

**EDUCATION
CENSUS
2005**

Census Guide

Samoa Ministry of Education, Sports & Culture



Census Day is Wednesday, March 2nd 2005.

This is the official form for collecting data by the Samoa Ministry of Education. Census data are required by the Ministry for forward planning of education facilities, financial allocations and submissions and district and national enrolment projections. Information is also reported to Parliament and the UNESCO Institute for Statistics. The Ministry believes in promoting simple and effective access to public information and that appropriate information should be available as needed, whenever needed. At the same time it is recognised that the Ministry of Education, Sports & Culture holds data about individuals and groups that are private and that this data needs to be treated with discretion.

This census includes all primary and secondary schools and colleges. Early childhood education, special education, vocational and tertiary education will be addressed by separate surveys.

The Ministry of Education, Sports & Culture is striving towards achieving better opportunities for all learners in Samoa. We thank all schools and staff for your important participation in Census 2005.

Census Instructions

1. Read the *Census Guide*.
2. Please use a blue or black pen. It is not necessary to type your responses on the form.
3. Section 1 and Section 6 are to be completed by all schools. Any information that is already available to the Ministry has been printed on the census form. If anything is incorrect, then please rule a line through it and write the correction beside it.
4. Sections 2 to 5 refer to primary and secondary level enrolments and attendance. **Please answer the questions that apply to the levels taught at your school.**
5. Principals are requested to complete the *Principal's Checklist* and return the completed census either through the **Ministry's Mail System** (government schools only) or to the Ministry's main office (non-Government Schools) by **March 11th, 2005**. The mailing address for census returns is as follows:
Policy, Planning and Research Division, Ministry of Education, Sports, & Culture, P.O. Box 1869, APIA.

Please refer to the Census Guide for more detailed instructions on completing the form. For additional information about this census or for help on completing the census form, please contact **Lauti'iti Ma'ia'i, PEO Information Analysis on 21911 (Ext. 724) or lautiiti@lesamoa.net**

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Introduction

It is that time of year again when the Samoa Ministry of Education, Sports & Culture seeks the help of all government and non-government schools in conducting the annual Education Census. The census day will be **Wednesday, March 2nd 2005**. It is anticipated that all schools will have completed and **returned** the census forms **by 4.00pm** to the **Ministry of Education, Sports & Culture** on **Friday, March 11th 2005**. A list of dates for the **collection** of the completed Census Forms from **Government Schools** is included as a separate sheet in the Census Package.

Census process in each school

The census return needs to be accurate and completed promptly. Therefore, the completion of the census within the school needs to be conducted in an organised and efficient manner. The **Principal** and the **School Review Officer** (for Government schools) will need to sign off the census forms as being accurate and completed before returning them to the Ministry of Education, Sports & Culture. This does not mean that the Principal has to do all of the work. Each school needs to establish an efficient process to allow the Principal to be confident in the results.

For **small schools**, it is recommended that **Principals** be responsible for completing the census and for ensuring that any forms distributed to teachers are completed accurately.

In **larger schools** the Principal may delegate census duties to the Deputy-Principal (or equivalent) who with the assistance of the teachers will complete the census forms and return it to the Principal for his/her approval.

Instructions for answering the census questions

Questions 1 – 13.

Where the question contains information already, check that this is correct (including spelling). If it's not correct, draw a line through the information provided and write the corrected information neatly next to it.

Questions 14 -19. These refer to Primary and Secondary Teaching Staff.

Please include the Principal even if he/she is not teaching. However, please do not include Pre-school teachers.

Question 14. Number of teaching staff?

Enter the number of teachers currently working at your school (only full-time teachers). Please include the Principal even if he/she is not teaching.

Question 15. Number of female teachers?

Enter the number of female teaching staff. Include full-time teachers only.

Question 16. Number of Samoan teachers?

Enter the number of teachers who are Samoan citizens.

Question 17. Number of teachers who have completed teacher training?

Enter the number of teachers who have completed training at a recognized teacher training institution e.g. NUS, Victoria University, USP, Western Samoa Teachers College, etc.

Question 18. Number of teachers with a degree?

Enter the number of teachers who have a degree e.g. B.A., B.Sc., B.Ed., M.A., Ph.D. etc.

Question 19. Number of teachers at each level?

Enter the number of teachers for each level. For those schools that provide more than one level e.g. primary and secondary, you should record separately the number of primary and secondary teachers but do not include a teacher in more than one level. Please note that the total for this question should be the same as question 14.

Question 20. Total number of non-teaching staff?

Enter the number of non-teaching staff. Non-teaching staff includes all full-time and part-time administrative, maintenance, hostel staff etc.

Question 21. Primary level enrolments by age and sex as on March 2nd 2005?

This question is to be completed by all primary schools and all other schools that provide primary level classes. Include all students (even though they may have been absent on the day) who were still on the school roll on March 2nd 2005. Enter the number of students (including the number of repeaters) at each age and year level. *Repeaters* are any students repeating the year, whether they attended your school last year or not.

Question 22. Secondary level enrolments by age and sex as on March 2nd 2005?

This question is to be completed by all secondary schools and colleges and all other schools that provide secondary level classes. Include all students (even though they may have been absent on the day) who were still on the school roll on March 2nd 2005. Enter the number of students (including the number of repeaters) at each age and year level. *Repeaters* are any students repeating the year, whether they attended your school last year or not.

Question 23. Primary level enrolments and classes on March 2nd 2005?

This question is to be completed by all schools that provide primary level classes. Identify every class that currently exists at the school (see example below). The table is structured to cater for single-grade and multi-grade classes. Include all students (even though they may have been absent on the day) who were still on the school roll on March 2nd 2005.

Class Name	Teacher's Name	Levels taught in this class								Total
		Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6	Yr 7	Yr 8	
<i>Year 1K</i>	<i>Miss Kalala</i>	<i>30</i>								<i>30</i>
<i>Year 1T</i>	<i>Miss Tina</i>	<i>29</i>								<i>29</i>
<i>Year 2/3V</i>	<i>Mr Victor</i>		<i>15</i>	<i>10</i>						<i>25</i>
<i>Year 4/5S</i>	<i>Miss Smith</i>				<i>12</i>	<i>11</i>				<i>24</i>
<i>Year 6M</i>	<i>Miss Moors</i>						<i>25</i>			<i>25</i>
<i>Year 7/8M</i>	<i>Mr Meredith</i>							<i>13</i>	<i>14</i>	<i>27</i>

Question 24. Secondary level enrolments and classes on March 2nd 2005?

This question is to be completed by all schools and colleges that provide secondary level classes. Include all subjects that are taught at your school. Please list under "other" any subjects that have not been listed. Include all students (even though they may have been absent on the day) who were still on the school roll on March 2nd 2005.

Question 25. Primary level students absent on March 2nd 2005?

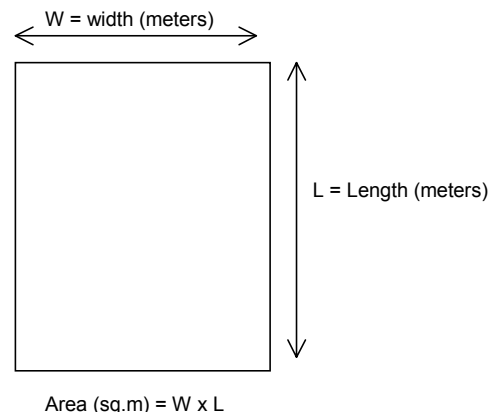
This question is to be completed by all schools that provide primary level classes. Only include students that were absent from school on March 2nd 2005.

Question 26. Secondary level students absent on March 2nd 2005?

This question is to be completed by all schools that provide secondary level classes. Only include students that were absent from school on March 2nd 2005.

Question 27. What type of buildings?

Enter (or update) the table given. **To determine the area refer to figure shown.** Please enter a value for all items (enter a 0 against building types that your school does not have).



Question 28. Number of toilets bowls?

Enter (or update) the number of toilets (toilet bowls) that are currently in use.
Enter 0 if there are no toilets at your school.

Question 29. Number of urinals?

Enter (or update) the number of urinals that are currently in use. Enter 0 if there are no urinals at your school.

Question 30. Number of washbasins in the toilet block(s)?

Enter (or update) the number of washbasins located in the toilet block(s) that are currently in use. Enter 0 if there are no washbasins in the toilet blocks.

Question 31. Number of drinking fountains?

Enter (or update) the number of drinking fountains that are currently in use. Only include drinking fountains. Do not include general-purpose taps. Enter 0 if there are no drinking fountains.

Question 32. What type of water supply?

Tick the option that applies to your school. Draw a line through any option that is incorrectly ticked.

Question 33. What type of electricity supply?

Tick the option that applies to your school. Draw a line through any option that is incorrectly ticked.

Question 34. Is there a telephone line into the school?

Tick "Yes" if there is a telephone line that is working.

Question 35. What type of classroom furniture is CURRENTLY in use?

Enter (or update) all items in the table given. Do not include furniture that is not being used (in need of repair). Enter a 0 for furniture types that your school does not have.

Question 36. What type of staffroom furniture is CURRENTLY in use?

Enter (or update) all items in the table given. Do not include furniture that is not being used (in need of repair). Enter a 0 for furniture types that your school does not have.

Question 37. What equipment furniture is CURRENTLY in use?

Enter (or update) all items in the table given. Enter a 0 against items of equipment that the school does not have. Do not include equipment that is permanently out of service (i.e. cannot be repaired).

Principal's Checklist

This Census Checklist is to be completed by Principals of both Government and non-Government schools.

1. Before the census

- ☐ Familiarise yourself with the *Census form*.
- ☐ Read the *Census Instructions* (first page of the Census Form) and *Census Guide*.
- ☐ Identify staff responsible for collecting the census data and completing the forms.

2. After the census forms have been completed

This part of the checklist is to be completed by **all Principals** before returning the *Census Form*. For Government schools, the checklist is to be completed jointly by the Principal and the School Review Officer.

Please check each answer in the census and enter the following in the “Completed” column in the table below.

- Yes** If the question has been completed correctly. You do not need to write anything under the “Comments” column if you answer Yes.
- N/A** Not applicable e.g. Question 21 (Primary level enrolments) will only apply to schools that provide primary level classes. This question will not be applicable (N/A) to secondary schools and colleges.
- No** If the question is applicable but could not be answered then enter the reason in the “Comments” column.

Please ensure that all questions in Section 6 (Facilities and Assets) have a response, even if it's “0”.



Question		Completed (Yes, N/A, No)	Comments
1	Name of school?		
2	Name of Principal?		
2	Year that the school was established?		
4	District?		
5	Postal address?		
6	Telephone No.?		
7	Fax No.?		
8	Email address?		
9	Manager's name and address?		
10	Levels taught?		
11	Type of school?		
12	Status of school?		
12	Controlling authority?		
14	Number of teaching staff?		
15	Number of female teachers?		
16	Number of Samoan teachers?		
17	Number of teachers who have completed teacher training?		
18	Number of teachers with a degree?		
19	Number of teachers at each level?		

	Question	Completed (Yes, N/A, No)	Comments
20	Total number of non-teaching staff?		
21	Primary level enrolments by age and sex as on March 2, 2005?		
22	Secondary level enrolments by age and sex as on March 2, 2005?		
22	Primary level enrolments and classes on March 2, 2005?		
24	Secondary level enrolments and classes on March 2, 2005?		
25	Primary level students absent on March 2, 2005?		
26	Secondary level students absent on March 2, 2005?		
27	What type of buildings?		
28	Number of toilet bowls?		
29	Number of urinals?		
20	Number of washbasins in the toilet block(s)?		
21	Number of drinking fountains?		
22	What types of water supply?		
22	What types of electricity supply?		
24	Is there a telephone line into the school?		
25	What type of classroom furniture is CURRENTLY in use?		
26	What type of staffroom furniture is CURRENTLY in use?		
27	What equipment is CURRENTLY in use?		

- ☐ The following is to be returned to the **Ministry of Education, Sports & Culture's** office at Malifa by **4:00 p.m., March 11th 2005** along with your school's **Census Form**.
 - ☐ For **Government Schools** - *Only schools* whose mail is picked up on Friday, 11th March 2005 is required to have *all* their census forms returned to the Ministry on that day by 4:00 p.m. Those schools whose mail is picked up on Monday, Tuesday, Wednesday and Thursdays are required to have their census forms in by 4:00 p.m. of the same days in the following week starting Monday, 14th March 2005 to Thursday, 17th March 2005. Census forms received after the days identified for collection will be noted as late.
- .
- ☐ **The Census form.**
 - ☐ **This Principal's Checklist.**

The Ministry of Education, Sports & Culture mailing address for this census is as follows:

Policy, Planning and Research Division
Ministry of Education, Sports & Culture,
P.O. Box 1869,
APIA

Principal's signature _____

Date _____

School Review Officer's signature _____

Date _____

Section 1. General Information

1 Name of school?
Aana No.1 Secondary School

2 Name of Principal?
Iemasae Viliamu Tilialo

3 Year that the school was established?
1956

4 District?
Aana No. 1

5 Postal address?
P.O.Box 1696, Apia, Western Samoa

6 Telephone No.? 42492

7 Fax No.? None

8 Email address?
None

9 Manager's name and address?
Tupae Esera
Department of Education

10 Levels taught?
(Tick any that apply.)

- ☐ Primary
☒ Secondary

11 Type of school?
(Tick one only.)

- ☒ Co-education
☐ Boys only
☐ Girls only

12 Status of school?
(Tick one only.)

- ☒ Government
☐ Mission
☐ Private

13 Controlling authority?
(Tick one only, or complete the "Other" box.)

- ☒ Government
☐ Private
☐ Catholic
☐ Methodist
☐ C.C.C.S.
☐ S.D.A.
☐ L.D.S
☐ Peace Chapel
☐ Baptist

Other

PRIMARY and SECONDARY TEACHING STAFF

14 Number of teaching staff?
(Include Principals that are not teaching.)

15 Number of female teachers?

16 Number of Samoan teachers?

17 Number of teachers who have completed teacher training?
(i.e. From a recognised teacher training institution.)

18 Number of teachers with a degree?
(e.g. B.Sc., B.Ed., M.A., Ph.D. etc.)

19 Number of teachers at each level?
(Do not include a teacher in more than one level. The total of all levels must equal the total in Question 14.)

Primary	<input type="text"/>
Secondary	<input type="text"/>
Special Education	<input type="text"/>
TOTAL	<input type="text"/>

NON-TEACHING STAFF

20 Total number of non-teaching staff?
(Include all full-time and part-time, non-teaching staff.)

OFFICE USE ONLY		
8 Aana No.1 Secondary School		
Entered by and Date	<input type="text"/>	<input type="text"/>
Checked by and Date	<input type="text"/>	<input type="text"/>

Section 2. Enrolment and Age

21 Primary level enrolments by age and sex as on Census day.

(Enter the number of students (including repeaters) at each age and year level. Also enter the number of repeaters in the last column. Repeaters are ANY students repeating the year, whether they attended your school last year or not.)

Level	Sex	Number of Students (including repeaters)											No. of Repeaters
		Age 5	Age 6	Age 7	Age 8	Age 9	Age 10	Age 11	Age 12	Age 13	Age 14+	Total	
Year 1	M												
	F												
Year 2	M												
	F												
Year 3	M												
	F												
Year 4	M												
	F												
Year 5	M												
	F												
Year 6	M												
	F												
Year 7	M												
	F												
Year 8	M												
	F												
Total													

22 Secondary level enrolments by age and sex as on Census day.

(Enter the number of students (including repeaters) at each age and year level. Also enter the number of repeaters in the last column. Repeaters are ANY students repeating the year, whether they attended your school last year or not.)

Level	Sex	Number of Students (including repeaters)											No. of Repeaters
		Age 11	Age 12	Age 13	Age 14	Age 15	Age 16	Age 17	Age 18	Age 19	Age 20+	Total	
Year 9	M												
	F												
Year 10	M												
	F												
Year 11	M												
	F												
Year 12	M												
	F												
Year 13	M												
	F												
Total													

Section 3. Primary Level Enrolment and Classes

23 Primary level enrolments and classes as on Census day.

(To be completed by all schools that provide PRIMARY level classes. Please refer to the Census Guide for instructions).

[illegible]

Section 4. Secondary Level Enrolment and Classes

24 Secondary level enrolments and classes as on Census day.

(To be completed by all schools and colleges that provide SECONDARY level classes. Note: Enter the number of classes, not periods).

Level (Year)	Subject	No. of Students		No. of Teachers	No. of Classes
		Males	Females		
9	Samoan				
9	English				
9	Mathematics				
9	Social Studies				
9	Science				
9	Business Studies				
9	Agricultural Science				
9	Design and Technology (Ind. Arts)				
	<i>Other Subjects</i>				
9	Physical Education				
9	Music				
9	Religious Studies				
9	Typing/Shorthand				
9	Fine Arts				
9	Office Management				
9	Other (<i>please specify</i>)				
9	Other (<i>please specify</i>)				
10	Samoan				
10	English				
10	Mathematics				
10	Social Studies				
10	Science				
10	Business Studies				
10	Agricultural Science				
10	Design and Technology (Ind. Arts)				
	<i>Other Subjects</i>				
10	Physical Education				
10	Music				
10	Religious Studies				
10	Typing/Shorthand				
10	Fine Arts				
10	Office Management				
10	Other (<i>please specify</i>)				
10	Other (<i>please specify</i>)				

Section 4. (continued)

24 Continued.

Level (Year)	Subject	No. of Students		No. of Teachers	No. of Classes
		Males	Females		
11	Samoan				
11	English				
11	Mathematics				
11	Social Studies				
11	Science				
11	Business Studies				
11	Agricultural Science				
11	Design and Technology (Ind. Arts)				
	<i>Other Subjects</i>				
11	Physical Education				
11	Religious Studies				
11	Music				
11	Typing/Shorthand				
11	Fine Arts				
11	Office Management				
11	Other <i>(please specify)</i>				
11	Other <i>(please specify)</i>				
12	Samoan				
12	English				
12	Mathematics				
12	Geography				
12	History				
12	Accounting				
12	Economics				
12	Biology				
12	Chemistry				
12	Physics				
12	Science				
12	Agricultural Science				
12	Design and Technology (Ind. Arts)				
12	Food and Textile Technology (Home Econ.)				
12	Computer Studies				
12	Developmental Studies				
	<i>Other Subjects</i>				
12	Physical Education				
12	Music				
12	Religious Studies				
12	Typing/Shorthand				
12	Fine Arts				
12	Office Management				
12	Other <i>(please specify)</i>				
12	Other <i>(please specify)</i>				

Section 4. (continued)

24 Continued.

[illegible]

Section 5. Attendance

25 Primary level students absent on Census day.

(Enter the number of primary students that were absent on Census day.)

Level	Students Absent		Total
	Males	Females	
Year 1			
Year 2			
Year 3			
Year 4			
Year 5			
Year 6			
Year 7			
Year 8			

26 Secondary level students absent on Census day.

(Enter the number of secondary students that were absent on Census day.)

Level	Students Absent		Total
	Males	Females	
Year 9			
Year 10			
Year 11			
Year 12			
Year 13			

Section 6. Facilities and Assets

27 What types of buildings?

Type	Total number	Total floor area (sq.m)
Classroom	10	640
Office	1	16
Storeroom	1	16
Workshop(Ind.Arts)	1	64
Home/Ec.	1	64
Art/Music	0	0
Science Lab	1	64
Canteen	0	0
Hostel	0	0
Hall	1	128
Staffroom	1	32
Library	1	0
Samoan Fale	1	0
Computer Lab	0	0

28 Number of toilet bowls?

29 Number of urinals?

30 Number of washbasins in the toilet block(s)?

31 Number of drinking fountains?

32 What type of water supply?

- ☐ SWA supply
☒ Local supply (e.g.well, dam, tank, spring etc.)
☐ None

33 What type of electricity supply?

- ☒ EPC supply
☐ School generator
☐ None

34 Is there a telephone line into the school?

- ☒ Yes
☐ No

35 What classroom furniture is CURRENTLY in use?

(NB.Please count a two-seater bench as 2 seats and a two-seater desk as 2 desks. Refer to the Census Guide for more information.)

Type	Number
Classroom seats for students	125
Classroom desks for students	137
Classroom desks for teachers	11
Classroom chairs for teachers	8
Classroom blackboards	28

36 What staffroom furniture is CURRENTLY in use?

Type	Number
Staffroom chairs	4
Staffroom tables	1
Staffroom cupboards	0
Staffroom pin boards	2
Staffroom blackboards	2
Staffroom sinks with taps	0

37 What equipment is CURRENTLY in use?

Type	Number
Bus	0
Truck	0
Other vehicle	0
Duplicator	0
Photocopier	0
Typewriter	0
Computer	2
Radio	0
Television/video	0
Overhead projector	0
First Aid cupboard/kit	1
Fire extinguisher	0
Telephone	1
Fax	0
Internet connection	0