**SECTION A: IDENTIFICATION PANEL**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |
|  | SA00:2024 School Census Serial No. | |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | SA01:County |  |  | SA02:Sub County |  |  | SA03:Division |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | SA04:Location |  |  | SA05:Sub Location |  |  | SA06:Constituency |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | SA07:Ward |  |  | SA08:Residence: | 1.Rural |  |  |  |  |
|  |  |  |  |  | 2.Urban |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | SA09: Education Level: | A. Pre-Primary |  |  |  |  | SA10:School Name........... | …........... |  |
|  |  | B. Primary |  |  |  |  |  |  |  |
|  |  | C. Junior School |  |  |  |  |  |  |  |
|  |  | D. Pre-Vocational |  |  |  |  |  |  |  |
|  |  | E. Secondary |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | SA11:Unique Institutional Code (UIC)/NEMIS Code | | |  |  | SA12: MOE Registration No. | |  |  |
|  |  |  |  | 1. NEMIS CODE |  |  | 1. REG. NO |  |  |
|  |  |  |  | 2. NONE |  |  | 2. NONE |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | SA13:Year of School Registration | |  |  |  |  | SA14:TSC Code |  |  |
|  |  |  |  |  |  |  |  | 1. TSC CODE |  |
|  |  |  |  |  |  |  |  | 2. NONE |  |
|  |  |  |  |  |  |  |  |  |  |
|  | SA15:KNEC Code |  |  | SA16:School Zone |  | SA17:Institution Type | |  |  |
|  |  | 1. KNEC CODE |  |  |  |  | 1.Public |  |  |
|  |  | 2. NONE |  |  |  |  | 2.Private |  |  |
|  |  |  |  |  |  |  |  |  |  |

**SECTION B: GENERAL INFORMATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
| SB01:INSTITUTION N.S.S.F CODE 1. NSSF Code |  |  | SB02:INSTITUTION NHIF CODE 1. NHIF Code |  |  |
| 2. None |  |  | 2. None |  |  |
|  |  |  |  |  |  |
| SB03:INSTITUTION KRA PIN 1. KRA PIN |  |  | IF SA17 = 2, SB04: Single Business Permit No. 1. SBP No. |  |  |
| 2. None |  |  | 2. None |  |  |
|  |  |  |  |  |  |
| SB05:Is the school formal or informal? |  |  | 1. Formal |  |  |
|  |  |  | 2. Informal |  |  |
| **Postal Address:** |  |  |  |  |  |
| SB06: Box |  |  | SB07:Postal Code |  |  |
|  |  |  |  |  |  |
| SB08: Postal Town |  |  |  |  |  |
|  |  |  |  |  |  |
| **Physical Address:** |  |  |  |  |  |
| SB09: Physical Town |  |  | SB10: Street/Road |  |  |
|  |  |  |  |  |  |
| SB11: Plot No. |  |  | SB12: Building Name ………………………………………… |  |  |
|  |  |  |  |  |  |
| SB13: Building No. |  |  | SB14: Floor |  |  |
|  |  |  |  |  |  |
| **Contact** |  |  |  |  |  |
| SB15: Tel./Mobile Phone No. (Office) |  |  | SB16: Email address ………………………………………… |  |  |
|  |  |  |  |  |  |
| SB17: Website …………………………………………………………………… | |  | SB18: Social Media Handle ………………………………… |  |  |
|  |  |  |  |  |  |
| **SB19: Physical Landmark:** (Name of the nearest police station or health facility or town or shopping centre) ……………………………………………………………… | | | | |  |
|  |  |  |  |  |  |
| SB20: Is this the main school or a branch? |  | 1 | Main School |  |  |
|  |  | 2 | Branch |  |  |
| If SB20 = 2, what is the name of the main school?........................................................................ | | | |  |  |
|  |  |  |  |  |  |
| SB20.1: Main School Name …………………………………… | SB20.2: Unique Institutional Code (UIC)/NEMIS Code | | |  |  |
|  |  |  | 1. NEMIS Code |  |  |
|  |  |  | 2. None |  |  |
|  |  |  |  |  |  |
| SB20.3: County |  |  | SB20.4: Physical Town |  |  |
|  |  |  |  |  |  |

**SECTION C: SCHOOL BASIC INFORMATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| **SC01: Name the School Category:** | 1 | Regular |  |  |
|  | 2 | Integrated (regular and special needs) |  |  |
|  | 3 | Special (special needs only) |  |  |
|  | 4 | Regular with special needs units |  |  |
|  |  |  |  |  |
| **SC02: Is the school a boys only, girls only or mixed (both boys and girls)?** | 1 | Boys |  |  |
|  | 2 | Girls |  |  |
|  | 3 | Mixed |  |  |
|  |  |  |  |  |
| **SC03: What is the accommodation type?** | 1 | Day |  |  |
|  | 2 | Boarding |  |  |
|  | 3 | Day and Boarding |  |  |
|  |  | **IF SC03 = 1 SKIP TO SC05** |  |  |
| **SC04: Indicate the number of boarders only** | 1 | Boys |  |  |
|  | 2 | Girls |  |  |
|  |  |  |  |  |
| **SC05: Is the school operating from a fixed location or mobile ?** | 1 | Mobile |  |  |
|  | 2 | Fixed Location |  |  |
| **CHECK SA17: IF SA17 = 1, SKIP TO SC07** |  |  |  |  |
| **SC06: Indicate Ownership structure:** Specify the percentage shareholding | 1 | Foreign (Individual/Corporate) |  |  |
|  | 2 | Local Private (Individual/Corporate) |  |  |
|  | 3 | **Total** | 100% |  |
| **CHECK SA17: IF SA17=2, ASK SC07** |  |  |  |  |
| **SC07: Give the legal status** | 1 | Sole proprietorship |  |  |
|  | 2 | Partnership |  |  |
|  | 3 | Local private company |  |  |
|  | 4 | Non-profit/NGOs |  |  |
|  | 5 | Faith Based Organization (FBO) |  |  |
|  | 6 | Community Based Organization (CBO) |  |  |
|  |  |  |  |  |
| **SC08: What is the composition of Board of Management(BOM)/Board of Directors by sex?** | | |  |  |
|  |  |  |  |  |
|  | 1 | Male |  |  |
|  | 2 | Female |  |  |
|  | 3 | Total |  |  |
|  |  |  |  |  |
| **SC09: Indicate the type of curriculum offered** | 1 | National (8-4-4/CBC) |  |  |
|  | 2 | International |  |  |
|  | 3 | Both National and International |  |  |
|  |  |  |  |  |
| **SC10: Does the school own this parcel of land, either alone or jointly with another entity?** | | |  |  |
|  | 1 | Yes, alone |  |  |
|  | 2 | Yes, jointly |  |  |
|  | 3 | No |  |  |
|  |  | **IF SC10 = 3 SKIP TO SC12** |  |  |
|  |  |  |  |  |
| **SC11: Does the school have a recognised legal document for this parcel?** |  |  |  |  |
|  | 1 | Yes, title deed |  |  |
|  | 2 | Yes, other document |  |  |
|  | 3 | No |  |  |
| **CHECK SC03: IF SC03 = 2, SKIP TO SC12.2** |  |  |  |  |
| **SC12: Does the school provide meals for day scholars?** | 1 | Yes |  |  |
|  | 2 | No |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **SC12.1:What is the main entity responsible for funding the school meals program?** | 1 | MOE |  |  |
|  | 2 | County Government |  |  |
|  | 3 | NGO/CBO/FBO/CSO/Private Organizations |  |  |
|  | 4 | Parents |  |  |
|  |  |  |  |  |
| **SC12.2: Is there a supplementary feeding program for boarding students provided by entities other than the boarding school funds?** | 1 | Yes |  |  |
| 2 | No |  |  |
|  |  | **IF SC12.2=2, SKIP TO SECTION D** |  |  |
| **SC12.3: Which main entity is responsible for funding the supplementary feeding program?** | 1 | MOE |  |  |
| 2 | County Government |  |  |
|  | 3 | NGO/CBO/FBO/CSO/Private Organizations |  |  |
|  | 4 | Parents |  |  |
|  |  |  |  |  |

**SECTION D: 2023 ENROLMENT**

**SD01: Number of Learners (including learners with special needs and disabilities) by form and Sex, 2023**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **2023** | | | **2023** | | |
|  |  | **Kenyans** | | | **Non-Kenyans** | | |
|  | **Form** | **Boys** | **Girls** | **Total** | **Boys** | **Girls** | **Total** |
|  | Form 1 |  |  |  |  |  |  |
|  | Form 2 |  |  |  |  |  |  |
|  | Form 3 |  |  |  |  |  |  |
|  | Form 4 |  |  |  |  |  |  |
|  | **Total** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | **SD02: Were there learners with special needs in this secondary school in 2023?** | | | | | |  |
|  |  |  |  | 1.Yes |  |  |  |
|  |  |  |  | 2.No |  | If No, Skip to SD03 |  |

**SD02.1: Number of Learners with Special Needs and Disabilities (Age-Based), 2023**

|  |  | **2023** | | | **2023** | | |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **Kenyans** | | | **Non-Kenyans** | | |  |  |
|  | **Form** | **Boys** | **Girls** | **Total** | **Boys** | **Girls** | **Total** |  |  |
|  | Form 1 |  |  |  |  |  |  |  |  |
|  | Form 2 |  |  |  |  |  |  |  |  |
|  | Form 3 |  |  |  |  |  |  |  |  |
|  | Form 4 |  |  |  |  |  |  |  |  |
|  | **Total** |  |  |  |  |  |  |  |  |

**SD03: Using the 2023 school register, provide the number of learners by form, sex and age**

**(THIS IS FOR ALL LEARNERS)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Age (years)** | **Form 1** | | | **Form 2** | | | **Form 3** | | | **Form 4** | | |
|  | Boys | Girls | Total | Boys | Girls | Total | Boys | Girls | Total | Boys | Girls | Total |
| 11 |  |  |  |  |  |  |  |  |  |  |  |  |
| 12 |  |  |  |  |  |  |  |  |  |  |  |  |
| 13 |  |  |  |  |  |  |  |  |  |  |  |  |
| 14 |  |  |  |  |  |  |  |  |  |  |  |  |
| 15 |  |  |  |  |  |  |  |  |  |  |  |  |
| 16 |  |  |  |  |  |  |  |  |  |  |  |  |
| 17 |  |  |  |  |  |  |  |  |  |  |  |  |
| 18 |  |  |  |  |  |  |  |  |  |  |  |  |
| 19 |  |  |  |  |  |  |  |  |  |  |  |  |
| 20 |  |  |  |  |  |  |  |  |  |  |  |  |
| 21 |  |  |  |  |  |  |  |  |  |  |  |  |
| 22 |  |  |  |  |  |  |  |  |  |  |  |  |
| More than 22 years |  |  |  |  |  |  |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |  |  |  |  |  |  |

**SECTION E: 2024 ENROLMENT**

**SE01: Using the 2024 school register, provide the number of learners by form, sex and age**

| **Age (years)** | **Form 1** | | | **Form 2** | | | **Form 3** | | | **Form 4** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Boys | Girls | Total | Boys | Girls | Total | Boys | Girls | Total | Boys | Girls | Total |
| 11 |  |  |  |  |  |  |  |  |  |  |  |  |
| 12 |  |  |  |  |  |  |  |  |  |  |  |  |
| 13 |  |  |  |  |  |  |  |  |  |  |  |  |
| 14 |  |  |  |  |  |  |  |  |  |  |  |  |
| 15 |  |  |  |  |  |  |  |  |  |  |  |  |
| 16 |  |  |  |  |  |  |  |  |  |  |  |  |
| 17 |  |  |  |  |  |  |  |  |  |  |  |  |
| 18 |  |  |  |  |  |  |  |  |  |  |  |  |
| 19 |  |  |  |  |  |  |  |  |  |  |  |  |
| 20 |  |  |  |  |  |  |  |  |  |  |  |  |
| 21 |  |  |  |  |  |  |  |  |  |  |  |  |
| 22 |  |  |  |  |  |  |  |  |  |  |  |  |
| More than 22 years |  |  |  |  |  |  |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |  |  |  |  |  |  |

**SE05: Provide the number of learners who left school by form and sex in 2023 school year by main reason**

**(THESE ARE LEARNERS WHO WERE IN THE SCHOOL AT THE BEGINNING OF 2023 SCHOOL YEAR AND LEFT BEFORE THE END OF THE SCHOOL YEAR)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Reasons** | **Form 1** | | **Form 2** | | **Form 3** | | **Form 4** | | **Total** |
| **Boys** | **Girls** | **Boys** | **Girls** | **Boys** | **Girls** | **Boys** | **Girls** |
| Transfer to Another School |  |  |  |  |  |  |  |  |  |
| Natural Disaster |  |  |  |  |  |  |  |  |  |
| Early Marriage |  |  |  |  |  |  |  |  |  |
| Pregnancy |  |  |  |  |  |  |  |  |  |
| Own Disability/Special Needs/Illness |  |  |  |  |  |  |  |  |  |
| Work e.g. Child Labour |  |  |  |  |  |  |  |  |  |
| Lack of Sanitary Pads |  |  |  |  |  |  |  |  |  |
| Lack of School Fee/levies |  |  |  |  |  |  |  |  |  |
| Family related issues(Conflict, Instability) |  |  |  |  |  |  |  |  |  |
| Insecurity |  |  |  |  |  |  |  |  |  |
| Religious beliefs |  |  |  |  |  |  |  |  |  |
| Orphanhood |  |  |  |  |  |  |  |  |  |
| Physical/Psychological abuse |  |  |  |  |  |  |  |  |  |
| Over age |  |  |  |  |  |  |  |  |  |
| Poor Academic performance |  |  |  |  |  |  |  |  |  |
| Indiscipline e.g. Drug abuse |  |  |  |  |  |  |  |  |  |
| Death |  |  |  |  |  |  |  |  |  |
| Don't Know |  |  |  |  |  |  |  |  |  |
| TOTAL |  |  |  |  |  |  |  |  |  |

**SE07: Provide the number of age-based learners with special needs and disability by form and sex in 2024**

|  |  |  |  |
| --- | --- | --- | --- |
| **Form** | **Boys** | **Girls** | **Total** |
| Form 1 |  |  |  |
| Form 2 |  |  |  |
| Form 3 |  |  |  |
| Form 4 |  |  |  |
| **Total** |  |  |  |

**SE07.1: Provide the number of age-based learners with disability by form, sex and type of disability in 2024**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Type of disability** | **Form 1** | | | **Form 2** | | | **Form 3** | | | **Form 4** | | |
| **Boys** | **Girls** | **Total** | **Boys** | **Girls** | **Total** | **Boys** | **Girls** | **Total** | **Boys** | **Girls** | **Total** |
| 1. Total Blindness |  |  |  |  |  |  |  |  |  |  |  |  |
| 2. Low Vision |  |  |  |  |  |  |  |  |  |  |  |  |
| 3. Physical impairment |  |  |  |  |  |  |  |  |  |  |  |  |
| 4. Hard of hearing |  |  |  |  |  |  |  |  |  |  |  |  |
| 5. Deafness |  |  |  |  |  |  |  |  |  |  |  |  |
| 6. Autism |  |  |  |  |  |  |  |  |  |  |  |  |
| 7. Cerebral Palsy |  |  |  |  |  |  |  |  |  |  |  |  |
| 8. Intellectual and developmental disabilities |  |  |  |  |  |  |  |  |  |  |  |  |
| 9. Specific learning disabilities (dyslexia, dyscalculia, dysgraphia) |  |  |  |  |  |  |  |  |  |  |  |  |
| 10. Speech and language difficulties |  |  |  |  |  |  |  |  |  |  |  |  |
| 11. Albinism |  |  |  |  |  |  |  |  |  |  |  |  |

**SECTION F: STAFF ESTABLISHMENT**

**SF03: What is the number of employees in this secondary school by sex and age in 2024 ?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Age group** | **Teaching staff** | | **Non-teaching staff** | |
|  |  | **Male** | **Female** | **Male** | **Female** |
|  | 18-34 years…………… |  |  |  |  |
|  | 35-49 years…………… |  |  |  |  |
|  | 50 years and above…… |  |  |  |  |
|  | **Total** |  |  |  |  |

**SF05: What is the number of employees with disability in this secondary school by type and sex in 2024?**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Disability Type** | **Teaching** | | | **Non-Teaching Staff** | | |  |
|  | **Male** | **Female** | **Total** | **Male** | **Female** | **Total** |  |
|  | Physical…………………………. |  |  |  |  |  |  |  |
|  | Visual……………………………. |  |  |  |  |  |  |  |
|  | Hearing………………………….. |  |  |  |  |  |  |  |
|  | Speech…………………………… |  |  |  |  |  |  |  |
|  | Albinism………………………… |  |  |  |  |  |  |  |

**SF06: What is the number of non-teaching staff in this secondary school by occupation and sex in 2024?**

**IF THE SCHOOL HAS MORE THAN ONE LEVEL AND IS SHARING ANY OF THE PERSONNEL, PLACE SUCH PERSONNEL IN ONE LEVEL TO AVOID DOUBLE-COUNTING**

|  | **Occupation** | **Male** | **Female** | **Total** |
| --- | --- | --- | --- | --- |
| 1 | Bursar/Accounts clerk |  |  |  |
| 2 | Accountant/Finance manager |  |  |  |
| 3 | Human resource officer |  |  |  |
| 4 | Secretary |  |  |  |
| 5 | Copy typist |  |  |  |
| 6 | Office Messenger |  |  |  |
| 7 | Laboratory assistant |  |  |  |
| 8 | Watchman |  |  |  |
| 9 | Cook/Chef |  |  |  |
| 10 | Waiter/Waitress |  |  |  |
| 11 | Artisan |  |  |  |
| 12 | Groundsman/woman |  |  |  |
| 13 | Driver |  |  |  |
| 14 | Transport/Fleet manager |  |  |  |
| 15 | Carpenter |  |  |  |
| 16 | Nurse/Clinical Officer |  |  |  |
| 17 | Cateress |  |  |  |
| 18 | Tea-girl/boy |  |  |  |
| 19 | Matron/Patron/Caregiver |  |  |  |
| 20 | Counsellor |  |  |  |
| 21 | Agricultural Officer/Farm manager |  |  |  |
| 22 | Electrician |  |  |  |
| 23 | Plumber |  |  |  |
| 24 | ICT officer/technician |  |  |  |
| 25 | Librarian |  |  |  |
| 26 | Store keeper |  |  |  |
| 27 | Supply chain officer |  |  |  |
| 28 | Cleaner |  |  |  |
|  | **Total** |  |  |  |

**SF08: What is the current number of teachers in this secondary school by sex and highest education level attained?**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Education attained** | **Male** | **Female** |
|  | PhD………………………….. |  |  |
|  | Master’s Degree……………… |  |  |
|  | Post Graduate Diploma……….. |  |  |
|  | Bachelor’s Degree…………… |  |  |
|  | Diploma……………………….. |  |  |
|  | Certificate……………………. |  |  |
|  | Secondary (KCSE)……………. |  |  |
|  | **Total** |  |  |

**SF08.1: What is the current number of teachers in this secondary school by sex and highest education level attained in the field of education?**

|  | **Education attained** | **Male** | **Female** |
| --- | --- | --- | --- |
|  | PhD………………………….. |  |  |
|  | Master’s Degree……………… |  |  |
|  | Post Graduate Diploma……….. |  |  |
|  | Bachelor’s Degree…………… |  |  |
|  | Diploma……………………….. |  |  |
|  | Certificate……………………. |  |  |
|  | **Total** |  |  |

**SF08.2: What is the current number of teaching staff in this secondary school by subject area?**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Subject Area** | **Male** | **Female** |
|  | Maths & Sciences…………………………. |  |  |
|  | Perfoming arts/humanities……………. |  |  |
|  | Languages…………………….. |  |  |
|  | Business….............. |  |  |
|  | Creative Arts and Technical…........ |  |  |
|  | Computer studies |  |  |
|  | **Total** |  |  |
|  |  |  |  |
|  | **SF08.3: What is the number of teaching staff trained in ...?** | |  |
|  |  |  | **Number** |
|  |  | **Male** | **Female** |
|  | Special Needs Education |  |  |
|  | Guidance and counselling |  |  |
|  |  |  |  |
|  | **SF08.4: What is the number of teaching staff with ...?** |  |  |
|  |  |  | **Number** |
|  | **Area of Proficiency** | **Male** | **Female** |
|  | Basic digital literacy skills |  |  |
|  | Co-curricular skills e.g. Perfoming Arts, Sports |  |  |

**SF10: In 2023,what was the number of employees in this secondary school who received in-service training by sex?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Employees** | **Male** | **Female** |  |
|  | Teaching staff………………… |  |  |  |
|  | Non-teaching Staff…………… |  |  |  |
|  | **Total** |  |  |  |
|  |  |  |  |  |
|  | **SF11: In 2023, how many teachers left this secondary school due to (…)?** | | |  |
|  | **Reason for leaving** | **Male** | **Female** | **Total** |
|  | Death………………………. |  |  |  |
|  | Illness……………………… |  |  |  |
|  | Dismissal……………………. |  |  |  |
|  | Retirement…………………… |  |  |  |
|  | Resignation…………………… |  |  |  |
|  | Transfer to another school…..... |  |  |  |
|  | Transfer of Service……………….. |  |  |  |
|  | **Total** |  |  |  |

**SF12: Employment and Earnings as at 30th June 2022 and 30th June 2023 (Full-time and part-time paid employees, working proprietors/partners, working directors and unpaid family workers)**

|  |  |  | **No. of Employees** | | | **Earnings1** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | **Male** | **Female** | **Total** | **Male** | **Female** | **Total** |
|  | i) Regular Employees2 | June 2022 |  |  |  |  |  |  |
|  | June 2023 |  |  |  |  |  |  |
|  | ii) Casual Employees3 | June 2022 |  |  |  |  |  |  |
|  | June 2023 |  |  |  |  |  |  |
|  | iv) Working Proprietors/Partners, Working Directors | June 2022 |  |  |  |  |  |  |
|  | June 2023 |  |  |  |  |  |  |
|  | iii) Total | June 2022 |  |  |  |  |  |  |
|  | June 2023 |  |  |  |  |  |  |
|  | v) Unpaid Directors, Proprietors and Family workers not employed elsewhere | June 2022 |  |  |  |  |  |  |
|  | June 2023 |  |  |  |  |  |  |
|  | 1Gross cash remuneration paid in June 2022 and June 2023 i.e wages and salaries (before deduction) including overtime and all regular allowances such as housing allowance, cost of living and overseas allowances etc.  (Exclude Teachers paid by TSC, Staff under the Government payroll) | | | | | | | |
|  | 2Regular employee: a salaried person employed on monthly, weekly, or ticket contract terms of service on a verbal of written contract | | | | | | | |
|  | 3Casual employee: any person whose engagement provide for his/her payment at the end of each day and who is not engaged for a period longer than 30 days. | | | | | | | |

**SECTION G: FACILITIES**

**SG02: Provide the Number of Approved Coursebooks available (either owned by the school or students) by core subjects and form**

**(PUT EXACT NUMBER OF BOOKS, DO NOT USE RATIO)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Form** | **Maths** | **English** | **Kiswahili** | **Chemistry** | **Biology** | **Physics** |
| Form 1 |  |  |  |  |  |  |
| Form 2 |  |  |  |  |  |  |
| Form 3 |  |  |  |  |  |  |
| Form 4 |  |  |  |  |  |  |

**SG04: How many [ … ] does this secondary school have?**

|  | **Number** |
| --- | --- |
| Workshops |  |
| Science Laboratory |  |
| Computer Room/Laboratory |  |
| Chair and locker |  |
| Boys dormitory/hostel |  |
| Girls dormitory/hostel |  |
| Beds for boys |  |
| Beds for girls |  |
| Bathrooms for boys |  |
| Bathrooms for girls |  |
| Functional fire extinguishers |  |

**SECTION L: SPECIAL NEEDS**

**SL01: Does this secondary school have assistive devices for learners with special needs and disabilities?**

|  |
| --- |
| 1. Yes |
| 2. No |
| **IF SL01 = 2, SKIP TO SL02** |

**SL01.1: How many […] does this secondary school have?**

|  | **Number** |
| --- | --- |
| Braille machines |  |
| Wheel chairs |  |
| Communication Aids |  |
| Pill organizers |  |
| Memory aids |  |
| Scooters |  |
| Walkers |  |
| Canes |  |
| Crutches |  |

**SECTION M: FINANCIAL INFORMATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **CHECK SA17: IF SA17=1, SKIP TO PM01** |  |  |  |  |
|  | **IF SB20 = 1, ASK:** |  |  |  |  |
|  | **SM00: Is the information provided consolidated or for the main branch?** | |  |  |  |
|  | 1. Consolidated |  |  |  |  |
|  | 2. Main branch |  |  |  |  |

**SM01: How much did this secondary school receive/earn in 2022 and 2023? (provide the breakdown)**

|  | **Source** | **Amount (KSh)** | |
| --- | --- | --- | --- |
|  | **2022 (January - December)** | **2023 (January - December)** |
| 1 | Capitation – Operation……………………….. |  |  |
| 2 | Capitation – Tuition……………………………….. |  |  |
| 3 | Top up Grant - Operation………………….. |  |  |
| 4 | Top up Grant - Tuition……………………….. |  |  |
| 5 | Low cost boarding capitation…………………….. |  |  |
| 6 | Tuition fees…………………………………………. |  |  |
| 7 | Boarding Fees………………………………………. |  |  |
| 8 | Sale of goods and services…………………………. |  |  |
| 9 | Infrastructure (MOE/NG-CDF)…………… |  |  |
| 10 | Motivation fee (teachers/students/remedial)……. |  |  |
| 11 | Disposal of assets…………………………………. |  |  |
| 12 | Donation / fund raising………………………….. |  |  |
| 13 | Interests on deposits…………………………………. |  |  |
| 14 | Payment in kind…………………………………… |  |  |
| 15 | School transport |  |  |
| 16 | **Total** |  |  |

**SM02: How much did this secondary school spend on the following items in 2022 and 2023?**

|  | **Expenditure Items** | **Amount (KSh)** | |
| --- | --- | --- | --- |
|  | **Staff Cost** | **2022 (January -December)** | **2023 (January December)** |
| 1 | Annual gross salaries and wages |  |  |
| 2 | Employer's contributions (pension, provident etc) |  |  |
| 3 | Fringe benefits |  |  |
| 4 | Board expenses |  |  |
| 5 | Other employee benefits |  |  |
|  | ***Operating Expenses*** |  |  |
| 6 | Motor vehicle running costs (eg. spare parts) |  |  |
| 7 | Leasing and hiring of plant, machinery, equipment and vehicles under operating leases |  |  |
| 8 | Insurance |  |  |
| 9 | Accommodation and travelling |  |  |
| 10 | Office supplies |  |  |
| 11 | Stores and consumables |  |  |
| 12 | Medicine & medical supplies |  |  |
| 13 | Postal and courier services |  |  |
| 14 | Advertising |  |  |
| 15 | Rental of land and premises |  |  |
| 16 | Repair and maintenance |  |  |
| 17 | Research and development |  |  |
| 18 | Professsional services |  |  |
| 19 | Telecommunication services |  |  |
| 20 | Transport of goods (freight by rail, road, sea, air), warehousing and storage |  |  |
| 21 | Water |  |  |
| 22 | Electricity |  |  |
| 23 | Water & electricity |  |  |
| 24 | Fuels and lubricants |  |  |
| 25 | Cooking fuel |  |  |
| 26 | Entertainment |  |  |
| 27 | License fees, permits, stamp duties and similar fees paid to government or local authorities, catering levy |  |  |
| 28 | Fees and Commissions paid |  |  |
| 29 | Containers and packaging materials |  |  |
| 30 | Donations, bursaries and sponsorships |  |  |
| 31 | Property tax |  |  |
| 32 | Depreciation |  |  |
| 33 | Amortisation |  |  |
| 34 | Bank charges |  |  |
| 35 | Interest paid |  |  |
| 36 | Other expenditure *(not specified above)* |  |  |
|  | a)…………………………………………………….. |  |  |
|  | b)……………………………………………………… |  |  |
| **37** | **Total Expenditure** |  |  |

**SM03: What was the total amount of money owed to and by this secondary school in 2022 and 2023?**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Items** | **Amount (KSh)** | |
|  | **2022(as at 31st December 2022)** | **2023 (as at 31st December 2023)** |
| 1 | **Creditors** (owed by the school) |  |  |
|  | **Total**………………………………….. |  |  |
| 2 | **Debtors** (owed to the school) |  |  |
|  | School fees arrears ………………… |  |  |
|  | Others………………………………… |  |  |
| 3 | **Total……………………………….** |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **SM04: Did this secondary school receive international scholarships for Kenyan learners in the 2023 school year?** | | | | |
|  | 1. Yes |  |  |  |  |
|  | 2. No |  |  |  |  |
|  |  |  |  |  |  |
|  | **SM05: Did this secondary school receive aid/ assistance from outside the country in the 2023 school year?** | | | | |
|  | 1. Yes |  |  |  |  |
|  | 2. No |  |  |  |  |

**SECTION N: CONTACTS AND COMMENTS**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| SN01: Name of Contact Person | ……………………………………………………. | | | |  | SN02: Mobile Phone No. (Contact Person) | | ………………………………….. | | |
|  |  |  |  |  |  |  |  |  |  |  |
| SN03: Designation (Contact Person) | ……………………………………………………. | | | |  | SN04: Name of the Respondent | | ………………………………….. | | |
|  |  |  |  |  |  |  |  |  |  |  |
| SN05: Mobile Phone No. (Respondent) | ……………………………………………………. | | | |  | SN06: Email address (Respondent) | | ………………………………….. | | |
|  |  |  |  |  |  |  |  |  |  |  |
| SN07: Respondent comments |  |  |  |  |  |  |  |  |  |  |
|  |  | | | | | | | | |  |
|  |  |
|  |  |
|  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| SN08: Enumerator comments |  |  |  |  |  |  |  |  |  |  |
|  |  | | | | | | | | |  |
|  |
|  |
|  |
|  |  |  |  |  |  |  |  |  |  |  |
| SN09: GPS Coordinates of this Secondary School | | |  |  |  |  |  |  |  |  |
| Latitude | ……………………………………………………… | | | | | Longitude | …………………………………………………………… | | |  |
|  |  |  |  |  |  |  |  |  |  |  |