

# Checklist for STEP Forward Schools

This checklist is to be updated every time a visit is made to a STEP forward school. It is meant to collect data to give us an idea of sustainability of the intervention post our exit, and to decide a support plan, if needed.

Your email address ([rafi@mantra4change.com](mailto:rafi@mantra4change.com)) will be recorded when you submit this form. Not **rafi**? [Sign out](#)

\* Required

## 1. 1. School \*

*Mark only one oval.*

- ☐ Nirmala Vidyalaya
- ☐ SVRES
- ☐ Citizens
- ☐ Florida

## Improved Teaching Practices

Do 3-4 pop-in observations (make sure there is a balance between teachers who you know perform well, and those who need improvement) The following questions are to be answered at a general level (as our concern is not to collect information on particular teachers, but to get a sense of the teaching practices at an overall level) so that we will have points for discussion with the instructional leaders.

## 2. 2. How many students are paying attention (are on task assigned by the teacher)?

*Mark only one oval.*

- ☐ Less than 25% of students
- ☐ Between 25% to 50% of students
- ☐ Between 50% to 75% of students
- ☐ More than 75% of students

## 3. 3. What kind of content are the students engaged in?

*Mark only one oval.*

- ☐ Challenging tasks involving new learning materials OR student centered activities for group or peer learning
- ☐ Textbook content, but with some form of new material/posters/teacher led discussion to engage in the content
- ☐ Direct textbook (involving rote learning/simply listening or repeating)
- ☐ Unclear OR no teaching/learning (Eg. teacher engaged in clerical work or it's a substitute teacher sitting idle)

**4. How does the teacher respond to unexpected student behaviour or disengagement during lesson?**

*Mark only one oval.*

- ☐ Is unaware/ignores such student actions
- ☐ Raises voice/ bangs duster etc and immediately continues with lesson
- ☐ Pauses teaching to address the class/student in angry/rude tone OR resorts to corporal punishment
- ☐ Uses positive tone OR child-friendly techniques to get back student attention
- ☐ No disruption or disengagement during observed duration
- ☐ Other

**5. Did the teacher use any technique in the classroom?**

*Mark only one oval.*

- ☐ Yes
- ☐ No
- ☐ Maybe

**6. How would you rate the proficiency of the teacher in implementing this technique?**

*Mark only one oval.*

- ☐ The teacher used the technique appropriately
- ☐ The teacher used the technique but it was not relevant
- ☐ The teacher implemented the technique but not effectively

**7. Comments on teaching and learning practices**

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## Improved Instructional Leadership

**8. Do the instructional leaders go for classroom observations?**

*Mark only one oval.*

- ☐ Yes
- ☐ No

**9. How many classroom observations and debriefs are done on average per week by an instructional leader?**

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**10. How many teacher capacity building sessions were done in the last month? (internal or external)**

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**11. Upload photos from the capacity building sessions?**

Files submitted:

**12. 10. Are lesson plans submitted each week?**

*Mark only one oval.*

☐ Yes

☐ No

**13. 11. Are lesson plans checked each week?**

*Mark only one oval.*

☐ Yes

☐ No

**14. Upload photos of lessons plans?**

Files submitted:

**15. 12. Do learning circles happen on a regular basis?**

(At least two times in a month)

*Mark only one oval.*

☐ Yes

☐ No

**16. Comments:**

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**17. 13. Are the instructional leaders having difficulty in working with certain teachers?  
Specify.**

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**18. 14. Is the school involved in conducting literacy and numeracy assessments in addition to the mandated (FA/SA) exams?**

*Mark only one oval.*

☐ Yes

☐ No

19. **Comments:**

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## Improved Data-driven decision making

20. **15. Does the school follow the structures to track attendance of teachers and students?**

*Mark only one oval.*

☐ Yes

☐ No

21. **Comments:**

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22. **16. Is the school following the structures and processes for collecting and analyzing student assessment data?**

*Mark only one oval.*

☐ Yes

☐ No

23. **Comments:**

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24. **17. Is the school using the prescribed structures and processes for performance tracking of teachers? (eg. is the data from classroom observations documented and tracked?)**

*Mark only one oval.*

☐ Yes

☐ No

25. **Comments:**

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## Improved Student and Teacher Morale

26. **18. How many student-led events/activities or student-focused activities took place in the last month?**

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27. **Upload photos of student-led events?**

Files submitted:

28. **19. Is the school facing issues with teacher absenteeism?**

*Mark only one oval.*

☐ Yes

☐ No

29. **Comments:**

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## Productive Community Participation

30. **20. Are the PTMs going according to the prescribed structures and processes?**

*Mark only one oval.*

☐ Yes

☐ No

## Increased Use of Resources

31. **21. Does the school make use of resources in the school?**

*Mark only one oval.*

☐ Yes

☐ No

32. **22. Does the school follow structures set up for effective use of resources?**

*Mark only one oval.*

- ☐ Yes
- ☐ No

33. **Comments:**

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**Support from Mantra**

34. **23. Was the last month's action plan reviewed?**

*Mark only one oval.*

- ☐ Yes
- ☐ No

35. **24. Any support that instructional leaders need from us?**

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36. **25. School's action plan for the coming month:**

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37. **Upload a photo of action plan?**

Files submitted:

38. **26. Other comments**

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☐ Send me a copy of my responses.

