

1. List four members that are part of the school community. **Pupils, Parents, Teachers and Support Staff.**
2. Define school administration. **Refers to the structure that is in charge of running the school.**
3. List four members who make up the school administration. **Head teacher, Deputy teacher, Teachers and School prefects.**
4. The school administrator who is in charge of the day to day running of the school is **the head teacher.**
5. List three functions of the deputy head teacher. **Assist in the day to day running of the school, Writes minutes during staff meetings and Teachers his/her respective subjects.**
6. Explain four ways through which a prefect can assist in school administration. **Solving minor problems, Taking care of school property, Helping in reinforcing school regulations and reporting cases of indiscipline.**
7. Explain three roles of parents in the school. **Ensuring their children attend school, attend meetings called by the school administration.**
8. Mention three duties of teachers in school. **The teachers on duty are in charge of school daily program, they inspire children and mentor students.**
9. Mention five ways through which the community around your school contribute towards the development for the school. **Donate land on which the school is built, it helps in solving problems, provides resources persons to improve on the academic, provides resources persons to improve on the performance of the learners and members of the community are employed in the school.**
10. List three roles of the school community development. **To help learners discover and nurture their gift, to promote national unity since the teachers and pupils come from different backgrounds, to teach learners to obey the laws.**