

Supplement to Government Gazette

OF

WESTERN AUSTRALIA.

[Published by Authority.]

[REGISTERED AT THE GENERAL POST OFFICE, PERTH, FOR TRANSMISSION BY POST AS A NEWSPAPER.]

PERTH: FRIDAY, JANUARY 31.

[1913.]

*Education Department,
Perth, 29th January, 1913.*

HIS Excellency the Governor in Executive Council has been pleased to approve the following Regulations of the Education Department.

CECIL ANDREWS,
Director of Education.

REGULATIONS.

PRELIMINARY.

All previous Regulations shall be deemed to be repealed. In these Regulations, unless the context requires a different construction,—

“Minister” means the Minister for Education.

“Department” means the Education Department.

“District Board” means a District Board of Education.

“Director” means the Director of Education.

“Inspector” means an Inspector of Schools under the Elementary Education Acts.

“Efficient School” means a School recognised by the Minister as giving efficient instruction for the purposes of the compulsory clauses of “The Public Education Act, 1899.”

The masculine includes the feminine.

REGULATIONS FOR PRIMARY SCHOOLS.

Establishment of Schools.

1. A Full-time Government School may be established in any locality where, in the Minister's opinion, the permanence of settlement is sufficiently assured, and where there is a reasonable prospect of an average attendance of not fewer than ten children between the ages of six and fourteen; provided that no school in which the average attendance is likely to be less than twenty shall be established within three miles of any existing Government school. The necessary buildings, furniture, and apparatus will be provided by the Department.

2. Half-time Government Schools may be established where there can be brought together, to two centres within reasonable distance of one another, two groups of children between the ages of six and fourteen, of sufficient number to give a prospect of an aggregate average attendance of fourteen, no child being counted twice. The necessary furniture and apparatus will be provided by the Department, but suitable buildings must be provided by the appli-

cants. Each schoolroom shall have at least 11 square feet of floor space for each scholar, a boarded floor, and a fireplace, and must be properly lighted and ventilated. Satisfactory sanitary arrangements must be made, and a supply of drinking water provided.

The teacher's time must be divided equally between the two centres, and the arrangements adopted must be approved by the District Inspector. The teacher will arrange systematic courses of home lessons for the periods when a school is closed.

3. Where the conditions for the establishment of Half-Time Schools cannot be fulfilled, but the number of children within a reasonable distance is, in the opinion of the Minister, sufficient, a Travelling Teacher may be appointed. The manner in which his time shall be apportioned between the various families visited, and the subjects of instructions, shall be fixed by the Department. The teacher will arrange systematic courses of home lessons for the intervals between his visits. The necessary books and materials will be supplied by the Department.

4. Schools may be assisted in districts where the number of children available is insufficient for the establishment of a Government School. The applicants must satisfy the Minister that—

- (a) A proper room has been provided. (For requirements see Reg. 2).
- (b) A competent teacher has been secured.
- (c) No Government school is within three miles of the homes of any of the children, and that the conveyance of the children to an existing school is impracticable.
- (d) Suitable accommodation has been provided for the Teacher at a charge approved by the Department.
- (e) They guarantee to supplement the grant from the Department so that the teacher, after paying all charges for board and lodging, shall have at least £30 per annum over, or, on the Goldfields, at least £40; such supplementary payment to be made monthly.

The grant to teachers engaged in such schools shall be at the rate of £7 per annum, or on the Goldfields £8 10s. per annum for each pupil in average daily attendance. In addition to such grant they may be allowed, where necessary, a sum of £10 per annum as forage allowance. After the first month the salary will be paid on the average of the previous month. The necessary furniture, books, and apparatus will be provided by the Department.

5. As a condition of the payment of the Grant, the teacher must—

- (a) Keep a record of pupil's attendance in a satisfactory manner.

- (b) Furnish punctually and accurately such returns as may be required by the Department.
- (c) Devote five hours of each school day to the instruction of the children in accordance with a Time Table and Syllabus approved by the District Inspector.

Teachers employed in assisted schools are not considered to be in the service of the Department.

CLASSIFICATION OF SCHOOLS.

6. Schools will be classified as follows:—

Class I.—	average attendance of 400 and upwards
Class II.—	300 to 400
Class III.—	200 to 300
Class IV.—	140 to 200
Class V.—	85 to 140
Class VI.—	50 to 85
Class VII.—	20 to 50
Class VIII.—	10 to 20

Half-time schools will be classified on the aggregate average attendance of the two schools.

7. At the annual revision of classification, a school may be raised to a higher or reduced to a lower class upon the figures for the year, provided that the Department is satisfied that the alteration is likely to be permanent.

Alterations of classification at other periods will be made only on the removal of a teacher, or if the Minister considers that special circumstances render such a course advisable.

When a school fails to maintain an average attendance of ten for a period of six months, it will be closed, unless the parents are willing to keep it open as an assisted school, under Regulation 4.

8. Schools in which children in the upper classes are collected from within a prescribed district may be declared Central Schools. The Minister may direct that a Central School shall be classified in Class I., provided that he is satisfied that it is efficiently conducted, and that the average attendance is not less than 300.

ADMISSION OF TEACHERS.

9. No person may teach in any school, with or without pay, unless he has been appointed to that school, or has received special permission from the Minister.

10. Applicants for appointment as teachers must satisfy the Department of their good character, literary attainments, practical skill in teaching, and physical fitness. They may be required to undergo such examinations and such courses of training as the Department may prescribe. They must undertake to accept employment in any part of the State to which the Minister shall appoint them.

11. When a candidate has passed the required examination, but has failed to satisfy the Department of his skill in teaching and school management, he may be required to attend a prescribed school as a probationer for a definite period. The period will as a rule be not less than three months. During this period he shall receive an allowance at the rate of £36 per annum.

12. The following persons may be employed as teachers in Government schools without examination, provided that they satisfy the Department as to their knowledge of practical school management:—

- (1.) Persons holding certificates from a recognised Training Institution in the United Kingdom or elsewhere in the British Dominions.
- (2.) University graduates who have had experience as teachers.
- (3.) Teachers holding certificates of the Education Departments of the United Kingdom or elsewhere in the British Dominions.

The classification awarded will be at the discretion of the Minister.

13. On their first admission into the service of the Department, all teachers will be appointed provisionally, and will not be permanently classified until an official report on their skill in practical school management has been received. A teacher appointed with a Provisional Classification is liable to have this reduced or cancelled, unless it is confirmed within two years. Before it can be confirmed, the Department must be thoroughly satisfied, by reports on the teacher's work, that his practical skill is sufficient to justify the permanent classification. Teachers are reckoned as civil servants, and may be placed on the permanent staff after six months' probation, if their work and conduct are satisfactory. Satisfactory service implies that the reports of the inspectors have been favourable, and that a teacher's conduct has been exemplary.

14. Married women will not as a rule, be accepted as teachers. Female teachers intending to marry must notify the Minister of such intention a clear calendar month beforehand. Their appointments lapse on marriage, and they will be eligible for re-appointment only as supply teachers.

EXAMINATION OF TEACHERS.

15. The attainments of teachers will be tested by written and oral examinations. Examinations will be held by the Department annually in accordance with syllabuses published from time to time. A teacher may sit for any annual examination, but cannot sit for any portion of the examination for a higher class while his examination for the lower class is incomplete.

16. Teachers wishing to take an examination in parts must offer at least five complete subjects apart from Reading, Recitation, Writing, and Spelling, in the "C" Examination, at least five complete subjects in the "B" Examination, and at least three complete subjects in the "A" Examination. The only exceptions will be those cases in which teachers have a lesser number of subjects remaining to complete the examination. Where there is clear evidence of absolutely insufficient preparation for the subjects offered, permission to sit again in the following year may be refused.

By a "complete subject" is understood all that is included under one heading in the Syllabus.

17. An examination of teachers shall be held annually. Teachers who desire to be examined must inform the Department in writing at least three months before the date of the examination. Notice of this date will be given in the *Circular*. They must state, when applying, for what subjects they desire to sit.

18. Travelling expenses necessarily incurred by a teacher attending the annual examination will be refunded for any sitting at which—

- (a) he is successful in completing the examination;
- (b) he gains at least 50 per cent. of the maximum aggregate marks for the whole examination. Travelling expenses shall include fares, and allowances according to the scale prescribed in Regulation 44 for the period covered by the actual journey only.

19. The requirements for passing the examinations are as follows:—

- (a) For Class C, Grade 3, at least 50 per cent. of the aggregate marks, and not less than 40 per cent. in each subject.
- (b) For Class C, Grade 2, at least 60 per cent. of the aggregate marks, and not less than 45 per cent. in each subject.
- (c) For Class C, Grade 1, at least 75 per cent. of the aggregate marks, and not less than 45 per cent. in each subject.
- (d) For Class B, Grade 2, at least 60 per cent. of the aggregate marks, and not less than 45 per cent. in each subject.

- (e) For Class A, Grade 3, at least 60 per cent. of the aggregate marks for each of the two parts of the examination, and not less than 50 per cent. in each subject.

Candidates who have taken a portion of the examination only will not be required to sit again for those subjects in which they have already reached the prescribed minimum. Should a teacher, in order to improve his aggregate, sit again for a subject in which he has reached the minimum, and fail in this subject, the failure will cancel the previous pass.

CLASSIFICATION OF TEACHERS.

20. Teachers will be classified in Classes and Grades, as follows:—

Class A.—Grades A1, A2, A3.

Class B.—Grades B1, B2.

Class C.—Grades C1, C2, C3.

Classification will depend upon (a) efficiency, (b) attainments.

21. The efficiency of teachers will be judged on the basis of the reports of the Inspectors. The Inspectors will take into consideration ability and effectiveness in teaching, skill in the management of a school or a class, interest in work, and diligence and tact in the discharge of duties. A mark denoting efficiency will be allotted to each teacher on a percentage basis, the standard varying according to the class and grade. A teacher whose efficiency mark is less than 60 per cent. for two consecutive years may have his classification reduced.

The attainments of teachers will be judged on the basis of examinations, as prescribed in Regulations 15-19.

22. A teacher may be promoted from one class to another when he has—

- (a) passed the prescribed examination;
- (b) gained an efficiency mark of at least 80 per cent.;
- (c) completed the period of service as prescribed in Regulation 24.

A teacher may be promoted to a higher grade in his class when he has—

- (a) gained an efficiency mark of at least 75 per cent.;
- (b) completed the period of service as prescribed in Regulation 24.

Teachers who have held the C1 Certificate for ten years with good reports, and have gained an efficiency mark of at least 80 per cent., may be granted the B2 Classification without examination. They will not be able to rise to the B1 Grade until the examination has been completed.

23. Teachers who have fulfilled the examination conditions prescribed in Regulation 19 (c) may be granted the C1 Certificate provided that they have already served as teachers for at least two years, and have gained an efficiency mark of not less than 80 per cent.

Except as provided above no candidates who have passed the C Examination shall be granted a higher certificate than C2. Those who have fulfilled the examination conditions prescribed in Regulation 19c and have gained an efficiency mark of not less than 80 per cent., may be raised to C1 after one year.

24. In order to qualify for promotion the requisite periods of service shall be as follows:—

From C3 to C2—Two years' good service, unless the teacher has qualified by examination for a higher grade (see Regulation 19), in which case one year's good service will suffice.

From C2 to C1—Two years' good service, except as provided in Regulation 23.

From C1 to B2—Two years' good service.

From B2 to B1—Three years' good service.

From B1 to A3—Three years' good service. An assistant must have served for at least one year as First or Second Assistant in a large school. A Head Teacher must have

been for at least one year in charge of a school with two assistants.

From A3 to A2—Three years' good service, of which two may have been spent as First Assistant in a Central School or a 1st Class School which includes 7th and 8th classes, or as Head Teacher of a school not lower than Class IV. In any case one year must have been served as Head Teacher of a school not lower than Class III. Service in the Modern School shall count for those who entered that school under the old Regulations, but not for those entering after 1912.

From A2 to A1—Three years' good service as Head Teacher, of which at least one year shall have been in a school not lower than Class II.

25. Promotions of teachers to higher classification shall date from the 1st day of January in the year subsequent to that in which the conditions have been fulfilled. A teacher entering the service during any year shall not be entitled to count that year towards his period of service for the purposes of Regulation 24 unless his appointment was made before the last day of April.

26. The classification of any teacher shall be liable to reduction or cancellation for inefficiency, neglect of duty, breaches of the regulations, or misconduct.

APPOINTMENTS, PROMOTIONS, AND TRANSFERS.

27. The classification of teachers in charge of schools shall be as follows:—

Class I.—A1.

Class II.—A2.

Class III.—A3.

Class IV.—B1.

Class V.—B1.

Class VI.—B2.

Class VII.—C1.

Provided that no teacher shall have any claim to promotion to a school of a higher class by virtue of his classification alone.

If a teacher is retained in charge of a school for which he does not hold the prescribed classification he shall be paid the maximum salary attached to the highest class of school for which his classification qualifies him, and his tenure of the position shall be regarded as temporary.

28. Relative claims for promotion to vacant positions shall be determined by (a) efficiency and (b) seniority.

(a) Efficiency will be represented by a percentage mark, as prescribed in Regulation 21.

(b) Seniority will be represented by a number made up as follows:—

1 mark for every two years of service as teacher up to twenty years, and 1 mark for every year of service beyond twenty years. Every year of service in districts where extra living allowances are provided shall count as one year and a-half.

Years of service as pupil teacher or monitor shall count at one-half of the above rate, and years spent as student in the Training College at one-quarter of the above rate.

Each year of service with the highest grade of classification that is under consideration in any case shall count as a year and a-half.

The maximum seniority mark shall be 20.

29. Priority of claims to a vacant position from positions carrying a lower salary shall be determined among teachers whose classification qualifies them for such position by the aggregate of the efficiency and seniority marks. The average efficiency mark of the last four years shall be taken. No teacher shall have any claim to be placed on the list for promotion to the headmastership of a large school until he has been in the service of the Department for six years.

30. If any vacant position is considered by the Director to require special qualifications, he may recommend to the Minister that the rules of priority be set aside, and that a teacher be appointed irrespective of such rules.

31. Teachers with less than twenty years' service, who have been stationed for not less than five consecutive years in the metropolitan district or other favourable localities may be required to exchange with others less favourably situated.

32. When a school is raised to a higher class, the position shall be considered vacant, and the teacher in charge shall have no claim to remain there if there are other teachers who, by reason of efficiency and seniority, have prior claims to promotion. When a school is reduced to a lower class the teacher, if his salary exceed that prescribed for the lower class, shall, if his service is satisfactory, retain his salary until he is offered a school in accordance with it. Should he be permitted to decline the transfer, his salary shall be reduced to that prescribed for the lower class.

33. Teachers who wish for transfer should state their wishes in writing to the Department. Teachers are prohibited from seeking, directly or indirectly, the interest of influential persons for the purpose of obtaining promotion, transfer, or any other advantages.

34. A teacher may be removed from the school in which he is employed to one of a lower class for inefficiency or misconduct.

35. A teacher, whatever his grade, on appointment to any school, must notify the Minister of the date of his arrival and of his commencing duty, and is required to give not less than one month's notice of his intended resignation, which shall take effect on the last day of the month indicated. Before receiving the salary for the last month, he must, if in charge of a school, hand over to a person duly authorised all school property belonging to the Minister, and make out, in duplicate, an inventory of the same; one copy to be forwarded to the Minister, the other to be left in the School Portfolio, both copies to be certified by the person authorised to receive the school property. He must also have sent in Attendance Returns made up to the date of his leaving, and he must be able to show all books and records complete and in order. Teachers on the Permanent Staff must give three months' notice of intended resignation. No such notice may terminate between the 1st of January and the 31st of March. Teachers not on the Permanent Staff must give at least one month's notice; no such notice shall terminate between the 1st of January and the last day of February. When full notice is not given, pay may be forfeited at the discretion of the Minister.

SALARIES AND ALLOWANCES.

36. The annual salaries of teachers in charge of schools shall be according to the following scale:—

	Male.	Female.
Class I.—	£380 to £450	£320 to £370
Class II.—	£340 to £380	£280 to £320
Class III.—	£310 to £340	£260 to £280
Class IV.—	£270 to £300	£230 to £250
Class V.—	£240 to £270	£210 to £230
Class VI.—	£210 to £240	£190 to £210
Class VII.—	£160 to £200	£140 to £170
Class VIII.—	£110 to £140	£110 to £130

- (a.) Annual increments of £10 will be given, at the discretion of the Minister, until the maximum of the class is reached, provided that the teacher's record for the year is satisfactory, and that his efficiency mark is not less than 70. No teacher is eligible for an increase unless he has held his salary for at least eight months before the end of the year. Increments are given only at the beginning of a new year.

- (b.) No teacher with the C3 Classification in charge of a school shall receive less than £130 (man), or £120 (woman). No teacher with the C2 Classification in charge of a school shall receive less than the maximum salary for Class VIII.

37. Quarters will be provided for, or house allowances granted to, all Head Masters, and also to Mistresses of Schools of Classes VII. and VIII. The sum to be granted shall be fixed in each case according to the scale of rents in the locality and the number of persons in the Teacher's family. Such allowances shall not exceed the following amounts, unless the Minister is satisfied that the circumstances are exceptional:—

Schools of Class	I.—	£71	10s	0
" " "	II.—	£65	0	0
" " "	III.—	£58	10	0
" " "	IV.—	£52	0	0
" " "	V.—	£45	10	0
" " "	VI.—	£39	0	0
" " "	VII.—	£26	0	0
" " "	VIII.—	£12	0	0

Married Head Teachers who are on Long Service or Sick Leave will be allowed to retain possession of their quarters or, if there be no quarters, to continue to receive lodging allowance, during such leave. In such cases the relieving Teachers will be granted lodging allowances or will have quarters rented for them. If the Department is notified by the Head Teacher that he will not require the quarters during his absence, and these quarters are thus made available for a relieving Teacher, no rent or lodging allowance will be given, unless the relieving Teacher is compelled to maintain his family in other quarters, in which case the Minister will determine the amount of the allowance to be made.

No lodging allowance will be granted to single teachers or widows without families who are on Long Service Leave. The lodging allowance may be continued in the case of Sick Leave, unless such leave is extended and necessitates the removal of the Teacher from the district.

Teachers of Half-Time Schools and Teachers who cannot obtain accommodation within reasonable distance of their schools may be granted forage allowances at the discretion of the Minister.

38. The annual salaries of Assistants shall be as follows:—

Assistants holding	Males.	Females.
A Certificate.—	£210 to £240	£190 to £220
B1 " "	£190 to £210	£170 to £190
B2 " "	£170 to £190	£150 to £170
C1 " "	£150 to £170	£140 to £150
C2 " "	£140 to £150	£130 to £140
C3 " "	£120 to £130	£120 to £130
No Certificate	£110	£110

- (a.) Annual increments are given on the same conditions as to Head Teachers (v. Reg. 36).
- (b.) Unclassified Assistants with four years' good service shall, if they obtain efficiency marks of not less than 80, be eligible for two increments of £10 each.
- (c.) In any large school, at the discretion of the Minister, a First Assistant may be appointed. In a Mixed School of Class I. a First Male and a First Female Assistant may be appointed. In a Boys' or Girls' School of Class I. a First and a Second Assistant may be appointed. Such As-

sistants shall receive additions to their salaries in accordance with the following scale:—

First Class School	Second Class School.	Third Class School.
A3.— £30	£25	£20
B1.— £25	£20	£15
B2.— —	—	£15

(d.) Assistants with A or B Certificates appointed to teach science in schools where Special Science Rooms are provided shall, if they are not appointed as First Assistants, but are considered to be qualified for a First Assistantship, receive an additional sum according to the scale in the preceding subsection. Where an Assistant who has the B.Sc. Degree is appointed to teach Science in such a school he shall receive an additional £25 per annum. Assistants who do not hold the A or B Certificates, but are specially qualified for Science Teaching, may, if appointed to such positions, be paid salaries ranging from £170 to £210 by annual increments of £10, at the discretion of the Minister.

39. When there is a vacancy in the Head Teachership of a School for a period exceeding two months, the Teacher in charge will receive, during the time he has been acting, half the salary of the Head Teacher and half his own, subject to a favourable report of his conduct of the School by an Inspector, and at the discretion of the Minister.

40. The following shall be the scale of allowances which may be granted to teachers of schools on Goldfields or in the North-West where the cost of living is very high:—

Salary	Within five miles of Kalgoorlie, Coolgardie, Southern Cross		Other places within five miles of station		More than five miles from station		Nor'-West Schools	
	M	S	M	S	M	S	M	S
Up to £180 ..	30	25*	35	30	45	40	50	40
£190 to £270 ..	40	30	45	35	55	45	65	50
Over £270 ..	50	35	55	40	65	50	75	55

Note—M signifies married. S signifies single.

- (a.) A complete school year's work on the Goldfields or in the North-West entitles a teacher to a complete year's allowance.
- (b.) If a teacher on sick leave is absent from the Goldfields or the North-West for more than a fortnight he shall submit a statement of the circumstances to the Department. The Minister shall decide whether the allowance shall cease or continue. The allowance will not be paid to teachers on Long Service Leave.
- (c.)* Single Teachers who were receiving £30 under the old Regulations and have continued their Goldfields service without a break shall still receive £30.
- (d.) When a teacher has served on the Goldfields or in the North-West for two years he may be granted a free first-class return boat, coach, or train fare for himself, wife, and children to Perth or Fremantle, or to such other port as the Minister may approve, during the Christmas vacation. This concession will not apply to children over 16 years of age unless by special permission of the Minister. A teacher who has served the required period, and is going on long service leave, may be granted a similar privilege. A full period of two years must elapse between the granting of one pass and another.

41. Married Teachers and others may be appointed on supply, either during the absence of a Teacher or to fill

a vacancy on a school staff, when no other Teacher is available. Only the weeks during which the Teacher is actually employed in teaching will be paid for. There will be no pay for vacations. Engagements can be terminated at a week's notice at any time.

The scale of salaries shall be as follows:—

Supply Teachers in Charge			Male per week		Female per week	
Class VII	£3 12s. —	£4 8s.	£3 4s. —	£3 16s.
Class VIII	£2 10s. —	£3 2s	£2 10s. —	£2 18s.

Salaries of Assistants on Supply holding—			Male per week		Female per week	
B1 Certificate	£4 4s. —	£4 12s.	£3 16s. —	£4 4s.
B2 Do	£3 6s. —	£4 4s.	£3 8s. —	£3 16s.
C1 Do	£3 8s. —	£3 16s.	£3 4s. —	£3 8s.
C2 Do	£3 4s. —	£3 8s.	£2 18s. —	£3 2s.
C3 Do	£2 14s. —	£2 18s.	£2 14s. —	£2 18s.
Unclassified	£2 10s.		£2 10s.	

Increments of 4s. per week may be given at the end of a calendar year to Supply Teachers whose service has continued unbroken throughout the year, on similar conditions to those prescribed for Teachers under Reg. 36.

An additional sum, from 14s. to £1 10s., may be granted to Supply Teachers in the Goldfields and Special Schools where the cost of living is very high. The sum allowed in each case shall be such as will make the total remuneration for a complete year's service as nearly as possible equivalent to the total remuneration of a permanent Teacher of similar classification in a similar position.

Supply Teachers acting as Head Teachers in schools above Class VI. for a period exceeding two months may receive half the salary of the Head Teacher and half their own, subject to the approval of the Minister.

Supply Teachers in charge of Schools where no quarters are provided may be given house allowances in accordance with the scale prescribed in Reg. 37.

Teachers on Supply who have been employed continuously for not less than six months may be granted sick leave, at the discretion of the Minister.

Teachers on Supply who have been employed continuously for not less than ten years may be granted long service leave at the discretion of the Minister.

42. In cases of special appointments not covered by the foregoing schedules, and in cases of positions to which special duties are attached, the salary shall, in each instance, be fixed by the Minister.

43. Schools in very remote localities, or in districts where the conditions are exceptional, may be declared by the Minister to be Special Schools. Teachers in such schools may be paid at higher rates than those provided in the foregoing Regulations, at the discretion of the Minister.

- 44. (a.) When a Teacher who is not in the Service is appointed to a school, train or other fares from Perth or such other starting point as the Minister may approve will be paid. Actual expenses incurred on the journey may also be paid at the discretion of the Minister.
- (b.) Teachers in the Department transferred to other Schools will be allowed free charges on luggage, as follows: Single Teachers up to one half-ton weight; Married Teachers up to two tons weight. Where exceptional circumstances can be shown to exist, a reasonable amount in excess of the maximum prescribed by this Regulation may be authorised by the Minister.

- (c.) Teachers transferred from one School to another at their own request, and Teachers transferred on account of misconduct or unsatisfactory service, must pay all expenses, unless otherwise determined by the Minister.
- (d.) When Teachers are transferred by the Department, the usual rate of allowances, in addition to fares, will be:—

	In S.W. Land Division W. of Long. 119°. s. d.		In other parts of State. s. d.	
Teachers receiving a salary of not less than £240 per annum	12	4	15	4
Teachers receiving less than £240 per annum	10	0	12	4

For journeys necessitating the purchase of one meal, one-fourth of the above allowance will be paid; two meals, one-half; three meals, three-quarters; three meals and a bed, one day's allowance. The times for meals, for the purposes of this Regulation, will be 8 a.m., 1 p.m., and 6 p.m.

Teachers travelling by steamer where fare covers board will be entitled to an allowance equal to 15 per cent. on the passage money.

- (e.) All accounts for expenses must be rendered on Form 10, and vouchers for all payments must be attached. These must show the time of departure for and arrival at destination.
- (f.) In the case of a married Teacher fares and half allowances will be allowed for his wife and children.
- (g.) Before removal is undertaken the Teacher shall, where practicable, obtain tenders from at least two carriers. Such tenders shall be attached to his claim for payment.

LEAVE OF ABSENCE.

45. The Director, in cases of illness or other pressing necessity, may, on production of satisfactory evidence, grant leave, not exceeding two months, in accordance with the following schedule:—

Length of Service	Period for which leave may be granted, on—		
	Full Pay	Half-Pay	
Under three years ..	Mths 1	Mths 1	In exceptional cases the Minister may take any special circumstances into consideration, and may vary the scale of payments, provided that in no case shall the leave granted exceed two months on full pay.
Over three years ..	2	..	

Where, in case of illness, any teacher who has received leave of absence for two months is not so far recovered as to be able to resume his duties, further extensions of leave, not exceeding twelve months, may be granted with the approval of the Governor, in accordance with the following schedule; provided that on each extension of leave the appli-

cant shall be subject to an examination by a medical officer approved by the Director.

	Period for which leave may be granted, on—				
	Full Pay	Half Pay	Third Pay	With-out Pay	
Under three years	Mths ..	Mths 3	Mths 9	Mths ..	In exceptional cases special circumstances may be taken into consideration, e.g., where an officer in discharge of his duties sustains injuries of such a nature as to incapacitate him for all duty his scale may be varied; provided that in no case shall full pay be allowed for a period exceeding nine months in addition to leave granted by the Director on full pay.
Over three years	1	8	3	..	

Sick leave may be granted in one or more periods, but the aggregate amount of leave with pay provided for in the above schedules must not be exceeded in any one triennial period.

Leave of absence without pay may be granted at the discretion of the Director, but all leave of absence is subject to the exigencies of the Service permitting it. The period of such leave shall not for any purpose be included as part of the Teacher's period of service. Head Teachers cannot grant holidays to members of their staff, except in cases of emergency, which must at once be reported to the Director. Teachers who fail to attend on the re-opening of their Schools after the Christmas holidays, from whatever cause, forfeit all claim to pay for the January portion of the holidays, unless there are very special circumstances, the Minister to be sole judge of such. As a rule medical certificates from outside the State will not be accepted. Teachers who require extended rest will be expected to get certificates from Medical Officers nominated by the Department.

No teacher who has suffered from, or has been in contact with, illness of a contagious or infectious character, shall return to duty without a written medical certificate from a Government Medical Officer, or some other registered practitioner, stating that he may return without danger to others.

46. The Governor, on the recommendation of the Minister—

- (a) May grant to any teacher who has continued in the service of the Education Department for at least fifteen years, long service leave for six months on full pay, or twelve months on half pay ;
- (b) May grant to any teacher who has continued in the service of the Education Department for ten years, long service leave for three months on full pay, or six months on half pay.

In computing service under this regulation, service prior to the making of this regulation shall be included. Service as Pupil Teacher or Monitor shall count at half rates. Time spent as student in the Training College shall not be included. A teacher who is granted long service leave under Clause (b) shall not be eligible for further long service leave before the expiration of ten years from the time of the former period of leave.

47. A female teacher upon her marriage shall, if she has been continuously employed for at least four years, be granted an allowance equivalent to leave of absence on full pay, based on a proportionate amount of the long service leave which might have been granted to her had she remained in the Service for one of the full periods mentioned above: Provided that, if such teacher is allowed to retire without giving full notice as required

by Regulation 35 the time which elapses between the date of her retirement and the end of the quarter shall be deducted from the period upon which her leave of absence is calculated.

MONITORS AND PROBATIONERS.

48. Monitors and Probationers may be employed to serve in schools where the average attendance is at least 25.

49. Candidates for the office of Monitor must be not less than 16 nor, except under the provisions of Reg. 57, more than 18 years old. They must be free from any bodily infirmity likely to impair their usefulness, and must be of good moral character. On appointment a satisfactory medical certificate must be furnished on the form provided by the department, and an agreement entered into. The first three months of appointment will be on probation.

50. Candidates will, as a rule, be required to pass the examination prescribed for candidates for Monitorship.

Candidates who have passed the Junior or Senior Adelaide or some other equivalent Examination, not more than two years previously, are eligible to be appointed as Monitors on probation on reaching the age of 16 years, but will be required to sit at the next Monitors' Examination for those subjects which are not covered by their University Examination. They will be required to serve at least one month without salary, and will not receive permanent appointments as Monitors until they have completed the required examination.

51. The remuneration of Monitors shall consist of (a) instruction to be given by the Head Teacher or other persons appointed by the Department, and (b) an annual salary.

The Head Teacher will be responsible for seeing that the time prescribed for study is properly allocated, and the work diligently done, and for giving instruction and assistance.

52. Salaries shall be paid to Monitors at the following rates:—

	Males.	Females.
First Year	£50	£40
Second Year	£60	£50

An additional sum not exceeding £10 per annum may be granted to Monitors in the Goldfields and Special Schools where the cost of living is very high.

53. Should a Monitor fail in Examination, or neglect his studies, or fail to satisfy the Department as to his competency to teach, his services may be dispensed with at once at the discretion of the Minister.

54. Monitors may sit for the "C" Examination, and will be expected to complete it in their second year.

55. Monitors will be employed in teaching during eight half-days in each week; the other two half-days will be devoted to study.

Head Teachers are required to exercise strict moral supervision over their Monitors; to see that they attend regularly and punctually; and that they give proper attention to their teaching and to their private studies.

The Monitor's Lesson Book must be faithfully posted in accordance with the instructions therein contained. At least one Criticism Lesson should be given each week. Head Teachers must direct and supervise their Monitors' methods of teaching and must, unless other arrangements are sanctioned, give them at least five hours' instruction each week.

56. In country schools, where the attendance warrants the appointment of a Monitor, and no suitable applicant under Regulations 49-50 can be found, a Probationer may be appointed. A Probationer should, wherever possible, be not less than 15 years of age and should have passed the Seventh Standard. The salary will be £40 for a boy, and £30 for a girl. The Inspector must certify that the candidate is satisfactory. Should no candidate fulfilling these conditions be found, a candidate who is not less than

14 years of age and who has passed the Sixth Standard may be appointed. The salary for such a Probationer shall be £24 for the first year: after a year's satisfactory service it may be raised to the higher salary mentioned above. On reaching the age of 16, Probationers should sit for the Monitors' Examination. Those who fail to pass this examination, but give evidence of sufficient progress to warrant their retention in the service, will receive the following salaries:—

	Males.	Females.
First Year	£45	£35
Second Year	£55	£45

On reaching the age of 18 they may sit for the examination for Unclassified Teachers, and will be eligible for a short course in the Training College.

Probationers preparing for a Departmental Examination must not be employed in teaching for more than eight half-days in a week. The head Teacher will be responsible for supervising and directing their studies, and must give them at least five hours' instruction each week.

57. Candidates who have completed a Secondary School course to the satisfaction of the Department may be appointed as Monitors, and will be eligible for admission to the Training College after one year's satisfactory service. They may be required to sit in the Monitors' Examination for any subjects which have not been covered in their school course. They will be on probation for the first three months. The salaries will be for males £60, for females £50. The Head Teacher will be responsible for training them in teaching, but will not be required to give them instruction in other subjects.

58. Monitors may be appointed to Manual Training Classes. Such Monitors shall be subject to the usual conditions of admission, except that they shall be required in addition to satisfy the Department that they have shown good promise in their school course in Woodwork. At the expiration of their engagement these Monitors shall be required to pass an examination equivalent to that of the City and Guilds of London Institute, as well as the prescribed portion of the "C" Examination, omitting History, Geography, Music, Drill, and the foreign languages. They may then be employed as Teachers in Manual Training Classes, but shall attend lectures as required for further instruction in Manual Training.

59. Monitors may also be appointed to Cookery and Laundry Classes. Such Monitors shall be subject to the usual conditions of admission, except that they shall be required in addition to satisfy the Department that they have shown good promise in their school course in Domestic Subjects. At the expiration of their engagement these Monitors shall be required to pass a special examination in Domestic Economy, including Elementary Chemistry, Elementary Physiology, Elementary Hygiene, Cookery, and Laundry Work, both in theory and practice, as well as the prescribed portion of the "C" Certificate, omitting Geography, History, Geometry, Music, Drill, and the foreign languages. They may then be employed as Teachers in Cookery and Laundry Classes, but shall attend lectures, as required, for further instruction in Domestic Work.

TEACHERS OF SEWING.

60. Teachers of sewing shall be paid as follows:—

In Schools of Class V.	£20
In Schools of Class VI.	£12

An additional sum, not exceeding £4, may be granted to Sewing Mistresses in Schools where the cost of living is very high.

61. The same person may be appointed to the combined position of Sewing Mistress and Monitor in the same School. The wives of Head Teachers may be appointed Sewing Mistresses during the time their husbands hold such appointments. Sewing Mistresses will not be required where there is a Female Teacher competent to teach sewing,

and their appointments will lapse on the appointment of such Teachers. The maximum period of employment for Sewing Mistresses will be three hours per week.

TEACHERS OF MANUAL TRAINING.

62. Teachers of Manual Training will be classified as Manual Training Instructors of the 1st, 2nd, or 3rd Class according to the results of the prescribed examinations and their skill in teaching.

Teachers holding the final certificates in Manual Training of the City and Guilds of London Institute, or the Educational Handwork Union, or such other certificates as may from time to time be approved by the Department, may be appointed as teachers without examination, and will be classified according to the grade and number of their certificates and their skill in teaching.

At least three years' good service in the 3rd Class will be required before an instructor can be raised to the 2nd Class, and at least four years' good service in the 2nd Class before he can be raised to the 1st Class.

Scales of Salaries for Instructors in charge of Centres:—

1st Class Instructors, £240 to £300.

2nd Class Instructors, £200 to £240.

3rd Class Instructors, £140 to £200.

A 3rd Class Instructor who has passed all the examinations required for the 2nd Class shall not be paid less than £160.

These salaries will rise by annual increments of £10 at the discretion of the Minister, if the Inspector's report is good, and the Department is completely satisfied with the teacher's work and conduct during the year.

The annual increments are awarded at the end of each calendar year on the conditions prescribed in Regulation 36a.

Rent allowances may be paid at the discretion of the Minister. The allowance shall not exceed the following sums, unless the Minister is satisfied that the circumstances are exceptional:—

1st Class Instructors, £52.

2nd Class Instructors, £39.

3rd Class Instructors, £26.

The sum to be granted in each case shall be fixed by the Minister, after taking into consideration the scale of rents in the particular locality, and the number of persons in the teacher's family.

The same Goldfields Allowances will be given to Manual Training Instructors as to other teachers. (See Reg. 40.)

Teachers of Manual Training may be required to take evening work in lieu of day work without additional remuneration for two evenings in the week, provided that two hours' work in the evening shall be considered equivalent to three hours in the day.

Teachers who hold the Short Course Certificate and who teach Manual Training in their schools with full equipment, will receive additions to their salaries as follows:—

Teachers holding a 1st Class in the second year, £20 per year.

Teachers holding a 2nd Class in the second year, £15 per year.

Teachers who have passed the 1st Year Examination, £10 per year.

The higher salaries will be paid only after at least 12 months' good service in Manual Training Instruction, and on condition that the reports upon the work for the preceding year are thoroughly satisfactory.

Teachers who have duly qualified and who take a course of Light Woodwork in their schools will receive an addition of £5 to their salary.

TEACHERS OF HOUSEHOLD MANAGEMENT.

63. Teachers of Household Management will be classified as Instructresses of the 1st, 2nd, or 3rd Class according to

the results of the prescribed examinations, and their skill in teaching. The Department may accept certificates from recognised institutions in other countries in lieu of the prescribed examinations.

At least three years' good service in the 3rd Class will be required before an instructress can be raised to the 2nd Class, and at least four years' good service in the 2nd Class before she can be raised to the 1st Class.

Scale of Salaries for Instructresses in charge of Centres—

1st Class Instructresses, £200 to £250.

2nd Class Instructresses, £170 to £200.

3rd Class Instructresses, £120 to £170.

3rd Class Instructresses whose qualifications are equivalent to those of C3 Teachers, as defined in Regulations 19, 22, and 23, will begin at £120. Those with qualifications equivalent to those of C2 Teachers will begin at £130, and those with qualifications equivalent to those of C1 Teachers will begin at £140.

Probationers may be employed at salaries of £110.

These salaries will rise by annual increments of £10 at the discretion of the Minister, if the inspector's report is good, and the Department is completely satisfied with the teacher's work and conduct during the year.

The annual increments are awarded at the end of each calendar year, on the conditions prescribed in Regulation 36a.

The same Goldfields Allowances will be given to Household Management teachers as to other teachers. (See Reg. 40.)

Household Management Teachers may be required to take evening work in lieu of day work without additional remuneration for two evenings in the week, provided that two hours' work in the evening shall be considered equivalent to three hours in the day.

TRAINING COLLEGE FOR TEACHERS.

64. For the full course, which extends over two years, the following may be accepted as candidates:—

(a.) Candidates who have received a secondary education of a satisfactory nature. All accepted under 18 years of age must, if not remaining at school as pupils, serve as monitors in primary schools until the close of the calendar year. As far as possible the Department will endeavour to give every accepted candidate some acquaintance with the working of a primary school before admitting him to the College.

(b.) Monitors who have served with distinction and have passed the departmental examinations with credit.

(c.) Untrained or partially trained teachers in the service of the Department who have given proof of fitness for training.

Applications for admission will be invited yearly at a time to be fixed by the Department.

The minimum age at which candidates may enter the College is 17½ years. Resident students will receive board, lodging, and tuition free. Students residing with parents or friends may become day-boarders, and in addition to free tuition may receive a money Scholarship towards their maintenance of £30 per annum.

65. If the progress or conduct of any student be judged unsatisfactory by the Minister, or if the reports of the Principal of the Training College be unfavourable, the Minister may require such student to leave the Training College.

66. Candidates will be required to pledge themselves to remain the full time in the College, if so required, and to teach for three years in the Schools of the Department after training is completed. If they fail to do so, they may be called upon to refund the whole or part of the cost of their training.

67. Students who obtain more than 50 per cent. in the Final Examination will be granted the Trained Teachers' Certificate. Those who obtain over 60 per cent. will be paid the minimum salaries prescribed for Teachers holding the "B2" Certificate, provided that they satisfy the Examiners in the subjects prescribed for the "B" Certificate, and in their practical skill in teaching. They will receive the "B2" Classification when they gain the Practical Skill Pass from their Inspectors. Those who obtain over 50 but less than 60 per cent. will be paid the minimum salaries prescribed for Teachers holding the "C1" Certificate, provided that they satisfy the Examiners in the subjects prescribed for the "C" Certificate, and in their practical skill in teaching. They will receive the "C1" Classification when they gain the Practical Skill Pass from their Inspectors. The salaries named will be liable to reduction if the Practical Skill Pass is not obtained within two years of the end of the year in which the Teachers left the College.

Students gaining less than 50 per cent. in the Final Examination may, on the special recommendation of the Principal, be paid the minimum salaries prescribed for teachers holding the "C2" Certificate.

68. Students in training may receive an allowance of £1 per month for not more than ten months in each year, provided that they sign an agreement to repay the amount thus received at the rate of £1 per month on the expiration of their period of training.

69. The Department cannot guarantee that all those who have passed through the course of training in the College shall receive an immediate appointment, but they will be given preference over other applicants not so trained.

70. Candidates who satisfy the Department that they possess sufficient attainments and show promise of success as teachers may be admitted to the Training College for a course of six months. During this period they will receive an allowance of £20, as non-resident students. They will be specially trained for work in small country schools, and will be required to sign agreements pledging themselves to serve the Department for at least two years on the expiration of their course of training.

Teachers who have been in the service of the Department for not less than two years may be admitted to such courses of training. They will receive half-pay during the period.

GENERAL INSTRUCTIONS.

71. Teachers cannot be allowed to accept any paid employment from any employer other than the Government, nor can they be permitted to take any office or appointment, whether honorary or paid, without the consent in writing of the Minister.

72. Teachers of all grades must make themselves acquainted with the Regulations and Instructions to Teachers, a copy of which will be supplied to each member of the School Staff on application.

73. All directions from Inspectors and all Departmental Orders are to be strictly observed by Teachers. Should a Teacher at any time feel aggrieved, he may appeal to the Minister for redress, but pending such appeal no Teacher will be justified in disobeying orders.

74. No sectarian or denominational publication of any kind whatsoever shall be used in School by the Teachers. nor shall any sectarian or denominational doctrine be inculcated by them.

75. All absences of Teachers are to be entered in the School Journal. The special forms supplied must be used for all applications for Leave of Absence. The Head Teacher must inform the Department if a Teacher is absent from duty, or habitually unpunctual. If any Teacher is obliged through sickness to be away from his duties for more than three days, he must, wherever possible, forward at once to the Minister a certificate signed by a duly qualified medical man, stating the nature of such sickness, etc., and also an application for leave on the prescribed form.

All absences of Head Teachers must be reported to the Department at once. In the absence of the Head Teacher the Senior Assistant is empowered to take charge of the school.

76. Circulars and pictures from tradesmen or other advertisements must not be distributed or hung in the Schools, unless the names of the advertisers are obliterated. The only exceptions allowed will be specimens of the processes of various manufactures which may be useful for object lessons. The leave of the Minister must be obtained.

Teachers are not to allow collecting cards or subscription lists to be given to the children in the Schools for raising money from the public, without the express permission of the Minister. Children should not be allowed to solicit or beg for money for any purpose.

77. A teacher shall not—

(a.) Publicly comment, verbally or in writing, upon the administration of any Department of the State; or

(b.) Use, for any purpose other than the discharge of his official duties, information gained by or conveyed to him through his connection with the Public Service.

78. Teachers may be fined, at the discretion of the Minister, for misconduct, absence from school without leave, or any breaches of the Regulations. Repeated breaches of the Regulations or serious misconduct of any kind render a Teacher liable to loss of classification or dismissal.

GENERAL MANAGEMENT OF SCHOOLS.

Daily Routine.

79. In all Government Schools the daily routine shall be that specified below, unless permission for variation has been obtained in writing from the Department.

Instruction from 9 a.m. to 12 noon. The Roll shall be called and marked at 9 a.m., and again called and finally closed at 9.50 a.m. There shall be a recess of 10 minutes for the older children; infants may have two recesses of 15 minutes each between 10.30 and 11.15. The School shall be dismissed at 12 noon and re-assemble at 1.30 p.m., when the Roll will be called and marked. The Roll shall be finally closed at 1.45. Instruction from 1.30 to 3.45 p.m., when the School will be dismissed. From 1st December to 31st March Schools may close at 3.30 p.m.: the roll will then finally close at 1.30. Infants may have a recess of 20 minutes, and may be dismissed at 3.30, but the Teachers shall remain in charge until the older children are dismissed. There may be a recess of five minutes for the elder children between 2.30 and 3 p.m.

All Teachers are required to be present at least 15 minutes before school time, in order to prepare the materials for their work, and to secure good behaviour among the scholars.

Classes may not be detained after the recognised hours as laid down above. Detention of individual children is allowed as a matter of discipline—for idleness in school, unpunctuality, disobedience, or similar faults, but not for inability to learn. Such detention shall not be during the dinner recess, but only after the afternoon session, nor, unless in very exceptional circumstances, for more than half an hour. Longer periods shall be entered in the Punishment Book.

Children may not on any account be detained during the recess in the middle of morning or afternoon school, when all rooms should be thoroughly aired.

Register.

80. Attendance must be marked in the Registers by a stroke, thus “/.”



Children present at 9 a.m. and 1.30 p.m. shall be marked in red ink; those who attend before the Roll is finally closed shall be marked in black ink. Absentees must be indicated by the letter "a" in the space, or by "s" if they are known to be sick. Children coming after the Roll is closed must be reckoned as absent, but their attendance must be noted in the Journal.

If a child leaves before two hours of instruction are finished, its mark for presence should be cancelled by another stroke across it, thus, X, and deducted from the total.

Where children are attending Manual Training Cookery, or Laundry Instruction, a small letter, m, c, or l, should be placed in the top left-hand corner of the square opposite each child's name. These children should be omitted when the total is made up. When the teacher ascertains from the Instructor of the Centre that the child was present, the usual stroke must be placed in the square, and the additional numbers placed (in red ink) above or below the previous figures at the bottom of the column. Teachers must see that the book containing the names of the children attending the classes is carried to the Instructor at each lesson and returned marked with the attendance after the lesson.

No erasures must be made in any School Register. If it is necessary to make a correction, a line must be ruled through the incorrect figures, and the correct ones placed by their side, or in the margin. All such corrections must be initialled and dated, and an explanation entered at the time on the page provided for the purpose. The Head Teacher is responsible for the safety, neatness, and accuracy of all School Registers and Records, but he may appoint Assistants and Monitors to keep the Registers of their respective classes. Teachers must be exact in marking and totalling their Registers at the times laid down above.

Playground Supervision.

81. Teachers are required to do all in their power to secure the good behaviour of their pupils, both in the School and playground, and when proceeding to or returning from School. Habits of cleanliness should be enforced, and pupils should be taught to be honest, truthful, considerate of the property and feelings of others, obedient to their teachers, their parents, and the laws of their country.

Every Head Teacher will be required to make proper provision for the supervision of the children when at play, both in the recess during school hours and in the recess for dinner. The arrangements made must appear on the Time Table, and all Teachers must take a part in this duty.

Discipline.

82. The discipline enforced in Schools must be mild and firm. All degrading and injurious punishments must be avoided. The "boxing" of children's ears is strictly forbidden, as is also the corporal punishment of girls of twelve years old and over. The corporal punishment of girls below the age of twelve is allowed only under very extreme circumstances.

Corporal punishment may, as a last resort, be inflicted by the Head Teacher only, or by an Assistant under the direction and on the responsibility of the Head Teacher. The Teacher must at once enter the particulars in the Punishment Book, giving details of the offence. Corporal punishment may be employed for offences against morality, for gross impertinence, or for wilful and persistent disobedience. It must not, as a rule, be inflicted in public, but after School has been dismissed. It must not be inflicted for failure or inability to learn, for trivial breaches of school discipline, or for neglect to prepare home lessons. One school cane only should be kept. That should be under the control of the Head Teacher, with the Punishment Book,

and should be obtained from him by an Assistant to whom he may have delegated his authority.

83. No child shall be expelled from any School without the express sanction of the Minister, but any Head Teacher may suspend a child until the Minister's decision can be known. Such suspension, and the grounds for it, must be at once reported to the Department, and to the District Board.

84. The attendance of any child who is suffering from any contagious, offensive, or infectious disease, or who is habitually of uncleanly habits, may be temporarily suspended by the Teacher. Such suspension must be immediately reported to the Department, and to the District Board.

Admission, Transfer, and Classification of Children

85. When a child is admitted to any School the parent shall be required to fill up and sign an Admission Form. It shall be the duty of the Head Teacher to enter his name and all necessary information in the Admission Register at once. All Admission Forms are to be numbered to correspond with the admission number, and filed for the information of the Inspector. The Religious Denomination to which the parents of the child belong will be sufficiently indicated by writing the letters in the column for Parents' or Guardians' name as under:—C.E., Church of England; R.C., Roman Catholic; M., Methodist; C., Congregational; P., Presbyterian; S., Salvation Army; N.O., no religious persuasion. When a child is re-admitted to a School a new admission number should be used, but the previous number must also be entered in red ink above the new number. The new admission number must be entered in the index. The particulars as to withdrawal must be entered in ink immediately it is known that the child has been withdrawn. No child's name should be removed from the Registers unless satisfactory reason has been shown for the child's withdrawal from the School. The Compulsory Officer must be notified of all names removed.

Parents or guardians are permitted to transfer their children from one State School to another during the first fortnight of the first and third School Quarters, or at any time in the event of the parent or guardian removing his residence to a locality nearer another School than that in which the children are enrolled. Should transfer be desired under any other circumstances, the written consent of the Department must first be obtained, and Head Teachers shall not admit children who fail to produce such written consent.

Teachers must revise the addresses of the parents frequently, so that the Admission Register may contain accurate information for the Compulsory Officer.

86. When for any reason a child leaves one School to attend another, it shall be the duty of the Head Teacher of the first-named School to supply the Head Teacher of the latter School with a Transfer Note. If the note is not brought by the child when applying for admission at the latter School, the Head Teacher must apply to the Teacher of the first-named School, who must forward it at once. When required by an Inspector, the Head Teacher must produce a Transfer Note for each child admitted during the year, unless such child has not attended any other School receiving State aid within the State. When a child is admitted to a School from another School in the State, and the Teacher, on examination, finds that the child is not able to do the work of the standard which his transfer note states he has passed, he should forward the worked papers and transfer note to the Department, and ask its advice.

87. Children below four years of age cannot be admitted. Children between four and six will be admitted only during the first fortnight of each quarter except in Schools of Class VIII. and Schools having more than one Teacher for Infants' Classes.

Head Teachers of Senior Schools should not admit children under seven.

As a general rule, children admitted for the first time between seven and eight should be placed in the First Standard. For a time they may work with the Infants' Classes in Reading, Writing, and Arithmetic.

Annual promotions from Infants' Schools to Senior Schools must be made at the end of the year. Promotions may be made at other times with the approval of the District Inspector.

No child shall be allowed to remain in the Infants' Classes after having attained the age of eight years, or in a Standard Class in an Infants' School after having reached nine years, without permission from the District Inspector.

87A. (1.) As a general rule, all children between seven and eight years of age should be placed in the First Standard. In Infants' Schools children below that age may be placed in the First Standard if sufficiently advanced.

Exceptions:

(a.) Children who have not been on the Roll of any School for more than twelve months.

(b.) Children who through bodily or mental weakness are not ready for promotion.

(2.) The Head Teachers of Senior Schools must not admit children below seven years of age.

(3.) The annual promotions from the Infants' Schools to the Senior Schools must be made at the end of the year. Promotions may also be made at other times during the School Year by permission of the District Inspector.

(4.) No child shall be allowed to remain in the Infants' Classes after having attained the age of eight years, or in a Standard Class in an Infant School after having reached nine years, without permission from the District Inspector.

RECORDS AND RETURNS.

88. The undermentioned Registers and Forms shall be kept in all Government Day Schools, according to the directions supplied to every Teacher:—

(1.) Admission Register.

(2.) Register of attendance of all children from four to 16 years of age inclusive.

(3.) Summary of Attendances.

(4.) Time Table.

(5.) Punishment Book.

(6.) School Journal.

(7.) Teachers' Time Book.

(8.) Portfolio of Official Documents.

(9.) Inspection Report Portfolio.

(10.) Visitors' Book.

(11.) Teachers' Terminal Examination Book.

(12.) Monitors' Book.

(13.) Any other Register or Form ordered by the Department.

89. Quarterly and Annual Returns shall be furnished from every School. Returns must be neatly made out in duplicate, one copy to be preserved in the School Portfolio and the other forwarded to the Department. The Annual Returns must be forwarded with the December Quarterly Returns.

90. Negligence in compiling or sending Returns, in keeping School Registers, or in replying to correspondence, shall render a Teacher liable to a fine, and if repeated, to a loss of classification. Any Teacher guilty of fraudulently making false entries in any Register or Return will be dismissed. The amount of the fine mentioned in this clause shall be determined by the Minister.

91. In mixed Schools the names of boys and girls should be separated in the Attendance Register (*e.g.*, boys' names should begin at No. 1 and girls at No. 21). All the columns must be fully posted up and dates placed in the necessary places. The names and full particulars as to age, etc., of every child must be entered in ink at the time of admission.

92. At the close of each quarter the Registers must be made up, and care must be taken that the total attendances of each child balance the weekly totals. The totals in the Register of Attendances must be transferred into the Quarterly Summary, in ink, at the close of each week. The Quarterly and Annual Summaries of Attendances must be posted up at the same time as the Quarterly and Annual Returns. These Returns must be made up to the last Friday in each calendar quarter, and be posted to the Department within four days from that day. If exceptional circumstances should cause the attendance of any day to fall below one-half of the number in average attendance during the previous quarter, a special note should be made of these days when the quarterly returns are forwarded, and the figures for each day should be given.

Registers may be destroyed after six years. Summaries must be retained.

93. Only the Inspectors and the Head Teacher, or in his absence, the Senior Assistant, may make entries in the School Journal. Members of District Boards should be requested to write their names in the Visitors' Book, or, if they omit to do so, the Teacher should enter them when they visit the School.

The following are proper subjects of remark, but any occurrence affecting the attendance or efficiency of the School shall be noted:—

(a.) Visits of Members of District Boards and others.

(b.) Causes of low attendances.

(c.) Absence of Teachers.

(d.) Results of Test Examinations.

(e.) Reasons for departures from the Time Table.

94. The Teachers' Time Book must contain the names of every member of the School Staff. The entries must be made at the time of arrival or departure, each Teacher making his own entry. The School time is to be regulated by the School clock, for the correctness of which the Head Teacher is responsible. Teachers who leave the School premises during the mid-day recess must enter both the time of departure and arrival. The entries for each week must be separated by a red ink line.

95. The Portfolio should contain all letters and circulars received from, and a copy of all letters and returns made to, the Department and no other papers. A classified Index to the Contents of the Portfolio must be kept. No document may be taken away or destroyed without the consent of an Inspector.

96. The Inspector's Report Portfolio must be faithfully preserved. The Teacher must not add to, alter, or remove any part of the Reports, nor must he allow any other person to do so.

97. All School Records, Registers, and documents shall be considered the property of the Minister. They must not be removed from the School.

98. Teachers are required to keep the School Records neatly and accurately. They must also post up the undermentioned documents in a conspicuous place in the school-room, viz.:—

The Regulations.

List of books used for secular instruction.

Time Tables (General and Monitors'). (See Regulation 130.)

Class Programmes. (See Regulation 134.)

List of Members of the Local District Board.

Authorised Price-list of Books for Sale.

Conscience Clause.

A complete file of the Department's Circular must also be kept in the School.

Records of the Teachers' Terminal examinations must be carefully preserved, and the worked papers of each child retained in the School for at least a year.

CORRESPONDENCE.

99. All official communications are to be addressed "Education Department." No officer's name is to be placed on the envelope. Correspondence on certain subjects should be forwarded through the District Board. (See Regulation 168.)

When it is necessary to treat of more than one subject at a time, a separate letter must be devoted to each subject, but separate envelopes should not be used. The strictest economy must be exercised in the use of stamps. In all correspondence Teachers must use the letter paper supplied by the Department and not the ordinary foolscap. Letters must be written on one side only, and a margin of at least one and a-half inches should be left blank. Stamp returns should be sent in quarterly. All kinds of printed forms sent in to the Department should be sent by packet post in an unsealed envelope.

100. Correspondence from Assistants and Monitors must be forwarded through the Head Teachers, who must initial the letters, and may express their opinion on the subjects referred to. Head Teachers are not at liberty to refuse to forward letters from their subordinates.

101. Communications must not be forwarded by telegram except under special circumstances. If the matter is sufficiently urgent, the expense will be refunded by the Department.

102. All Returns should contain only the entries proper to them. They should not contain information requiring to be considered apart from the Returns, nor any request or inquiry needing a reply.

FREE STOCK.

103. School Books, Apparatus, etc., will be supplied to Schools as may be deemed necessary; these will include Reading Books, Paper, Pens, Ink, Chalk, Pencils for the Scholars' use, and Maps, Diagrams, Pictures, Blackboards, Easels, and any other articles necessary for the School. Children may be allowed to purchase Reading Books and other stock mentioned in this Regulation, but it must be clearly understood that children are not to be compelled to buy these books.

104. The Head Teacher must make a return on the Annual Requisition Form of the amount and condition of the free stock in use in the School. A duplicate must be kept in the Portfolio.

When application is made for permission to write off stock, temporary approval only will be given. All such stock must be retained and shown to the District Inspector before final approval is given.

105. Requisitions should be forwarded at such fixed time as is determined by the Department, and will not be considered at other times unless they are of extreme urgency or could not have been included in the Annual Requisition.

106. Such books only as are supplied or sanctioned by the Department shall be used in any School. Teachers wishing to use books that are not upon the Departmental lists must make application to their District Inspector.

BOOKS, ETC., FOR SALE.

107. Pupils will be required to pay for all books and materials not mentioned in Regulation 103. The authorised price list of books and materials is to be exhibited in each School, and no Teacher is to charge more than is fixed therein.

108. Teachers, on application, will be supplied by the Department with books, etc., for sale. Such books will be forwarded free of cost to the Teacher, who will be charged 10 per cent. less than the price to be paid by the scholars, provided that the account is paid to the Department within one month, or is included for deduction on the salary sheet. Teachers are not permitted to obtain stock for sale, except from the Department. They should also see that parents

are not required to purchase too many books at the same time. Requisitions for books, etc., for sale can only be made monthly.

SCHOOL HOLIDAYS.

109. The vacations sanctioned by the Minister are:—Five weeks at Christmas, Good Friday, and Easter week, and one week from the last Monday in August. The holidays allowed other than these are—Australian Anniversary, January 26th; Anniversary of the Colony, June 1st; King's Birthday, June 3rd; and Proclamation Day, October 21st. When any of these dates fall upon any day other than a Monday, the holiday shall be kept on the Friday or Monday following. The day chosen must be notified on the Salary sheet. The Friday preceding and the Tuesday following the Monday on which the Anniversary of the Colony is celebrated shall also be school holidays.

The Minister may change the dates fixed for any vacation, if it shall appear that the alteration will be for the convenience of the people in any neighbourhood.

110. No School is to be closed upon any School-day without the written authority of the Department, except under Regulations 177, 190, or 191. Instructions even from medical officers must be received through the Department. Medical officers who think Schools should be closed will communicate with the Department, but Teachers must obtain authority from the Director before closing.

SCHOOL STAFFING.

111. The staff of Teachers, in addition to the Head Teacher, shall, at the discretion of the Minister, and, as far as is practicable, be as follows:—

In schools where the average attendance for six months has exceeded 25, one Monitor or Probationer.

In schools where the average attendance for six months has exceeded 40, an Assistant.

In schools where the average attendance for six months has exceeded 85, two Assistants.

In larger schools it will be reckoned that beyond 25 assigned to the Head Teacher, every 50 children in average attendance will require one Assistant. Monitors may be employed in addition, at the direction of the Minister.

It will be reckoned that in Classes above Class VI. every 40 children in average attendance will require one Assistant.

SCHOOL ACCOMMODATION.

112. The accommodation of Schools is calculated on the basis of 11 square feet per child. When the average attendance of any School passes the accommodation, the Teacher should report the matter to the Department. Children should not be refused admission until the Department has sanctioned this course.

SCHOOL PREMISES.

113. The Head Teacher must arrange for the regular cleaning of the School-rooms; must see that the closets and all external premises are kept clean, and that the fences and gates are uninjured by the pupils. He must report promptly to the District Board and Department any damage done to the School buildings or furniture, as also any necessity for emptying the closets. If the water for the use of the pupils should become bad, the District Board and Department should be informed thereof, and care is to be taken to prevent any persons other than the Pupils or Teachers from obtaining water from the School tanks or wells. Teachers should see that ashes or earth are provided in the closets for use by the children.

114. An allowance for the cleaning of School-rooms, etc., will be made to the Head Teachers of Schools as under:—Assisted Schools, £2 per annum (or 3s. 4d. per month).

All other schools will be paid for at the rate of 2s. per week for a room with floor space of 550 square feet. Smaller rooms will be paid for at proportionate rates. Corridors, passages, and cloakrooms will be included in the calculation.

Verandahs and shelter sheds, if floored, will be counted at half the ordinary rate; if not floored, at one quarter the ordinary rate.

Eight closets will be counted at the same rate as one room. Smaller numbers will be paid for at proportionate rates.

Where a school is held in a public hall, or other hired building, special rates may be fixed.

In consideration of this allowance the Head Teacher will be required:—

- (a.) To have the premises, including outbuildings, swept and dusted daily, and washed with sufficient frequency to keep them thoroughly clean.
- (b.) To find soap for the lavatory and provide for the washing of the towels.
- (c.) To have all necessary fires laid, ready to be lighted, from May 1st to October 1st.

115. The Head Teacher is responsible for the safe custody of the School buildings and furniture. He must see that the tanks are clean and taps, etc., in order; that the windows are fastened, and doors locked at night. In winter it is necessary that he should see to the safety of the buildings from fire. He should also see that gutters, drains, etc., are not choked. If window panes are broken the Head Teacher must make every endeavour to discover the culprit, and the parent of the child must pay for replacing the broken pane.

In Schools where Cadet Corps are established the Headmaster is responsible for such Government property as is issued to his School in connection with the Corps.

116. Teachers are expected to keep their quarters in ordinary repair. Broken hinges, window panes, fasteners, etc., must be replaced by the Teacher. Teachers arriving at the School and finding deficiencies of this character left by their predecessors should at once report to the Department.

Teachers not residing in quarters at the Schools must furnish the Department with their full private addresses.

117. Where there are no other suitable buildings available, schools may be let for meetings, services, or entertainments. Applications for the use of School buildings should be made to the District Board, or, if there is no such Board, to the Head Teacher. The Board or the Head Teacher must remit them, with their remarks, to the Department for consideration.

Applicants must make satisfactory arrangements for lighting and cleaning the room or rooms, and for putting the School furniture in proper order without expense or trouble to the Teacher.

118. The minimum charge for the periodical use of a building on Sundays for services or Sunday School will be 10s. per calendar quarter or part of quarter, payable in advance. Should a Sunday tenant rent the School for week nights also, for purposes connected with their services, the charge will be 2s. per meeting. Other periodical uses may be granted on week nights, for purposes approved by the Minister, who shall fix the fee to be paid in each case. In default of payment in advance, permission to use the building will be withdrawn.

119. Permission for the occasional use of a School building out of School hours may be granted by the Director. No school building will be let for the purpose of dances more than once in each calendar quarter. Where quarters are under the same roof as the School-room, the applicants must obtain from the Teacher a statement that he has no objection to the use of the room for this purpose. Where the Teacher has children living in quarters under the same roof as the School-room, the use of the latter for dances will not be permitted. Permission to use a School building for a

dance will only be granted when the next day is a School holiday.

The charge for the occasional use of a School building shall not be less than 5s., paid in advance. The provisions as to cleaning, etc., contained in Regulation 117 shall be complied with.

Payments due under Regulations 118 and 119 must be made to the Teacher before the key is handed over. The Teacher will be held responsible in case of failure of payment.

120. Teachers are not entitled to accept the services of any lecturer, entertainer, or other outside person, even after school hours, without first obtaining the authority of the Department for his entrance to the School.

Note.—The Regulations for the periodical and occasional use of School premises, and the charges for the same, do not refer to Schools in any place where other suitable public buildings are to be found.

SCHOOL CONCERTS.

121. Where School concerts are held Teachers must forward to the Department, for printing in the *Circular*, a balance sheet showing the receipts and expenditure of the concert or entertainment, and also the expenditure of the balance. All receipts must be attached. Preparations for a concert must not be allowed to interfere with the Time Table in any way without the special permission of the Department.

SAVINGS BANKS.

122. The Teacher of any Government School will be required to establish a Branch of the Savings Bank—(a) if as many as 10 per cent. of the children attending the School desire to start Savings Bank accounts; or (b) if as many as 30 children desire to start Savings Bank accounts. Application should be made to the Manager, Government Savings Bank, Perth.

VISITORS.

123. Visitors shall have access to every School maintained or aided by the Minister during the hours of secular instruction, not to take part in the work, nor to interrupt it, but simply to observe how it is conducted. If their presence is subversive of the discipline of the School, the Teacher may request them to withdraw, but should report any such cases to the Department.

SCHOOL INSTRUCTION.

124. The Programme of Instruction shall be as specified in the Curriculum published by the Department.

RELIGIOUS INSTRUCTION.

125. When any parent or guardian objects to a pupil receiving the general religious instruction prescribed in the Programme, notification to this effect shall be made to the Teacher in writing. The Teacher will arrange for the instruction of the child in other subjects during the time of religious teaching.

126. No pupil is to be required to receive Special Religious Instruction (Amendment Act, 1893, Clause 18) if the parent or guardian of such pupil objects in writing to such religious instruction being given.

The Teacher must report such cases to the Department on the Annual Form. In small Schools where there is only one room, religious teachers of different persuasions must give instruction at different times. Arrangements must also be made for the instruction of children of other denominations in secular subjects.

In Schools of more than one room, the delegates of different denominations can teach the children of their respective denominations at the same time in different rooms.

When the same representative is duly delegated to act for various denominations, each denomination should be considered as a separate class, and so noted in the Record of Attendances.

127. A Return must be sent to the Department at the end of each year, showing the attendance of the Special Religious Teachers, the hours of instruction, together with the number of children in attendance, and of those withdrawn under the Act because of objections on the part of their parents. No person may be allowed to give Special Instruction unless the Teacher has received official information in the *Circular* or by letter that he is the duly authorised delegate of that denomination. The Return must comprise—

- (a.) The Religious Denominations giving Special Religious Instruction.
- (b.) The time at which such instruction is given.
- (c.) The names of clergymen or representatives of each denomination.
- (d.) The total number of visits paid on behalf of each denomination.
- (e.) The total attendance made at such visits and the average attendance per visit.
- (f.) The number of children withdrawn from Special Religious Instruction in accordance with parents' written wish.
- (g.) The number of children withdrawn from the General Religious Instruction, referred to in Regulation 125, in accordance with parents' written wish.

128. The Teacher must ascertain from the parents or guardians of the pupils attending his School the religious denomination to which they belong. (See Regulation 85.) If a parent notifies in writing that he wishes his child to attend the instruction given by the delegate of a denomination other than that which appears in the Register, the Teacher must retain the parent's letter as his authority for permitting such an attendance.

129. The Teacher in every School under the superintendence of the Minister shall see that the religious books used in the classes for Special Religious Instruction are confined to the time and place of such instruction, and not left in the way of children whose parents may object to them.

TIME TABLE.

130. Teachers must prepare a Time Table for the general work of the School. This must be signed by the District Inspector, being sent to the Department for the purpose, if necessary. Each subordinate Teacher must also possess a copy of the Time Table of the class or classes for which he is responsible. This must be signed by both the Head and Class Teachers. Both the General and Class Time Tables must be hung on the School walls.

131. The Time Table must, as far as possible, be strictly adhered to. Any departure from it must be entered at once in the School Journal. If possible, the Forms supplied by the Department must be used.

132. Preparation of materials for teaching and of Needlework Exercises, compilation of Returns, making-up of Registers, and the like, must not be carried on during the hours mentioned in the Time Table.

133. No Home Lessons are to be given to children attending Infants' Classes or Class I. In Class II. no written work should be required, and the lesson should not take more than a quarter of an hour. The time required for Home Lessons should not exceed half an hour in Classes III. and IV., three quarters of an hour in Classes V. and VI., and one hour in Classes VII. and VIII. In exceptionally hot weather no homework should be given.

134. The work of each class as prescribed in the Programme should be divided into monthly parts. These monthly parts must be entered on the Programme Forms supplied by the Department. The Class Programme must

be hung on the wall of the Class-Room in a prominent place, and signed by both the Head and Class Teachers.

135. Terminal Examinations shall be held by the Head Teacher at the end of April, and immediately before the August and Christmas holidays, in order to test the progress of each class and of each scholar. In these examinations the subjects of Scripture, Geography, Drawing, History, Nature Study, Elementary Science, Drill, Music, and Manual Work may be considered as Class or Collective Subjects, and progress in them marked by the terms, Excellent, Good, etc. The results of the examinations shall be entered in the Teacher's Terminal Examination Book. Whenever a child is promoted, the fact should be recorded in the column set apart for that purpose in the Terminal Examination Book.

Under Manual Work should be included Needlework for girls, Kindergarten occupations for infants and younger children, Clay-modelling and any other kindred subjects previously approved of by the Department.

136. In all standards and subjects where an individual examination is held, a good pass should be marked by a cross (x), a bare pass by a stroke (/), and a failure by a cypher (0).

137. The Head Teacher shall be held responsible for the promotion of his pupils. Such promotions will of necessity be most numerous after the final examination in December, but they may be made at any time during the year, whenever the Head Teacher considers that the interests of the child call for such promotion. Such promotions will naturally be most frequent in Infant Schools or classes. The Head Teacher must remember that both unduly rapid promotion and unduly slow promotion may have very serious consequences upon the child's whole career.

138. Children as a rule will be expected to advance at least one standard per year, but the Head Teacher shall have full discretion to classify his pupils in different classes for different subjects, according to their ability and proficiency in the several subjects. Each pupil, however, should be placed in the same class for the following subjects:—Reading, Spelling, Writing, and Composition.

139. The average age at the end of the term of the children in each standard must be entered in the Teacher's Examination Book before the Terminal Examination begins.

140. The classification of new scholars who have received their education in other States or countries should be made with due discretion. The Head Teacher should take into account the attainments of such children, but due regard should also be paid to their general intelligence and aptitude.

INSPECTION.

141. Every Inspector shall arrange for at least one visit each year to each School in his district. Where possible, two visits will be made.

142. The principal objects of the Inspector's visit will be (a) to assist the Teachers in making the School more efficient by criticism, advice, and suggestion; (b) to ascertain the value of the work of the School; and (c) to form an estimate of the worth of each Teacher.

143. The Inspectors are authorised to determine all questions of school management, and to take the teaching of a class, or of a school, into their own hands for a time, to show the Teachers how defective methods may be improved. They are to examine into the condition of Schools, and to inquire into all matters which it may be expedient to report to the Minister.

144. The Head Teacher shall keep the following lists posted to date:—

- (a) List of children over seven years of age taught in Infants' Classes.
- (b) List of children who have been in the same standard for more than 12 months in any Government School.

(c) List of interim promotions.

145. A considerable part of the Inspector's time will be spent in observing the conduct of the ordinary work of the School, in order that he may become acquainted with its government and organisation, and with the character of the training and instruction of the pupils. It must be clearly understood that all work is liable to be tested. An inspection will embrace as much examination as is found necessary for the purpose of estimating the effectiveness of the methods of teaching, as far as this is shown by the manner in which the pupils have assimilated the instruction given and by their power of applying it. It will not, as a rule, be necessary to examine in all subjects. It will in many cases be sufficient if the Inspector, after carefully observing the Teacher's methods, ascertains by a few questions the extent to which the pupils are profiting by the instruction. The previous work of the class may be similarly tested in order to gauge the permanence of the instruction given. Should a teacher feel that a class is not doing itself justice in an oral examination, he may ask the Inspector to give him an opportunity of questioning the class.

146. The records of the Teacher's Terminal Examinations will be carefully considered, and tested at various points. The Inspector may accept the Classification of the Teacher, as shown in the Terminal Examination Book; or he may, if he sees fit, hold an individual examination, in which case the Teacher shall draw up a list of all the children in the Standard concerned, and the Inspector shall record the results of the examination of each child. These results he may direct to be substituted for those obtained by the Head Teacher.

147. With regard to the government of the School, the Inspector's observations will enable him to form a judgment on such questions as the following:—Is the physical training of the pupils of such a character as will tend to develop their bodies and minds in the best possible way? Is due attention paid to the proper bodily position of the pupils in all school work? Are the pupils being trained by precept and example to be truthful, honourable, and self-reliant citizens? Are they learning at school their first lessons in social co-operation, benevolence, public spirit, and patriotism? Are they actively attentive under instruction and orderly in their conduct and movements? Does a spirit of earnestness pervade the work of the School? Are the pupils acquiring habits of prompt obedience, regularity, punctuality, and neatness? Is care being taken to mould their manners? Is the government of a repressive, coercive character, or is it kindly, encouraging, and stimulative? Are hard measures only resorted to in extreme cases of bad conduct?

148. In considering the character of the methods of instruction, the Inspector's observations will be directed to such points as these:—Are the powers of observation of the pupils being quickened? Are the methods in use addressed to the intelligence of the pupils and not to their memory only? Do the pupils take an active share in the work of their instruction? Is the instruction such as will serve the practical requirements of the pupils in after life. Is sufficient care taken to adapt the instruction given to the experience of the pupils? Is a taste for reading being cultivated? Is any special interest being fostered among the pupils? Does the school succeed in giving the pupils an intelligent outlook upon the world? Are general culture and training receiving due attention in the case of pupils preparing for particular examinations? Is sufficient attention paid to the correlation of the various branches of study? The development of the children's intelligence and self-reliance, their powers of concentration and application, their interest in their work, and their training in the formation of habits likely to result in worthy character will be considered of more importance than the acquisition of knowledge.

149. With regard to the organisation of the School, the Inspector will consider the following points:—(a) the material condition of the premises generally and their suitability for School purposes; (b) the adequacy of the accommodation; (c) the condition and sufficiency of School material and apparatus; (d) the condition, adequacy, and suitability of school furniture; (e) the lighting, ventilation, and warming of the class-rooms; (f) the mode of keeping records and registers; (g) the apparatus made by the teachers and pupils to aid in the work of teaching; (h) the classification and promotion of the pupils; (i) the distribution of the teaching staff; (j) the instruction and training of the Monitors; (k) the assistance by specimen lessons and other means, and the supervision given by the Head Teacher to inexperienced assistants; (l) the grading of the lesson programmes in accordance with the Syllabus, so as to provide properly organised courses of lessons in each class, and to secure unity of aim by the adjustment of the work of the various classes; (m) the suitability of the time-table.

150. In order to enable the Inspector to form an accurate estimate of the work of the School, it is necessary that careful records should be produced by the Teachers. Records of the Lessons given to each Class or Group must be kept on the forms prescribed by the Department.

In Schools having more than one Teacher a "Suggestion Book" will be kept by each assistant. The Head Teacher will enter in this book from time to time his suggestions with regard to the organisation of the class and the methods of teaching, and any other notes which he wishes to make for the guidance and assistance of the Class Teacher. The Inspector will attach great importance to these books in forming his estimate of the Head Teacher's work.

When an Assistant is transferred, he will give up his Suggestion Book to the Head Teacher, who will retain it until authorised by the Inspector to destroy it.

151. Inspectors will take a lively interest in all institutions and agencies of an educational character connected with each school, such as the school library, the school savings bank, the school museum, the school garden, school athletics, etc., and be prepared to help teachers with their advice and sympathy in regard to them.

152. An "Inspector's Book" will be kept by each Head Teacher. Entries will be made by Inspectors only. In this book the Inspector will, during his visit, enter any suggestions for the improvement of the organisation and teaching of the Class or Classes, and such remarks as he wishes to make upon the good or bad points noted by him. In Schools having more than one Teacher, each Assistant shall see and sign with his initials such portion of the report as refers to him or the classes taught by him. He shall be entitled to obtain a copy of this portion, if he wishes.

153. At the close of the inspection, the Inspector will confer with the Head Teacher upon all points that may have arisen during the inspection, and will give him an opportunity of explaining any circumstances that he may think should be taken into consideration in the framing of an estimate of his efficiency and that of the school and staff.

In Schools having more than one Teacher, the Inspector will meet the members of the staff, and in a friendly way tell them the good and bad points he has observed, suggest remedies to them, explain difficulties they may have met, advise them as to improved methods, suggest suitable educational works for study, and generally seek to inspire them with zeal for improvement in their professional skill and in the efficiency of their school.

154. Teachers will remember that Inspectors are their superior officers, and as such will treat them with respect and courtesy; and Inspectors, in their intercourse with

Teachers, will be guided by a feeling of respect for their office and sympathy with their labours. Errors are to be pointed out as kindly as possible, and not in the hearing of the children. Any Teacher who may have reason to complain of the manner in which an inspection has been conducted by an Inspector must report the circumstances to the Department within 48 hours of the conclusion thereof.

155. The Inspector will forward a Report to the Department within six days of his final visit to a school. He will not send to the Department reports of previous visits unless there are circumstances which should, in his opinion, be brought to the notice of the Department immediately. The Department will send a summary of each report to the Secretary of the District Board.

In the Report the Inspector will mention the subjects of instruction that have come under his notice in each class; will direct attention to any points that call for special praise or criticism, and will give his conclusions on all matters on which he considers it necessary to report.

As a rule the work of each class or standard will be reported on in the following subjects:—Reading, Writing, Spelling, Composition, and Arithmetic. The Inspector will select any other subjects that he wishes in addition to these.

156. In his report upon the staff the Inspector will give a brief estimate of the practical skill of each Teacher in teaching and class management, and of the discipline and tone secured by him. He will consider whether a Teacher's value is equal to his position and classification in the service. If he considers that it is not so, he will state clearly the grounds for his estimate. In the case of a Head Teacher, the Inspector will specially consider whether there is evidence of his controlling mind throughout the School.

In the case of Monitors of all classes, if the Inspector is satisfied with their progress and conduct, and the Head Teacher's report is favourable, the mark "Satisfactory" will be awarded; otherwise the mark "Unsatisfactory." In the latter case the reasons for the estimate will be clearly stated.

157. Each Inspector shall, at the end of each year forward to the Minister, through the Director, a report on the efficiency of the Schools inspected by him; and the Director shall forward to the Minister a general report on all Schools receiving State aid.

158. The Governor may from time to time appoint any person temporarily to perform the duties of an Inspector of Schools at such remuneration as he may deem fit, and the person so appointed shall have all the powers of an Inspector under these Regulations.

Schools certified to receive Boys or Girls committed under "The Industrial Schools Act, 1874" (38 Victoriae, No. 11), "The Industrial and Reformatory Schools Act of 1893" (56 Victoria, No. 5), and "The Public Education Act, 1899" (63 Victoria, No. 3).

159. The secular Instruction shall consist of Reading, Writing, Spelling, Arithmetic, Drawing, and, as far as possible, the elements of English, Geography, History, and Vocal Music. It shall be given for not less than three hours daily.

If under the special circumstances Industrial Training cannot be carried out, then children shall receive Elementary Education for not less than five hours daily.

160. Such Schools will be inspected in the same way as State Schools.

The Schoolmaster shall prepare, for the approval of the Education Department, a Time Table for school work; he shall also keep a Register of School Attendance, and a School Journal, and shall submit Quarterly Returns. He shall carefully enter all School punishments in a book to be kept for that purpose. He shall also prepare for the use of the Inspector of the Education Department, immediately prior to the School examination, a list of all children

resident in the institution, giving their ages, date of admission, and, where possible or necessary, the standard they have previously passed.

DISTRICT BOARDS.

161. The Minister reserves to himself the ultimate control and management of Schools; but he will avail himself of the assistance of District Boards in this and other matters.

162. Every District Board, at its first meeting, shall elect from the members a Chairman, a Secretary, and any other honorary officers which the Board may deem expedient. The duty of the Secretary will be to correspond with the Minister on behalf of the Board.

163. A meeting of the District Board shall be held at least once in six months, and the Minister shall be advised of the time and place fixed for the regular meetings. Three members shall form a quorum.

164. Members of a Board who are absent from two-thirds of the meetings cease to be members.

A yearly Return shall be forwarded to the Department on June 30th and December 31st showing the dates of the meetings held, and the attendances of each member.

165. It is advisable that each School shall, where possible, have a member of the Board specially attached to it.

In the case of an isolated School, distant from the residence of any member of the Board, the Board may appoint a person who is not a member to act on their behalf, subject always to the approval of the Minister.

166. When an application has been received for the establishment of a School it shall be referred to the District Board for their consideration and report; and when a new School is to be built, the District Board shall, when required, select a site for the approval of the Minister.

167. The duty of members of District Boards is to foster the Schools under their care by every means in their power; to see that the rules laid down for the guidance of Teachers are adhered to; to smooth down the difficulties of Teachers by constant encouragement and sympathy; to have at heart the mental, moral, and physical welfare of the scholars, and to see that they are brought up in habits of punctuality, of good manners and language, of cleanliness and neatness; and also that the Teachers impress upon the children the importance of cheerful obedience to duty, of consideration and respect for others, and of honour and truthfulness in word and act. They will generally supervise the Schools, but it is no part of their duties to interfere with the curriculum of instruction, or with the Teacher's authority in the School, as long as he carries out the Regulations. Should any Teacher be found by the Board to have infringed the Regulations, the circumstances should be immediately reported to the Minister.

168. The following correspondence from the Teachers to the Department must come through the District Board Chairman or Honorary Secretary, who must forward it, if urgent, immediately, with any remarks he may have to make, without waiting for a meeting.

Correspondence relating to—

- (1.) Damage to School property or any repairs necessary;
- (2.) Any defects in sanitation concerning any part of the premises;

Applications for the use of School buildings;

Any closings of the School;

Notifications that a Teacher has commenced or returned to duty;

Complaints of parents;

Other matters with which the Board should, in the Teacher's opinion, be acquainted.

All communications should be addressed "The Education Department, Perth," and should not have any name or official title of any person in the Department.

169. The District Boards are specially charged with the duty of seeing that the School buildings are kept in proper repair, and are protected from damage or trespass.

170. Urgent repairs calling for immediate attention, when there is no time to obtain the approval of the Minister, may be carried out by the Board, provided that the cost does not exceed £1 in the case of a school of one room, or £3 in the case of a larger School, or of Teacher's quarters. For all other work the previous sanction of the Minister is required.

Accounts must be duly certified by the Chairman of the Board and the Head Teacher of the School, and should be forwarded to the Education Department as early as possible.

The following works may be carried out under the above provision:—

- (a.) Small repairs to floors, steps, doors, windows, and furniture.
- (b.) Repairs to tank, tank stands, taps, or other means of water supply.
- (c.) Repairs to roofs, gutters, down-pipes, and drains.
- (d.) Repairs to hearths, fireplaces, and chimneys.
- (e.) Repairs to out-offices and urinals.
- (f.) Repairs to fences and gates.
- (g.) Removing dangerous trees, or any stumps or rocks that are likely to be a source of danger to the children.
- (h.) Any small repairs that will prevent the likelihood of damage to the buildings or of accidents to the teachers and scholars, or that will make the buildings more comfortable and convenient.

No new work that involves any structural alterations may be undertaken without the written approval of the Department.

171. From time to time the District Board may send in a report to the Minister, showing the repairs, alterations, or additions required at each School, with an estimate of the cost.

172. No member of a District Board may be directly or indirectly interested in any work submitted by the Board for the approval of the Minister.

173. District Boards are empowered to investigate any complaints that may be made to them as to the conduct of Teachers and their relations to the parents. They are, however, expected to protect the Teachers from frivolous and vexatious complaints. Before a formal inquiry is held the Teacher should be furnished with a written statement of the complaints made against him, and with the name of the complainant. The Teacher should be allowed to be present throughout the inquiry, to call witnesses, and to question witnesses. The Board must report to the Minister the result of their investigations.

174. A District Board may suspend a Teacher for the following reasons:—

Intemperance, immoral conduct, gross neglect of duty, or continued absence from duty without leave.

Such suspension of a Teacher shall be at once reported to the Minister, who shall then direct an inquiry to be held.

175. District Boards are expected to use every endeavour to induce parents to send their children regularly to school before proceedings are taken against the parents under the Compulsory Clauses of the Act.

176. Compulsory Officers shall act under the direction of the Department, but may, at the request of the District Board, report to them all cases recommended for prosecution, so that they may, if they wish, advise the Department. Any suggestions must be sent in promptly.

177. The Chairman of the District Board is empowered to grant not more than two days' holiday in each year. These holidays are not to be granted for the personal convenience of Teachers, and the permission must be given in writing on the prescribed form. The Teacher must inform the Department of such holiday at least a fortnight in advance. They should, as a rule, be given for the most

important local *fête* or show in the year, when the majority of the children would be likely to be absent. They must not be given at the beginning or end of the term to supplement the regular holidays. District Boards should use their influence to see that Sunday School picnics or minor *fêtes* take place in the holidays or on Saturdays.

178. Members of District Boards, when visiting, are invited to enter in the Visitors' Book their names and any remarks they may wish to make.

COMPULSION.

179. If a parent or guardian of any child of compulsory age under "The Public Education Act, 1899," Section 7, Subsection 1, pleads that "the child is under efficient instruction at home or elsewhere," such child may be examined by an Inspector, who shall, if the Compulsory Standard be satisfactorily passed, grant a Certificate of Exemption.

A School will not be declared efficient under "The Public Education Act, 1899," Section 16, or placed on the list of Efficient Schools if it has less than eight pupils in attendance. Persons instructing a less number of children can be reported upon in order that the Minister may decide that the instruction is such that it may be deemed a reasonable excuse for exemption for School. Teachers of such Schools must be over 18 years of age.

180. A continuous attendance of not less than two full hours' Secular instruction is reckoned as half-a-day's attendance.

181. Children must attend School between the ages of six and 14. Teachers are expected to inform the Compulsory Officer or local authority of any such children within their area who are not attending School. All children over nine years of age within a distance of three miles by the nearest road or other reasonable means of access are bound to attend school. This distance is reduced to two miles for those less than nine years old. Children between the ages of nine and 14 are compelled to attend if there is an efficient school within 12 miles of their homes, and if there is a suitable train service, where the distance to be travelled by train does not exceed 10 miles, and the total distance to be walked does not exceed two miles. If the parents wish, children between the ages of four and six, may be enrolled.

182. A supply of absentee notes is furnished to all Schools on application. These should be regularly used in cases of absence without notification.

Should any child on the roll be absent for more than one school day, the Head Teacher shall require the parent of such child to forward a written excuse for such non-attendance. All such excuses shall be filed for reference if necessary. A supply of absentee notes is furnished to all schools on application. In the event of a parent neglecting or refusing to furnish such excuse, an entry to that effect must be made in the Compulsion Form.

In districts where there is no police officer stationed within three miles of a school, the Compulsion Form must be sent direct to the Department each fortnight.

In districts where the police act as Compulsory Officers the fortnightly absentee return should be regularly sent to the local offices. If the form has not been received back by the Teacher within 14 days, inquiry should be promptly made. On receipt of the form from the police, duly filled in, this should be carefully examined, noted, and forwarded to the Department, together with any remarks necessary.

Teachers should frequently revise the addresses of the parents. In town care should be taken to ascertain the number of the house where possible.

Names are to be withdrawn from the roll when the children have left the district and gone to another School, where they have been exempted from School attendance by reason of their age, or when they have left the State. The names of children residing beyond the compulsory radius,

who do not attend for over a quarter, should be omitted from the roll.

183. Sickness or other unavoidable cause may be taken as a reasonable excuse for absence, if the parent has given the Teacher written notice within seven days. In the case of the absence of a child not so excused or exempt from School, the Teacher must, on every alternate Friday, notify the fact to the Compulsory Officer of the District or other local authority charged with carrying out the compulsory clauses of the Act. When sending the names of children to the Compulsory Officers, Teachers must be careful to verify the addresses of the children. In the case of sickness, the Minister may require a medical certificate at his discretion.

184. Teachers should keep written excuses in a file for reference if necessary. Teachers must also furnish lists of all children who leave their Schools, and the names of all those admitted, with the name of the School previously attended, if in the State.

GRANTS FOR THE CONVEYANCE OF CHILDREN TO SCHOOL.

185. The Department may, with the approval of the Minister, make grants to local committees to assist in the conveyance of children between six and 16 to School. Such grants shall not exceed 6d. for each child conveyed to School for each day's full attendance, and shall be given only for children residing beyond the compulsory radius from the School (*i.e.*, three miles for those over nine, two miles for those under nine). Payments will be made monthly on the Teacher's certificate of attendance. The local committees should comprise the parent or guardian of each child to be conveyed and such other persons as it may be considered advisable to include. The committees will enter into the necessary contracts. They should arrange that the vehicles arrive at the school at least 10 minutes before the time of opening, and leave within 15 minutes of the time of closing; that suitable vehicles, steady horses, and good harness are provided; and that the drivers are trustworthy and of good moral character. It must be distinctly understood that the matter of the conveyance of the children is entirely in the hands of the local committee, which takes full responsibility for all the arrangements, and that the Department takes no liability whatever beyond the payment of the grant.

A grant at a rate not exceeding 6d. per day may, with the approval of the Minister, be made to a parent or guardian for each child between the ages of six and 16, living beyond the compulsory radius, who rides to school, provided that such child makes a punctual and full day's attendance. Payment will be made in the manner prescribed for children who are driven to School.

The Department may, with the approval of the Minister, make a grant not exceeding 6d. per day for each child in such cases where children between the ages of six and 16 living beyond the compulsory radius are driven into school and lodged for periods not exceeding one school week. Payments will be made monthly on the Teacher's certificate of attendance.

No payment under any of the clauses of this Regulation will be made until the application has been received and approved by the Minister after being duly certified by the teacher. Payments will not be made in respect of any period prior to the Minister's approval being given to the proposed arrangements.

HEALTH REGULATIONS.

186. In order to maintain the sanitary condition of the school, Teachers must see—

- (a.) That the buildings are properly ventilated, both during school hours and after the children have left.

- (b.) That any bad smells arising from closets, lavatories, etc., are reported at once to the Department.

- (c.) That the disinfectant supplied by the Department is used upon any urinals, closets, etc., where is necessary.

187. Girls who have long hair are to be required to wear it in plaits.

188. Children who present themselves in a dirty condition are to be required to wash at once, and, if necessary, must be sent home for the purpose.

Infectious Diseases.

189. Any child showing symptoms of an infectious disease, or coming from a house where an infectious disease exists, must be sent home at once, and the Department should be informed, through the District Board, of the case in order that inquiries may at once be made with a view to proper steps being taken to prevent the carriage of infection to the other scholars of the school.

Under Section 114 of "The Health Act, 1898" (62 Vict 24), it is provided that teachers should notify to the Central Board and the Local Board of Health any such case of infectious disease; and the parent or guardian of the child and owner or occupier of the house, are required also to notify the teacher of the school of the occurrence of such disease in any house or building in which any child attending any school resides.

The Health Act also provides that—

Any person who knowingly or negligently sends a child to school who within the space of *three months* has been suffering from any dangerous, infectious, or contagious disease, or who has been *resident* in a house in which such disease has existed within the space of *six weeks*, without a certificate from some legally qualified medical practitioner that such child is free from disease and infection, and unless the clothes of such child have been properly disinfected, shall be liable to a penalty not exceeding five pounds.

There are diseases which are infectious, such as mumps, measles, chicken-pox, whooping-cough, blight, and ringworm, for which there is no statutory requirement as to notification by the medical officer. Teachers must notify these to the Department, through the District Board, and exclude the children in the same way as for the other more serious diseases.

Before allowing children excluded because of infectious diseases to return to school, the teacher should have obtained from the Medical Officer of Health, or a legally qualified medical practitioner, a certificate that, in his opinion, the child may be permitted to resume attendance without danger to the other scholars.

Children coming from houses in which any infectious disease exists must be excluded from school so long as an infection exists, unless they produce a medical certificate that proper isolation and disinfection are being there carried out, and that they are free from disease and the clothes have been disinfected. (See Section 127 of the Health Act.)

190. In the case of an infectious disease occurring in a house in which a teacher is living, he or she must at once cease attending school, and report to the Department, that it may be decided what steps should be taken to save the school from possible danger. The teacher should also report to the Local Board of Health.

The teacher must make arrangements to obtain a medical certificate that there is no danger to the school from his continued attendance. It will probably be necessary that either the patient should be removed to the hospital or the house disinfected, or that the teacher should seek lodgings or live with friends during the continuance of infection. Unless this is done, pay cannot be given.

CLOSING SCHOOLS IN HOT WEATHER.

191. If the temperature by the school thermometer exceeds 105 degrees Fahrenheit in any school or classroom, and cannot be reduced by the teacher, he should apply, where possible, to the nearest delegate or member of the District Board of Education or Committee of School Management, or, failing them, to the Warden or Resident Magistrate or a doctor for permission to close the school. Failing any of the persons mentioned above giving permission, the teacher may close the school on his own responsibility, but in any case the matter must be reported to the Department.

APPENDIX TO HEALTH REGULATIONS.

Symptoms of Infectious Diseases.

When a child receives infection, there first occurs a latent period, or *period of incubation*, in which no symptoms occur; and the patient is not infectious. After a varying interval, the patient is seized with the *symptoms of onset*. At this time he may be attending school, and he is capable of spreading disease from the first moment that the symptoms occur. Indeed, contrary to the prevalent idea, such diseases as scarlet fever and diphtheria are usually more intensely infectious in the first three days of the attack than at any later period of the disease.

In *Scarlet Fever* the onset is usually sudden. Vomiting, or what is known as a "bilious attack," very often is the first symptom of scarlet fever. The patient complains of a sore throat, and has a hot, dry skin and a rapid pulse. Within twenty-four hours a red rash appears on the chest, soon becoming a scarlet flush, and spreading all over the body. After a few days, seldom delayed beyond the end of three weeks, the skin "peels" off various parts of the body. On the hands and feet the skin looks ragged. There may be "pin-holes" in these parts, which, along with the ragged appearance, are usually characteristic. In some cases the initial symptoms are very slight. If any scholar is found with rough hands, with discharge from the ear, or with sores about the nostrils, and with a history of a feverish attack or sore throat two or three weeks earlier, he ought to be sent home, and a medical inspection required.

The onset of *Diphtheria* is less sudden. The sore throat comes on rather gradually. White patches can usually be seen on the tonsils when the tongue is depressed. It is not necessary that an exact diagnosis should be made, because *every child suffering from sore throat should be regarded as dangerously infectious*. If the glands of the neck below and behind the lower jaw are enlarged, the case is still more suspicious. Diphtheria is, unfortunately, regarded by the public as being necessarily a disease which must give rise to very serious symptoms; and if a scholar with a sore throat is not very ill with it, this is considered to be good evidence that there is no diphtheria. Nothing could be more fallacious. Diphtheria may be so slight that the patient himself complains but little. Hence the importance of the rule that every sore throat should be regarded as infectious until proved not to be so.

It is important to remember that the infection of diphtheria may lurk in the throat, and still more in the nose, of convalescent diphtheria patients, and be capable of being passed on to healthy children, for some weeks, and occasionally even some months, after all evidence of illness has disappeared. This is particularly apt to occur after those slight attacks which have not been regarded as diphtheria, and in which the appropriate treatment has not been adopted. Cases regarded as "sore throat," a "bad cold," or an "ulcerated throat," may really mean diphtheria. Hence no scholar should be allowed to return to school after any form of sore throat until a medical certificate has been obtained of freedom of infection; and in towns where the

means are available, this should not be given until a bacteriological examination of some of the mucus from the patient's throat or nose, or both, has been made. This may necessitate the absence of the infected child from school for a protracted period, sometimes three months or even longer.

Small-pox may be spread in schools when this disease is prevalent in a district. In severe cases the patient is too ill to attend school. The only possibility of school attendance is when a scholar who has been imperfectly vaccinated suffers from an attack of "varioid," i.e., modified small-pox, in which the only evidence of disease may be the occurrence of a few pimples or pustules, chiefly to be seen in the forehead. Among scholars imperfectly vaccinated or unvaccinated, such a case might cause a serious spread of disease. Every scholar ought to be revaccinated at the age of ten years. This would render a school epidemic of small-pox and, in fact, an epidemic of small-pox among the general population, a practical impossibility.

In *Chicken-pox* there are usually (unlike small-pox) scarcely any premonitory symptoms before the pimples appear. These rapidly become clear vesicles (i.e., minute watery blebs), which dry off or form scabs.

Measles begin with all the symptoms of a bad "cold in the head," causing running at the eyes and nose. At the end of 72 hours, red blotchy spots appear on the face, hands, and other parts, rapidly becoming general, the spots often being arranged on the skin in crescentic forms. Influenza and an ordinary "cold" begin in the same way. As both these are extremely infectious, the safe plan is to send home any scholar who is suffering from the symptoms of severe catarrh or "cold," especially if measles are prevalent at the time.

Rötheln, or *German Measles*, has a rash somewhat similar to that of ordinary measles. This is, however, preceded not by a "cold in the head," but by a sore throat—a fact which has occasionally led to mistakes between this disease and scarlet fever.

Mumps come on with pain near the ear and enlargement of the parotid salivary gland, which causes a bulging out at the side of the neck and in front of the ear, by which means it can be distinguished from enlargement of glands due to other causes. Occasionally it affects only one side, usually both sides.

Whooping Cough is a disease in which the characteristic "whooping" does not occur for a week or two but the cough appears to be due simply to bronchial catarrh. The disease, unfortunately, is infectious during this stage. In judging of the character of a cough, the history of other cases of whooping cough may help in the diagnosis. Every teacher should be familiar with the "whoop," which is characteristic of more advanced whooping cough, and send any child home who has it, or who, even without it, has *a cough severe enough to make him vomit*. The characteristic cough is violent and repeated, and is followed by a sudden, noisy crowing in breathing, known as a "whoop."

The danger from the attendance at school of children suffering from an infectious disease arises chiefly from their attendance at two periods: (a.) While suffering from the early symptoms; or (b.) When convalescent from the disease, but still retaining infection in their person or apparel.

To minimise the dangers under the first of these heads, the teacher should be familiar with the symptoms of onset of the chief infectious diseases as described above as by this means he may be enabled to exclude suspicious children. Occasionally the symptoms may not be characteristic. The only safe rule is, when in doubt, act as if the scholar were infectious, particularly when it is known that the disease concerning which suspicion has been excited is prevalent.