## **Instructions for the School Report Card Committee**

- This document contains two School Report Card forms.
- Both forms must be completed by the School Report Card Committee.
- Once completed each form must be removed from this document.
- The School Report Card submitted to the DEO must be taken by hand.
- When submitting an officer at the DEOs office must sign the last page of the School Report Card Guidelines acknowledging they have received your completed School Report Card.
- The completed School Report Card for the Ministry of Education and the National Taxpayers Association must be sent using the addressed and stamped envelope provided to the parent representative who attended the training course on the School Report Card.
- It must be sent to the following address:

National Taxpayers Association  
Co-op Trust Plaza, Upper Hill  
Off Bunyala Road  
P.O. Box 4037-00506  
Nairobi

- If School Report Card Committee has any questions or they need assistance then they can text or call the School Report Card Coordinator, **Mr. Kisamwa Lambi on 0734 500 940 or 0720 238 904 or 020 2734576/9**. If you flash him he will call you back.
- Make sure the Meeting Attendance Form at the end of this document is signed by all parents is sent attached with the School Report Card for the Ministry of Education Headquarters and the National Taxpayers Association.



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**Section 3: Areas of improvement for the five priority School Report Card Categories**

- Below are the five priority School Report Card categories and actions for improvement in the coming year.

|   |
|---|
| <b>Actions to improve School Report Card Category 1 = _____</b> |
| 1.  |
| 2.  |
| 3.  |
| 4.  |
| 5.  |
| <b>Actions to improve School Report Card Category 2 = _____</b> |
| 1.  |
| 2.  |
| 3.  |
| 4.  |
| 5.  |
| <b>Actions to improve School Report Card Category 3 = _____</b> |
| 1.  |
| 2.  |
| 3.  |
| 4.  |
| 5.  |

|   |
|---|
| <b>Actions to improve School Report Card Category 4 = _____</b> |
| 1.  |
| 2.  |
| 3.  |
| 4.  |
| 5.  |
| <b>Actions to improve School Report Card Category 5 = _____</b> |
| 1.  |
| 2.  |
| 3.  |
| 4.  |
| 5.  |

**Section 4: Signatures of School Report Card Committee members**

- Below are the names and signatures of School Report Card Committee members.

| <b>Name</b> | <b>Mobile No.<br/>(if available)</b> | <b>Signature</b> |
|-------------|--------------------------------------|------------------|
| 1.          |                                      |                  |
| 2.          |                                      |                  |
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**Section for DEO -- To be completed by the DEO**

|             |  |                                  |  |
|-------------|--|----------------------------------|--|
| Name of DEO |  | Date School Report Card Reviewed |  |
|-------------|--|----------------------------------|--|

|   |
|---|
| <b>List the actions that the DEO will undertake to address the findings of the School Report Card</b> |
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**End of School Report Card for DEO.**

## School Report Card for Ministry of Education, Directorate of Quality Assurance and Standards, and the National Taxpayers Association (NTA)

### Section 1: School Report Card Background Data

- Complete all the sections below.
- Make sure you list all the scores in the tables below, i.e. all agreed scores for the examples and all the scores given to your school.

|    |                   |  |
|----|-------------------|--|
| 1. | Name of School    |  |
| 2. | Old District Name |  |
| 3. | New District Name |  |

|    |   |                    |                  |               |
|----|---|--------------------|------------------|---------------|
| 4. | Was there a meeting with parents to create awareness about the School Report Card, and to select School Report Card Committee members? (tick correct box) | Yes                | No               |               |
| 5. | How many parents attended this meeting?   | Total no. of women | Total no. of men | Total parents |
| 6. | Are there minutes of this meeting available? (tick correct box)   | Yes                | No               |               |
| 7. | Was there a second (or final) meeting with parents to discuss and complete the School Report Card? (tick correct box)                                     | Yes                | No               |               |
| 8. | How many parents attended this meeting?   | Total no. of women | Total no. of men | Total parents |

### Section 2: School Report Card findings

- List the final scores agreed in the meeting with parents for all examples and School Report Card items. All boxes below (i.e. /10 ) must be completed.

#### 1<sup>st</sup> School Report Card Item – Pupil discipline

|    |  |     |
|----|--|-----|
| 1. | Score out of 10 marks for Pupil discipline for example 1   | /10 |
| 2. | Score out of 10 marks for Pupil discipline for example 2   | /10 |
| 3. | Score out of 10 marks for Pupil discipline for example 3   | /10 |
| 4. | Score out of 10 marks for Pupil discipline for this school | /10 |

#### 2<sup>nd</sup> School Report Card Item – School Facilities

|    |   |     |
|----|---|-----|
| 5. | Score out of 10 marks for school facilities for example 1   | /10 |
| 6. | Score out of 10 marks for school facilities for example 2   | /10 |
| 7. | Score out of 10 marks for school facilities for example 3   | /10 |
| 8. | Score out of 10 marks for school facilities for this school | /10 |

#### 3<sup>rd</sup> School Report Card Item – Access to textbooks

|     |   |     |
|-----|---|-----|
| 9.  | Score out of 10 marks for access to textbooks for example 1 | /10 |
| 10. | Score out of 10 marks for access to textbooks for example 2 | /10 |
| 11. | Score out of 10 marks for access to textbooks for example 3 | /10 |

|   |     |
|---|-----|
| 12. Score out of 10 marks for access to textbooks for this school | /10 |
|---|-----|

#### **4<sup>th</sup> School Report Card Item – Continuous Assessment**

|   |     |
|---|-----|
| 13. Score out of 10 marks for continuous assessment for example 1   | /10 |
| 14. Score out of 10 marks for continuous assessment for example 2   | /10 |
| 15. Score out of 10 marks for continuous assessment for example 3   | /10 |
| 16. Score out of 10 marks for continuous assessment for this school | /10 |

#### **5<sup>th</sup> School Report Card Item – Water and Sanitation**

|  |     |
|--|-----|
| 17. Score out of 10 marks for water and sanitation for example 1   | /10 |
| 18. Score out of 10 marks for access to textbooks for example 2    | /10 |
| 19. Score out of 10 marks for access to textbooks for example 3    | /10 |
| 20. Score out of 10 marks for water and sanitation for this school | /10 |

#### **6<sup>th</sup> School Report Card Item – Teaching Methods**

|  |     |
|--|-----|
| 21. Score out of 10 marks for teaching methods for example 1   | /10 |
| 22. Score out of 10 marks for teaching methods for example 2   | /10 |
| 23. Score out of 10 marks for teaching methods for example 3   | /10 |
| 24. Score out of 10 marks for teaching methods for this school | /10 |

#### **7<sup>th</sup> School Report Card Item – The management of Instructional Materials**

|   |     |
|---|-----|
| 25. Score out of 10 marks for mgt. of instructional materials for example 1   | /10 |
| 26. Score out of 10 marks for mgt. of instructional materials for example 2   | /10 |
| 27. Score out of 10 marks for mgt. of instructional materials for example 3   | /10 |
| 28. Score out of 10 marks for mgt. of instructional materials for this school | /10 |

#### **8<sup>th</sup> School Report Card Item – Performance of School Management Committee**

|   |     |
|---|-----|
| 29. Score out of 10 marks for the <u>performance of the SMC</u> for example 1   | /10 |
| 30. Score out of 10 marks for the <u>performance of the SMC</u> for example 2   | /10 |
| 31. Score out of 10 marks for the <u>performance of the SMC</u> for example 3   | /10 |
| 32. Score out of 10 marks for the <u>performance of the SMC</u> for this school | /10 |

#### **9<sup>th</sup> School Report Card Item – Homework Assignments and Marking**

|  |     |
|--|-----|
| 33. Score out of 10 marks for homework assign. and marking for example 1 | /10 |
| 34. Score out of 10 marks for homework assign. and marking for example 2 | /10 |
| 35. Score out of 10 marks for homework assign. and marking for example 3 | /10 |
| 36. Score out of 10 marks for homework assign. & marking for this school | /10 |

#### **10<sup>th</sup> School Report Card Item – Teacher Attendance**

|  |     |
|--|-----|
| 37. Score given out of 10 marks for teacher attendance | /10 |
|--|-----|

|   |             |
|---|-------------|
| <b>List the total score out of 100 marks for the school</b> (as listed in the School Report Card kept by parents at the school) | <b>/100</b> |
|---|-------------|



## Meeting Attendance Form for the Second Meeting with Parents

| Name | Signature | Mobile Tel. (if available) |
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**Meeting Attendance Form**

| <b>Name</b> | <b>Signature</b> | <b>Mobile Tel. (if available)</b> |
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**Meeting Attendance Form (if required)**

| <b>Name</b> | <b>Signature</b> | <b>Mobile Tel. (if available)</b> |
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**Meeting Attendance Form (if required)**

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