




GOVERNMENT OF KHYBER PAKHTUNKHWA,  
ELEMENTARY & SECONDARY EDUCATION DEPARTMENT

No. MO-III/ESRU/ESSED/EduReforms-2020

Dated: 20<sup>th</sup> July, 2020

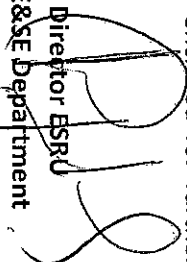
To

 All District Officers (Education) Khyber Pakhtunkhwa

Subject: ADOPTING A GOVERNMENT SCHOOL POLICY

The Competent Authority has approved 'Adopting a Government School' Policy where it has been decided to identify and nominate willing volunteers within the community to work closely with administration of all schools of Khyber Pakhtunkhwa.


In this respect, Policy Guidelines for 'Adopting a Government School' alongwith specimens for 'Application Form' and 'School Visit Form' are hereby enclosed for further necessary action please.

  
Director ESRU  
ES&SE Department

Endst of Even No & Date:

Copy to:

- 1) PSO to Chief Secretary Khyber Pakhtunkhwa
- 2) All Deputy Commissioners Khyber Pakhtunkhwa
- 3) The Director General Education Monitoring Authority(EMA) ES&SE Department
- 4) The Managing Director Private School Regulatory Authority
- 5) The Managing Director Elementary and Secondary Education Foundation
- 6) The Director Elementary and Secondary Education Khyber Pakhtunkhwa
- 7) The Director Directorate of Curriculum and Teachers Education
- 8) The Director Provincial Institute for Teachers Education

  
Deputy Director  
ESRU, ES&SE Department

Endst of Even No & Date:

Copy to:

- 1) PS to Secretary Elementary and Secondary Education Department
- 2) PS to Special Secretary Elementary and Secondary Education Department
- 3) PA to Additional Secretary (Estab) ES&SE Department
- 4) PA to Deputy Secretary (Admin) ES&SE Department

  
Deputy Director  
ESRU, ES&SE Department

# Policy Guidelines for Adopting a Government School

## Elementary and Secondary Education Department Government of Khyber Pakhtunkhwa

### Introduction

Elementary and Secondary Education Department is the biggest of all departments of Khyber Pakhtunkhwa with 33,525 Government schools having more than 166,200 teachers. The challenge for Elementary and Secondary Education Department is to improve school and student level indicators for all schools in the province. For supervision and monitoring of teaching and learning processes, education officers and officers/officials of Education Monitoring Authority (EMA) visit schools every month. There has been quantifiable improvement over the past five years as result of these efforts. However, in order to further accelerate and sustain improvements at school level, people within the community need to be identified and trusted in for closely working with the school administration. Elementary & Secondary Education Department believes in value of voluntary activity as an important expression of citizenship and paying back to the community. Hence, Elementary and Secondary Education Department has decided to nominate willing volunteers (unpaid individuals) for schools of Khyber-Pakhtunkhwa. The details for execution of the policy are provided below.

### Role and responsibilities of Volunteers

- i. Volunteer may visit assigned school(s) at their convenience to monitor teachers attendance, students attendance, non-teaching staff attendance, PTCs functionality, functionality of facilities, school cleanliness and student learning.
- ii. Head teachers/Teachers shall facilitate volunteers to develop a monthly test and volunteers may conduct monthly test from students to assess the learning outcomes. Volunteer may also observe teaching competency and provide feedback to teacher.
- iii. Volunteer may help school management to identify and bring out of school children to school.
- iv. Volunteers may ensure that school has an active Parent Teacher Council (PTC) and the PTC meetings are conducted smoothly every month.
- v. Volunteers shall maintain confidentiality and data protection related to the school, teachers and children. Any data/information gathered will only be shared with relevant education department officer for appropriate action.

***Note: Volunteers will not interfere in administrative and financial matters. Any interference in such matters will lead to termination of voluntary services.***

### Conditions for placement and operations of the volunteers

- i. All volunteers will be registered with concerned District Education Office under this policy (Annex-A).
- ii. Volunteers, under no circumstances, will be considered as employee of this department under the policy.
- iii. Volunteers include renowned social workers/individuals from the community, retired teachers and officials of Non-Government Organizations.
- iv. Volunteers, except NGOs, should belong to/resident of the same catchment area of the school.
- v. Volunteers will be engaged in the school of his/her choice.
- vi. Volunteer may belong to any section of the community and the minimum academic qualification for initial engagement shall be 12 years of education for primary school and 16 years of education for elementary, secondary and higher secondary schools.
- vii. District education office shall notify list of volunteers for all schools.
- viii. Volunteer may report on a prescribed format to Head Teachers/Principals (Annex-B).  
Volunteers may also like to share their comments, suggestions for improvements in the assigned school to Education Department through:
  - a. Postal address: Director, Education Sector Reforms Unit, Elementary and Secondary Education Department, Block A, Civil Secretariat, Peshawar.
  - b. Email: [esru.volunteers@gmail.com](mailto:esru.volunteers@gmail.com)



**School Visit Form**  
**Adopt a School Programme**  
**Elementary & Secondary Education Department,**  
**Government of Khyber Pakhtunkhwa**

**School Information**

School Name \_\_\_\_\_ EMISCODE \_\_\_\_\_

School gender  Boys  GirlsSchool Level  Primary  Middle  High  Higher Secondary

Address \_\_\_\_\_

Village/Neighborhood Council \_\_\_\_\_

Tehsil \_\_\_\_\_ District \_\_\_\_\_

**Enrolment and Attendance**

Sr	Class	Number of sections	Total Enrolment as per Register	Total number of present students per register	Total number of present students as per headcount
1.	Class Nursery				
2.	Class – Kachi				
3.	Class -1				
4.	Class -2				
5.	Class -3				
6.	Class -4				
7.	Class -5.				
8.	Class -6				
9.	Class -7				
10.	Class -8				
11.	Class -9				
12.	Class -10				
13.	Class -11				
14.	Class -12				

**Teachers Attendance**

Total Teachers \_\_\_\_\_ Number of Present Teachers \_\_\_\_\_

**Absent Teachers List**

Sr	Name of Teacher	Designation	Reason for Absence
1.			
2.			

3.			
4.			
5.			
6.			
7.			
8.			

**Non-Teaching Staff Attendance**

Total Staff \_\_\_\_\_ Number of Present Staff \_\_\_\_\_

**Absent Staff List**

Sr	Name of Staff	Designation	Reason for Absence
1.			
2.			
3.			
4.			
5.			
6.			

**Basic Facilities**

Sr	Facility Name	Available		Functional	
1.	Toilets	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.	Drinking Water	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.	Electricity	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4.	Boundary wall	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Other Indicators**

PTC has conducted Monthly meeting in previous month:  Yes  No

School Cleanliness is satisfactory:  Yes  No

Students Cleanliness is satisfactory:  Yes  No

**Students Assessment**

Class Observed: \_\_\_\_\_ Number of children observed \_\_\_\_\_

Average Score: \_\_\_\_\_

Comments: \_\_\_\_\_

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**Teacher Observation**

Teacher Name: \_\_\_\_\_ Designation \_\_\_\_\_

Class Observed: \_\_\_\_\_ Average Score: \_\_\_\_\_

Comments: \_\_\_\_\_

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Name & Signature of Volunteer