



# Government Gazette

OF

## WESTERN AUSTRALIA.

[Published by Authority at 3·30 p.m.]

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

No. 40.]

PERTH : TUESDAY, JULY 26.

[1949.

### THE EDUCATION REGULATIONS, 1949.

1. THESE regulations may be cited as the Education Act Regulations, 1949.
2. The Education Act Regulations, 1944, are rescinded.
3. These regulations are divided into Parts as follows:—

PART I. : r. 4—PRELIMINARY.

PART II. : rr. 5 to 168—PRIMARY SCHOOLS.

*Division 1—rr. 5 to 10—Establishment of Primary Schools.*

*Division 2—rr. 11 to 14—Classification of Primary Schools.*

*Division 3—rr. 15 to 20—Admission of Teachers.*

*Division 4—rr. 21 to 25—Examination of Teachers.*

*Division 5—rr. 26 to 32—Classification of Teachers.*

*Division 6—rr. 33 to 41—Appointments, Promotions and Transfers of Teachers.*

*Division 7—rr. 42 to 51—Salaries and Allowances of Teachers.*

*Division 8—rr. 52 to 54—Leave of Absence.*

*Division 9—rr. 55 to 62—Monitors.*

*Division 10—rr. 63 and 64—Teachers of Sewing.*

*Division 11—r. 65—Teachers of Manual Training.*

*Division 12—r. 66—Teachers of Domestic Science.*

*Division 12 (a)—r. 67—Commercial Teachers.*

*Division 12 (b)—r. 68—Positions not under Ordinary Scales.*

*Division 13—rr. 69 to 76—General Instructions for Teachers.*

*Division 14—rr. 77 to 82—General Management of Schools—*

*(a) Daily Routine—r. 77.*

*(b) Register—r. 78.*

*(c) Playground Supervision—r. 79.*

*(d) Discipline—rr. 80 to 82.*

*Division 15—rr. 83 to 86—Admission, Transfer and Classification of Children.*

*Division 16—rr. 87 to 97—Records and Returns.*

*Division 17—rr. 98 to 101—Correspondence.*

- Division 18*—rr. 102 to 105—*Free Stock.*  
*Division 19*—rr. 106 and 107—*Books, etc., for Sale.*  
*Division 20*—r. 108—*School Holidays.*  
*Division 21*—r. 109—*School Staffing.*  
*Division 22*—r. 110.—*School Accommodation.*  
*Division 23*—rr. 111 to 118—*School Premises.*  
*Division 24*—r. 119—*School Concerts or Entertainments.*  
*Division 25*—r. 120—*Savings Bank.*  
*Division 26*—rr. 121 and 122—*Visitors.*  
*Division 27*—r. 123—*School Instruction.*  
*Division 28*—rr. 124 to 127—*Religious Instruction.*  
*Division 29*—rr. 128 to 130—*Time Table.*  
*Division 30*—rr. 131 to 137—*Home Lessons, Half Yearly Examinations and Promotions.*  
*Division 31*—rr. 138 to 153—*Inspection.*  
*Division 32*—rr. 154 to 159—*Compulsion.*  
*Division 33*—r. 160—*Grants for Conveyance of Children to School.*  
*Division 34*—r. 161—*Boarding and Supervision Allowances.*  
*Division 35*—rr. 162 to 168—*Health Provisions*—  
 (a) *General*—rr. 162 to 164.  
 (b) *Closing Schools in Hot Weather*—r. 165.  
 (c) *Infectious Diseases*—rr. 166 and 167.  
 (d) *Symptoms of Infectious Diseases*—r. 168.

PART III.: rr. 169 to 180—HIGH SCHOOLS.

- Division 1*—rr. 169 and 170—*Establishment and Classification of High Schools.*  
*Division 2*—r. 171—*Admission of Children.*  
*Division 3*—rr. 172 to 174—*Teachers.*  
*Division 4*—r. 175—*Salaries and Allowances of Teachers.*  
*Division 5*—rr. 176 to 179—*Miscellaneous.*  
*Division 6*—r. 180—*Provisions of Part II. incorporated in Part III.*

PART IV.: rr. 181 to 193—TEACHERS' COLLEGE.

- Division 1*—rr. 181 to 191—*Admission of Students.*  
*Division 2*—r. 192—*Lecturers.*  
*Division 3*—r. 193—*Provisions of Part II. incorporated in Part IV.*

PART V.: r. 194—AMENITIES IN SCHOOLS.

PART VI.: rr. 195 to 221—TECHNICAL COLLEGE AND TECHNICAL SCHOOLS.

- Division 1*—rr. 195 to 198—*Admission of Students, Class Fees and Classes of Instruction.*  
*Division 2*—r. 199—*Classification of Technical Institutions.*  
*Division 3*—rr. 200 to 206—*Lecturers, Instructors and Teachers.*  
*Division 4*—rr. 207 and 208—*Salaries of Lecturers, Instructors and Teachers.*  
*Division 5*—rr. 209 to 221—*Self-Supporting Classes.*

PART VII.: rr. 222 and 223—SCHOOLS OF AGRICULTURE.

PART VIII.: rr. 224 to 227—ADVISORY BOARDS.

- Division 1*—r. 224—*High Schools Advisory Board.*  
*Division 2*—r. 225—*Teachers' College Advisory Board.*  
*Division 3*—rr. 226 and 227—*Technical College and Technical Schools Appointments Board and Technical Schools Advisory Boards.*

PART IX.: rr. 228 to 247—REGULATIONS GOVERNING MEMBERS OF THE TEACHING STAFF OF THE TECHNICAL COLLEGE AND TECHNICAL SCHOOLS EXEMPT FROM THE PROVISIONS OF THE PUBLIC SERVICE ACT, 1904-1935.

PART X.: rr. 248 to 262—APPEAL BOARD RULES.

PART XI.: rr. 263 to 275—PARENTS' AND CITIZENS' ASSOCIATIONS AND SCHOOL BOARDS.

PART XII.: rr. 276 to 281—STATE VISUAL EDUCATION ADVISORY COMMITTEE.

APPENDIX 1.—SECONDARY SCHOOLS SCHOLARSHIPS AND ADMISSION TO PERTH MODERN SCHOOL AND OTHER GOVERNMENT HIGH SCHOOLS.

APPENDIX 2.—SCHOLARSHIPS TENABLE AT DISTRICT HIGH SCHOOLS AND AT NARROGIN AND DENMARK SCHOOLS OF AGRICULTURE OR AT ANY GOVERNMENT TECHNICAL SCHOOLS.

APPENDIX 3.—SCHOLARSHIPS FOR CHILDREN OF FALLEN OR DISABLED SOLDIERS.

APPENDIX 4.—SCHOLARSHIPS AWARDED ON THE RESULTS OF THE UNIVERSITY JUNIOR EXAMINATION AND TENABLE AT GOVERNMENT HIGH SCHOOLS: CADETSHIPS IN MANUAL TRAINING.

APPENDIX 5.—GOVERNMENT UNIVERSITY EXHIBITIONS.

APPENDIX 6.—SENIOR AND JUNIOR SCHOLARSHIPS IN DIPLOMA COURSES TENABLE AT THE PERTH TECHNICAL COLLEGE.

APPENDIX 7.—TUITION FEES AT THE PERTH TECHNICAL COLLEGE AND TECHNICAL SCHOOLS.

## PART I.—PRELIMINARY.

4. In these regulations, unless the context requires a different construction—
- “Minister” means the Minister for Education;
  - “Department” means the Education Department;
  - “Director” means the Director of Education;
  - “Inspector” means an Inspector of Schools under the Education Act, 1928-1943;
  - “efficient school” means a school recognised by the Minister as giving efficient instruction for the purposes of the compulsory clauses of the Education Act, 1928-1943. The masculine includes the feminine.

## PART II.—PRIMARY SCHOOLS.

*Division I.—Establishment of Primary Schools.*

5. (a) 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 a continued average attendance of not fewer than ten children between the ages of six and fourteen years: 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 shall be provided by the department.

(b) A full-time Government School may be established in any locality where there is a reasonable prospect of an average attendance of eight children, provided that a suitable room is available and that there is no other Government School within three miles. The furniture and apparatus shall be provided by the department. The room must 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. Suitable accommodation shall be provided for the teacher at a charge approved by the department.

6. (a) Half-time Government Schools may be established where there can be brought together, to two centres within reasonable distance of each other, two groups of children between the ages of six and fourteen years of sufficient number to give a prospect of an aggregate average attendance of fourteen, no child being counted twice. The necessary furniture and apparatus shall be provided by the department, but suitable buildings must be provided by the applicants. 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.

(b) The teacher's time shall be divided equally between the two centres, and the arrangements adopted shall be such as are approved by the District Inspector. The teacher shall arrange systematic courses of home lessons for the periods when a school is closed.

7. (a) Children who reside beyond the compulsory radius of any school may be taught by correspondence. Applications for admission to the Correspondence School shall be made to the head teacher of the school.

(b) Students between the ages of 14 and 21 years may be enrolled for certain correspondence courses without fee although they have ceased to devote their full time to school work. If students over 21 years of age are enrolled for any course, they shall pay a fee of 10s. per quarter for each subject.

8. (a) 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—

- (i) a proper room has been provided such as is required under regulation 5 (b);
- (ii) a competent teacher has been secured;
- (iii) there is no Government School within three miles of the homes of any of the children, and that the conveyance of the children to an existing school is impracticable;
- (iv) suitable accommodation has been provided for the teacher at a charge approved by the department;
- (v) they guarantee (1) to supplement the grant from the department so that the teacher, after paying all charges for board and lodging, shall have at least £70 per annum over, or, on the Goldfields, at least £80, such supplementary payment to be made monthly, and (2) to pay the fare of the teacher from her home to the school.

(b) The grant for such schools shall be at the rate of £15 per annum, or on the Goldfields £16 per annum for each pupil in average daily attendance. The necessary furniture, books, and apparatus shall be provided by the department.

9. (a) As a condition of the payment of the grant referred to in regulation 8 (b) the teacher must—

- (i) keep a record of pupils' attendances in a satisfactory manner;
- (ii) furnish punctually and accurately such returns as may be required by the department;
- (iii) 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.

(b) Teachers employed in assisted schools shall be deemed not to be in the service of the department.

10. Notification of the establishment of every Government School provided for in this Division of this Part of these regulations shall be published in the *Government Gazette*.

*Division 2.—Classification of Primary Schools.*

11. (a) Full-time schools shall be classified as follows:—

Class Ia.—Class I schools containing at least 80 children above Standard VI, and at least 30 above Standard VII, calculated on the average attendance for the yearly period ending on the 30th September.

Class I.—Average attendance of over 500.

Class II.—Average attendance of over 300.

Class III.—Average attendance of over 150.

Class IV.—Average attendance of over 75.

Class V.—Average attendance of over 40.

Class VI.—Average attendance of over 20.

Class VII.—Average attendance of 20 or under.

(b) Half-time schools shall be classified on the aggregate attendance of the two schools.

12. (a) 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.

(b) Alterations of classification at other periods shall be made only on the removal of a teacher, or if the Minister considers that special circumstances render them advisable.

(c) When a school fails to maintain an average attendance of eight it may be closed at the discretion of the Minister, unless the parents are willing to keep it open as an assisted school.

13. Schools in which children in the upper standards are collected from within a prescribed district may be declared Central Schools. The Minister may direct that a Central School shall be classified as in Class IA provided that the average attendance of post-primary children is not less than 300 and in Class I. provided that the average attendance of all children is not less than 300.

14. The Minister may direct that a school shall be termed an Intermediate High School if he is satisfied that the number of children enrolled for a course of at least three years beyond Standard VI is sufficient to justify such a classification. Until the complete High School course of five years is taken, and separate buildings are provided, Intermediate High Schools shall be subject to the regulations for Primary Schools.

*Division 3.—Admission of Teachers.*

15. 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.

16. Applicants for appointment as teachers shall 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 shall undertake to accept employment in any part of the State to which the Minister shall appoint them.

17. (1) The following persons may be employed as teachers in Government Schools without examination, provided that they satisfy the Department as to their experience as teachers:—

(a) Persons holding certificates from a recognised training institution in the United Kingdom or in any of the British Dominions.

(b) University graduates who have had experience as teachers.

(c) Teachers holding certificates of the Education Departments of the United Kingdom or of any of the British Dominions.

(2) The classification awarded shall be at the discretion of the Minister.

18. (1) On their first admission into the service of the Department all teachers shall be appointed provisionally. They shall 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 shall be liable to have such classification reduced or cancelled unless it is confirmed within two years. Before it may be confirmed the Department shall be thoroughly satisfied, by reports on the teacher's work, that his practical skill is sufficient to justify the permanent classification.

(2) Teachers shall be deemed to be public servants, and may be placed on the permanent staff after six months' probation if their work and conduct are satisfactory. Satisfactory service shall imply that the reports of the Inspectors have been favourable and that the teacher's conduct has been exemplary.

19. Married women shall not, as a rule, be accepted as teachers. Female teachers intending to marry shall give due notice in accordance with Regulation 41. Their appointments shall lapse on marriage, and they shall be eligible for re-appointment only as "Supply" teachers.

20. Unclassified teachers who fail to become classified within two years following their admission to the service shall have no claim to be retained in the service.

*Division 4.—Examination of Teachers.*

21. The attainments of teachers shall be tested by written and oral examinations. A teacher may sit for any annual examination, but shall not be entitled to sit for any portion of the examination for a higher class while his examination for the lower class is incomplete.

22. (1) Teachers wishing to take an examination in parts shall offer at least five complete subjects (apart from Writing and Spelling) in the "C" examination, the "B" examination, the Manual Training Class II and III examinations and the Domestic Science Class II and III examinations and three subjects in the Manual Training Class I examination. The only exception shall 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.

(2) A "complete subject" means all that is included under one heading in the syllabus.

23. Teachers' examinations other than for the "A" Certificate shall be held annually and syllabuses and conditions pertaining to these examinations and for the "A" Certificate examination shall be published from time to time in the *Education Circular*.

24. Travelling expenses necessarily incurred by a teacher attending the annual examination shall be refunded for any sitting at which he is successful in completing the examination or in passing in all but one or two of the number of subjects required for the whole examination. Travelling expenses shall include fares and allowances according to the scale prescribed in Regulation 51 for the period covered by the actual journey only.

25. (1) Candidates who have taken a portion of the examination only shall not be required to sit again for those subjects in which they have already passed.

(2) A candidate may have a special report upon any paper on payment of a fee of 10s. 6d. Application shall be made within one month of the publication of the results.

*Division 5.—Classification of Teachers.*

26. (1) Teachers shall be classified in classes and grades, as follows:—

Class A—Grades A1, A2, A3.

Class B—Grades B1, B2.

Class C—Grades C1, C2.

(2) Classification shall depend upon (a) efficiency, (b) attainments.

27. (1) The efficiency of teachers shall be judged on the basis of the reports of the Inspectors. The Inspectors shall take into consideration ability and effectiveness in teaching, skill in the management of a school or a standard, interest in work, and diligence and tact in the discharge of duties. A teacher who receives thoroughly unsatisfactory reports for two consecutive years may have his classification reduced.

(2) The attainments of teachers shall be judged on the basis of examinations, as prescribed in Regulations 21 to 25.

28. (1) A teacher may be promoted from one class to another when he has—

(a) passed the prescribed examination;

(b) received thoroughly satisfactory reports;

(c) completed the period of service as prescribed in Regulation 29.

(2) A teacher may be promoted to a higher grade when he has received satisfactory reports and has completed the prescribed period of service.

(3) Teachers who entered the service before 1915, and have held the C1 Certificate for ten years may be granted the "B2" Classification without examination provided that during the ten years in question they have received efficiency marks as follow—at least 75 in each of five years during the first six years and at least 81 in each of the last four years. They shall not be eligible for promotion to "B1" classification until the "B" examination has been passed.

29. (1) In order to qualify for promotion the following periods of service and efficiency marks shall be required:—

(a) From C2 to C1: Two years' good service with an efficiency mark of not less than 70 in the final year.

(b) From C1 to B2: Two years' good service, with an average efficiency mark of not less than 75 and a mark of not less than 75 in the final year.

(c) From B2 to B1: Three years' good service with an average efficiency mark of not less than 77 and a mark of not less than 77 in the final year.

(d) From B1 to A3: Three years' good service, with an average efficiency mark of not less than 80, and a mark of not less than 80 in the final year.

(e) From A3 to A2: Three years' good service as permanent Head Teacher of a school or schools not lower than Class V, or one year's good service as First Assistant, and two years' good service as permanent Head Teacher of a school or schools not lower than Class V, with efficiency marks required for promotion from B1 to A3. In the case of women assistants three years' good service as a First Assistant in a first or second class school, or in teaching a standard above Standard VI; one of the three years must have been spent as First Assistant in a school of Class IA, or in a District High School taking the full secondary course.

(f) From A2 to A1: Three years' good service as permanent Head Teacher of a school or schools not lower than Class IV, of which at least one year shall have been spent as permanent Head Teacher of a school not lower than Class II. The average efficiency mark must be over 80, and the mark for the final year not less than 81.

(2) The classification of a teacher who has given thoroughly satisfactory evidence of his capacity to manage a large school, has held the "A" Certificate for eight years, and has served for at least four years as a Teachers' College Lecturer or as a First Assistant in a High School, may be raised from A2 to A1 after two years' service as Head Teacher, provided that for one year he has been head of a school not lower than Class II.

(3) (a) Notwithstanding anything to the contrary contained elsewhere in these regulations any higher classification gained by an assistant while attached to the staff of the Correspondence School shall become provisional should such assistant be promoted to a higher position elsewhere.

(b) Such provisional classification shall be confirmed after two years if during the second or subsequent years an efficiency mark at least equal to that required by the preceding paragraphs of this regulation for promotion to such classification be gained.

30. Promotions to higher classifications shall date from the 1st day of January for teachers who have fulfilled the requirements of regulation 29 and whose service under that regulation has been completed between the 1st day of October and the 31st day of March. For all others, subject to regulation 29 promotions shall date from the 1st day of July.

Provided that no teacher shall be granted an increase in classification as a result of the completion of an examination before the 1st day of January in the year following that in which he completed the examination.

31. A teacher who completes the thesis requirements for the "A" Certificate shall, if the conditions relating to service and efficiency have been fulfilled, receive his new classification on that one of the following dates which occurs next after the writing of his final thesis, namely—the 1st day of March, the 1st day of July, and the 1st day of October.

Provided that if the Department is unable to make the necessary arrangements for the writing of the final thesis on a date prior to one of the said fixed dates, the Minister may grant the certificate and classification to the successful candidate as from the nearest preceding date specified in this regulation.

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

*Division 6.—Appointments, Promotions and Transfers of Teachers.*

33. (a) The minimum classification required of head teachers considered eligible for appointment to schools shall be in accordance with the following:—

Class VI schools: C1 Classification.

Class V schools: B2 Classification.

Class IV schools: B1 Classification.

Class III schools: A3 Classification.

Class II schools: A2 Classification.

Provided that Head Teachers of Class IV schools, who have held the B1 Certificate for 20 years and who have secured efficiency marks of not less than 87 in each of the three years immediately preceding the drawing up of the promotion list, shall be eligible for the promotion list for Class III schools.

(b) With the exception of the Head Teachers of Classes VII and VI schools holding the A3 certificate, Head Teachers shall be eligible only for the promotion list pertaining to the class of school next above that in which they are placed.

The Head Teacher of a Class VII or a Class VI school shall be placed on the Class V promotion list upon being awarded the A3 certificate. When Head Teachers of Class VII and Class VI schools and assistants have been awarded the A3 certificate and are qualified to be placed on the Class V promotion list at the same time, then such Head Teachers and assistants shall be so placed on the said promotion list as to preserve their relative seniorities.

(c) Assistant teachers holding the A2 certificate shall not be eligible for the headship of a school above Class IV; those holding the A3 certificate for the headship of a school above Class V; those holding the B1 certificate for the headship of a school above Class VI.

(d) Head teachers of schools, other than infants' schools, shall not be eligible for the headship of an infants' school.

(e) For the purpose of this regulation, an infants' school shall be deemed to be a Class VII school, a Class VI school, or a school of higher classification having no children above Standard II. Provided that in cases where a Standard III has been added to an infants' school to suit Departmental exigencies, such addition shall not prejudice the claim of the head mistress to be considered a head teacher of an infants' school, nor the claim of an assistant teaching such Standard III. Infants' standards shall be deemed to consist of standards not higher than Standard II.

(f) No female assistant shall be eligible for the headship of a Class VI infants' school unless she has had, in addition to the qualifications required by paragraph (c) of this regulation, during the three years immediately preceding the drawing up of the list, not less than two years' good service in an infants' school, or in teaching infants' standards; for the headship of a Class V Infants' School, unless during the four years immediately preceding the drawing up of the list, she has had not less than three years' good service in an infants' school or in teaching infants' standards, or two years as first assistant in an infants' school, or in

receipt of the allowance under Regulation 43 (d) while teaching infants' standards; for the headship of a Class IV infants' school unless during the five years immediately preceding the drawing up of the list she has had not less than four years' good service in an infants' school or in teaching infants' standards, or two years as first assistant in an infants' school, or in receipt of the allowance under Regulation 43 (d) while teaching infants' standards.

(g) A female teacher shall not be eligible for appointment to a vacant first assistantship of a Class II school unless she holds the "B" or higher classification.

(h) A female teacher shall not be eligible for appointment to a vacant first assistantship of a Class I school unless she holds the "B" or higher classification and is a first assistant in a Class II school, or is in receipt of an allowance payable under Regulation 43 (a) or (d).

(i) A female teacher shall not be eligible for appointment to a vacant first assistantship of a Class IA school, unless she holds the "A" classification and is either a first assistant or an assistant in receipt of an allowance payable under Regulation 43 (a) or (d).

(j) Assistant teachers shall not be eligible for appointment to first assistantships of Class II or Class I infants' schools, unless they hold the classification required by paragraph (g) or (h) respectively of this Regulation, and during the three years immediately preceding the drawing up of the list have served for two years with infants' standards.

(k) Where a female teacher is called upon to serve in a position higher in grade than that to which her certificate entitles her because there are no other applicants with the necessary certificate available to fill the position, such service shall count for rise in grade of certificate and the teacher may after two years' service in the position be appointed permanently to it.

(l) A teacher who refuses to accept promotion, or to apply for promotion when invited to do so, shall not lose his place on the promotion list, but thereafter all teachers who by reason of his refusal to accept or to apply for promotion or through any other cause hold positions superior to that of such teacher shall be granted preference over such teacher in relation to any transfers. A teacher who has accepted promotion to a school outside the metropolitan area shall not be permitted to retrogress to a school of lower status within the metropolitan area until he has served for at least eighteen months in the former position, unless on the recommendation of the Director the Minister otherwise decides.

34. (1) Relative claims for promotion to vacant positions shall be determined by the Board of Classifiers. Promotion lists shall be formed for the headmastership of schools of Classes I to V (inclusive) for the head-teachership of Class VI schools and for the headmistress-ship of each class of infants' school. The board shall take into consideration in each case the record of the teacher, the teacher's literary or scientific qualifications, and the length and nature of the teacher's service. Such promotion lists shall be compiled in each year before the 31st day of July, or at such other time as is appointed by the Minister, and shall govern the promotions until the compilation of the next annual list; provided that the Board may add to the promotion list, at any time during the year, the name of any teacher who has completed all the necessary qualifications, and such addition shall take effect from the date upon which the qualifications are completed.

(2) Relative claims for promotion to vacant positions shall be determined by the Board of Classifiers notwithstanding the fact that the appropriate promotion list has been exhausted or that an appointment to any vacant position has been declined by eligible teachers whose names appear on the appropriate promotion list.

35. (a) The Board of Classifiers shall consist of—

- (i) a representative of the administrative staff, to be nominated by the Minister;
- (ii) a primary school teacher to be elected by a ballot of the primary school members of the State School Teachers' Union of W.A. Incorporated conducted by the said Union;
- (iii) a nominee of the Minister who is not a member of the Public Service.

If any question arises in which the interests of the primary school member of the said Board are involved and the Board is to decide such question, then and in any such case, a deputy member shall be elected to take the place on the said Board of the primary school member. The election of the deputy member shall be by a ballot conducted by the said Union of its primary school members.

(b) Members or deputy members elected by the said Teachers' Union as aforesaid shall hold office as such respectively for two years from the date of their election and shall be eligible for re-election.

(c) Any member of the primary teaching service shall be eligible for election by the said Teachers' Union as member or deputy member under paragraph (a) of this regulation and every election shall be held at the time, in the manner and otherwise in accordance with rules made by the said Teachers' Union for the purpose.

(d) The board shall meet from time to time to consider matters affecting the promotion and classification of teachers, and to consider any appeal from teachers against their classification or position on the promotion list. No appeals against Inspectors' reports shall be referred to the Board.

(e) A teacher who wishes to appeal against a decision of the Board of Classifiers shall make his appeal in writing, setting out fully the grounds on which he considers that an alteration should be made. The appeal shall be made within one month from the publication of the decision appealed against. The appeal shall be considered by the Board at its next meeting, and the Board's decision shall be submitted to the Minister, and, if approved by him, shall be final, unless an appeal lies to the Public Service Appeal Board.

Provided that in order to enable rectification should an appeal to the Appeal Board be successful all appointments made pursuant to the approval of the Minister shall be provisional for one month from the date of the publication thereof in the *Education Circular*.

(f) Except that for the purposes of Regulation 36 and when making promotions from the special lists provided for in paragraph (n) of this regulation the Board may also consider special qualifications.

Efficiency as a teacher shall be determined by the nature of the Inspector's report as indicated in the teacher's record. In these reports Inspectors shall estimate the teacher's worth under various headings by using any of the terms Excellent, Very Good, Good, Very Fair, Fair and Weak. Such an estimate shall be made, so far as possible, for every teacher every year.

(g) The Board shall award efficiency marks, the maximum being 90.

(h) The following table shows the numerical value assigned by the board to the various terms employed by the Inspectors:—

(i) For Assistants and Teachers in sole charge of schools:

	Ex.	VG.	G.	VF.	F.
Teaching skill .. .. .	30	28	24	18	14
Discipline .. .. .	20	19	17	14	12
Organisation of class work .. .. .	20	19	17	14	12
Zeal and industry .. .. .	20	19	17	14	12
Total .. .. .	90	85	75	60	50

(ii) For Head Teachers with an Assistant or Assistants:

	Ex.	VG.	G.	VF.	F.
Directing influence .. .. .	30	28	24	18	14
Control .. .. .	20	19	17	14	12
Teaching skill .. .. .	20	19	17	14	12
Organising capacity .. .. .	20	19	17	14	12
Total .. .. .	90	85	75	60	50

(i) (1) In assessing certificate marks the board shall assign the following values:—

"A" Teachers.	"B" Teachers.	"C" Teachers.
A1 - 10	B1 - 5	C1 - 1
A2 - 9	B2 - 4	
A3 - 8		

(ii) Where a teacher holds a University degree one additional mark shall be added to his certificate value.

(j) (i) In calculating seniority the whole of the teacher's service under the Department shall be taken into consideration.

(ii) Marks for service shall be awarded as under:—

Each year as a monitor .. .. .	$\frac{1}{4}$
Each year as a student in college .. .. .	$\frac{1}{4}$
Each year as head teacher or assistant .. .. .	$\frac{1}{2}$

(iii) For teachers who have served in localities where a district allowance is payable, an additional 50 per cent. shall be added for service in such localities up to the end of April, 1926, and an additional 25 per cent. for service in such localities from that date to the end of 1932. A similar addition shall be made for those who served abroad in the expeditionary forces during the years 1914-1918, for the period from the date of enlistment to the date of discharge.

(k) When an assessment of marks from the teacher's staff reports has been made the board shall arrange teachers into groups according to their marks. Teachers who obtain a mark of 81 or over for efficiency shall be placed in Group 1, and only those teachers whose efficiency mark is under 81 but not below 75 shall be eligible for Group 2. The efficiency mark shall be calculated on the average of the marks gained by the reports for the four years immediately preceding the year in which the promotion list is being compiled.

(l) When a teacher considers that owing to his absence on long service leave or on sick leave or for any just cause his reports for any of the four years should not be included for the purpose of assessing his efficiency mark, he may appeal to the board in writing, setting out the grounds of his appeal and the board shall decide whether or not such report or reports shall be included.

(m) If a teacher's work has not been reported on during the year, he may submit a request for an inspection. Should the Department find it impossible to comply, the teacher may write to the board, representing the special circumstances, and the board shall take these into consideration.

(n) From Group 1 the board shall compile a list containing the names of all teachers in the group, the order in which they are arranged for promotion being determined by seniority and certificate marks combined.

Promotions from Group 1 shall be made as follows:—

All vacancies other than every third shall be filled by the appointment of teachers from Group 1. Such third vacancies shall be filled by the Board of Classifiers from teachers in the aforesaid Group 1, regard being paid to outstanding ability and success irrespective of the teacher's position in the aforesaid group.

The board shall have access to the complete records of all teachers concerned. The Department may, by annual notice in the "Education Circular" or in the "W.A. Teachers' Journal," in sufficient time to enable appointments to be made for the ensuing first day of January, request teachers whose names appear on such lists to notify the Department of their intentions and preferences for promotion. Teachers who neglect to respond to the aforesaid request shall be deemed to have forfeited their right to the promotion in question.

Should the names in Group 1 be exhausted, promotion shall be made from Group 2, the order being determined by seniority and certificate marks combined. No teacher shall be eligible for further promotion until he has completed two years' service in his new position with an efficiency mark of at least 81 in each of such two years. This time limit shall not apply to appointments of first assistants nor to the special positions mentioned in Regulation 36. Transfers may be made after less than two years if special circumstances are considered to warrant them.

(o) Should the available promotions for the year not exhaust the list of Group 1 teachers, those who remain without receiving promotion for the current year shall be placed at the head of Group 1 for the following year, provided their efficiency warrants their retention in Group 1.

(p) Appointments to all vacant positions for which there are promotion lists shall be made in accordance with paragraph (n) of this regulation.

Any vacant position, for which there is no appropriate promotion list, or any position which carries extra remuneration over and above the usual remuneration payable in any one grade or position shall be advertised and filled on the recommendation of the Board of Classifiers from eligible applicants.

(q) If a teacher is moved at his own request to an inferior position, the Board of Classifiers shall decide whether he shall have the right to be restored, when he so desires, to a position equivalent to that which he vacated, on the occurrence of a suitable vacancy, and whether he shall be retained in his position on the list for promotion to a school of the class above that of the school which he vacated.

(r) (i) Where any teacher previously withdrawn by the Department from the ordinary primary schools service is retransferred thereto the board may forthwith place his name upon the then current promotion list, and notwithstanding anything to the contrary contained in this or any other regulation may place such name on such list in such position as it would have occupied therein if the teacher had never been withdrawn from the said service and his name had remained in the annual promotion lists successively whilst he continued to be so withdrawn.

(ii) This paragraph shall apply to and have effect for the benefit of every teacher herein provided for notwithstanding that he had been retransferred to the said service prior to the commencement of this paragraph and notwithstanding that his name may have already been placed upon the promotion list and in such case this paragraph shall have and be given such retrospective effect as may be necessary to enable such teacher to obtain that promotion in the ordinary primary schools' service to which he would have been entitled if he had not been withdrawn from such service as aforesaid.

(s) (i) A teacher who, as a result of the reclassification published in the *Government Gazette* on the 18th day of October, 1946, automatically becomes a permanent member of the high school service shall not thereby lose his place on the promotion list, but if at any time after this regulation shall come into operation he refuses an appointment which is offered to him in consequence of his place on such list, his name shall be deleted therefrom.

(ii) The name of a teacher permanently appointed to the high school service as a result of any advertisement published after the 31st day of December, 1946, shall upon such appointment be deleted from the promotion list.

(iii) The name of a permanent high school teacher shall not be added to the promotion list after the 31st day of December, 1946.

36. For positions needing special qualifications, including the head teachership of Class 1A schools and for positions in which the allowances stated in Regulation 43 (a) are payable, the director shall ask the board to make recommendations after taking the particular circumstances into consideration, and departing, if necessary, from the ordinary rules of priority, irrespective of any other regulations.

37. 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 locality, may be required to exchange with others less favourably situated.

38. 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 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.

39. Teachers who desire a transfer shall state their wishes in writing to the Department through their district inspectors.

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

41. (1) A teacher, whatever his grade, on appointment to any school, shall notify the Minister of the date of his commencing duty and shall forward to the Department on the prescribed form an inventory of all departmental stock found in the school on his taking charge. Teachers on the permanent staff and monitors shall give one month's notice of intended resignation. In the case of female teachers

intended marriage shall be deemed to be intended resignation. No such notice may terminate between the 1st day of January and the 31st day of March except for teachers whose term of continuous service began between those dates. Such teachers may resign on any dates subsequent to that of their first appointment followed by continuous service. When full notice is not given, pay may be forfeited at the discretion of the Minister. Before receiving the salary for the last month a retiring teacher shall, 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, of which one copy shall be forwarded to the Minister and the other shall be left in the school portfolio. Both copies shall be certified by the person authorised to receive the school property. He shall also have sent in attendance returns made up to date of his leaving, and he shall be able to show all books and records complete and in order.

(2) The Minister, on a report from the Director, may require the retirement of any teacher who has reached the age of 60 years and such teacher shall be advised by the Director of the reasons for his retirement. A teacher shall automatically vacate his position on reaching the age of 65 years, unless the Governor in Council has previously directed him to continue in the service.

*Division 7.—Salaries and Allowances of Teachers.*

42. (1) (a) The salary scales shown have been fixed in relation to the annual equivalent of the weekly basic wages declared by the Industrial Court of Arbitration of W.A. and are based on an annual equivalent of £261.

(b) The salary scales for adult male teachers shown shall be subject to adjustment at the rate of £5 per annum for every variation, either up or down, of 1s. 11d. per week in the basic wage, except that teachers whose salary is in excess of £700 per annum will be subject to adjustment only when the basic wage fluctuation represents in the aggregate, either up or down, an amount of 7s. 8d. per week; an adjustment of £20 per annum shall be made.

(c) Male junior teachers whose salary rates are less than the basic wage shall be adjusted pro rata with the adult male minimum rate, calculated to the nearest £1.

(d) No male teacher of the age of 21 years shall receive less than the basic wage rate.

(e) Teachers located in an area for which an independent basic wage has been declared higher than the metropolitan basic wage shall be paid the difference between such basic wage rates as an allowance, calculated to the nearest £5.

(f) The salary for female teachers shall be subject to adjustment at the rate of 80 per cent. to the nearest £1 of any adjustment applicable to male teachers.

(g) Increases of salary under these scales shall be dependent upon satisfactory service.

(2) (a) Assistants: The scales of salaries for assistants shall be as follow:—

MALE ASSISTANTS.

Grade.	Year of Service in each Grade.							
	1 Mini- mum Rate.	2	3	4	5	6	7	8 Maxi- mum Rate.
	£	£	£	£	£	£	£	£
Unclassified—								
(a) Ex-student and Ex-monitor Assistants ....	240	260	....	....	....	....	....	....
(b) Other Assistants ....	280	290	300	315	330	345	360	375
C2 (Ex-student or Ex-monitor) ....	260	280	....	....	....	....	....	....
C2 (other than Ex-student or Ex-Monitor) ....	300	315	330	345	360	370	380	390
C1 (Ex-Student or Ex-Monitor) ....	290	310	....	....	....	....	....	....
C1 (other than Ex-Student or Ex-Monitor) ....	320	340	360	375	390	400	410	420
B2 (Ex-Student or Ex-Monitor) ....	330	350	....	....	....	....	....	....
B2 (other than Ex-Student or Ex-Monitor) and Special ....	360	375	390	400	410	420	430	440
*B1 ....	420	435	450	465	480	490	500	510
A3 and Special ....	510	525	540	555	570	585	585	585
A2 ....	600	....	....	....	....	....	....	....
A1 ....	615	....	....	....	....	....	....	....

A returned soldier who has held the C1 certificate for not less than fifteen years and who has consistently obtained thoroughly good reports, on satisfying the Minister that he has been unable to qualify for a higher classification through ill-health or disabilities due to war service shall be eligible for two annual increments of £10 each.

FEMALE ASSISTANTS.

Grade.	Year of Service in each Grade.							
	1 Mini- mum Rate.	2	3	4	5	6	7	8 Maxi- mum Rate.
	£	£	£	£	£	£	£	£
Unclassified—								
(a) Ex-Student and Ex-Monitor Assistants .....	190	210	....	....	....	....	....	....
(b) Other Assistants .....	225	230	240	250	265	275	290	300
C2 (Ex-Student or Ex-Monitor) .....	210	225	....	....	....	....	....	....
C2 (other than Ex-Student or Ex-Monitor) .....	240	250	265	275	290	295	305	310
C1 (Ex-Student or Ex-Monitor) .....	230	250	....	....	....	....	....	....
C1 (other than Ex-Student or Ex-Monitor) .....	255	270	290	300	310	320	330	335
B2 (Ex-Student or Ex-Monitor) .....	265	280	....	....	....	....	....	....
B2 (other than Ex-Student or Ex-Monitor) and Special .....	290	300	310	320	330	335	345	350
B1 .....	335	350	360	370	385	390	400	410
A3 .....	410	420	430	445	455	470	470	470
A2 .....	480	....	....	....	....	....	....	....
A1 .....	490	....	....	....	....	....	....	....

Provided that where an assistant comes within the category of an "ex-student or ex-monitor" with rates of salary fixed for the first and second years of service only in the grade in which he or she is placed, and continues in such category after his or her second year of service, he or she shall be deemed automatically to be removed from the category of "ex-student or ex-monitor" and to be included in the category "other assistant" or "other than ex-student or ex-monitor" (as the case may be) in the grade in which he or she is then placed and be entitled to receive the salary fixed for the first year of service in the new category in which he or she becomes included as aforesaid.

(b) Head teachers and first assistants.—The basic salary of head teachers and first assistants is arrived at by adding to the assistants' scale in paragraph (a) hereof the following amounts:—

Class of School.	Men.		Women.	
	Head Teachers.	First Assistants.	Head Teachers.	First Assistants.
	£	£	£	£
VII .....	20	....	15	....
VI .....	50	....	40	....
V .....	80	....	65	....
IV .....	110	....	90	....
After 10 years .....	120	....	95	....
III .....	140	....	110	....
II .....	170	30	135	25
I .....	200	40	160	30
IA .....	220	50	175	40

(c) The efficiency marks required by ex-students or ex-monitors for promotion in classification shall be as follow:—

From unclassified to C2 classification .. .. .	63
From C2 first year to C2 second year .. .. .	63
From C2 second year to full C2 .. .. .	70
From C1 first year to C1 second year .. .. .	63
From C1 second year to full C1 .. .. .	70
From B2 first year to B2 second year .. .. .	73
From B2 second year to full B2 .. .. .	75

43. (a) Assistants, post-primary allowances.—Assistants with not less than four years' good service who have been for one year teaching a standard or standards higher than Standard VI, shall be paid the following allowances:—

Men .. .. .	£30	Women .. .. .	£25
-------------	-----	---------------	-----

(b) Head teachers, post-primary allowances.—Head teachers who give tuition to pupils in Standards VII and/or VIII, and/or IX shall receive an annual allowance based on the number of pupils receiving such tuition. The allowance shall be calculated on the average attendance of such pupils throughout the year in accordance with the following scales:—

Where the average attendance—	£
Exceeds 24 .. .. .	30
Exceeds 18, but not 24 .. .. .	25
Exceeds 12, but not 18 .. .. .	20
Does not exceed 12 .. .. .	nil

(c) Practising schools.—The following annual allowances shall be paid:—

	Men.	Women.
	£	£
Head teachers .. .. .	20	20
Assistants .. .. .	20	20

(d) Demonstrating schools.—The following annual allowances shall be paid:—

	Men.	Women.
	£	£
Head teachers .. .. .	45	35
Assistants .. .. .	45	35

Teachers other than those appointed as demonstrating assistants giving special demonstration lessons to students shall receive an allowance of £1 ls. per lesson.

(e) If a teacher is transferred from a first assistantship in a first class or second class school to the charge of a standard above Standard VI. in a central school, he may continue to receive the salary formerly paid to him as first assistant for a period not exceeding two years.

(f) All students leaving the Teachers' College and appointed as assistants shall be ranked as ex-students, except those who have, before entering college, served as head teachers or assistants for two years. Service as head teacher or assistant before entering the college may be allowed to shorten proportionately the period of ex-studentship.

(g) Before an ex-student or ex-monitor is raised to an assistant's position he shall have received thoroughly satisfactory reports on his teaching skill.

44. (1) Where quarters are provided, head teachers shall pay rent which shall be deducted from their salaries. The rent paid shall not exceed the following sums:—

	£	s.	d.
Schools of Class I. .. .. .	72	0	0
Schools of Class II. .. .. .	65	0	0
Schools of Class III. .. .. .	58	0	0
Schools of Class IV. .. .. .	52	0	0
Schools of Class V. .. .. .	39	0	0
Schools of Class VI. .. .. .	26	0	0
Schools of Class VII. .. .. .	12	0	0

(2) Rent shall be paid where quarters are provided unless (a) quarters are, in the opinion of the Minister, inadequate or unsuitable for the residence of the teacher of such a school, or (b) special sanction of the Minister has been obtained for some other arrangement.

(3) Married head teachers who are on long service leave or sick leave shall be allowed to retain possession of their quarters. If the head teacher does not require the quarters during his absence and they are made available for and are occupied by the relieving teacher the latter shall be required to pay rent. The head teacher may let the quarters to a responsible tenant, subject to the approval of the department. If he does not let them, and if the relieving teacher does not require them, the head teacher shall be responsible for the rent.

45. Teachers of half-time schools and teachers who cannot obtain accommodation within reasonable distance from their schools may have forage allowance paid at the discretion of the Minister. Payments shall be made only on production of documentary evidence of the cost incurred.

46. (1) When a teacher is employed continuously for more than four weeks in filling temporarily a position of which the salary is higher than that attached to his permanent position he shall receive for the full period during which he has held the temporary position half the salary of his own position and half that of the position held temporarily, subject to a favourable report upon his service by an inspector, and at the discretion of the Minister. Midsummer holiday weeks shall not be included in the calculation, but the intervention of such holiday weeks shall not be held to break the continuity of the period during which the temporary position has been held.

(2) If a teacher, when relieving another teacher, has, in addition to his own maintenance, to maintain an establishment elsewhere, or is put to expense which he would not otherwise have incurred, and which is not covered by the department's allowance, he shall be dealt with on similar lines to those adopted for officers under the Public Service Act, 1904-1935.

47. (1) Teachers of schools in the Goldfields and North-West districts shall be granted special allowances in accordance with the scale of allowances set forth in paragraph (2) hereof.

(2) The scale of allowances referred to in paragraph (1) hereof shall be as follows:—

School.	Scale of Allowances.	
	Married.	Single.
	£	£
Agnew .. .. .	40	20
Big Bell .. .. .	30	15
Bodallin .. .. .	20	10
Boogardie .. .. .	30	15
Boulder .. .. .	10	5
Broad Arrow .. .. .	30	15
Broome .. .. .	80	40

Scale of Allowances—*continued*.

School	Married. £	Single. £
Bullfinch .. .. .	20	10
Brown Hill .. .. .	10	5
Carnarvon .. .. .	40	20
Coonana .. .. .	10	5
Coolgardie .. .. .	10	5
Cue .. .. .	30	15
Derby .. .. .	80	40
Dulyalbin .. .. .	20	10
Esperance .. .. .	10	5
Gwalia .. .. .	30	15
Hopetoun .. .. .	30	15
Kalgoorlie .. .. .	10	5
Kerman Rock .. .. .	20	10
Lakewood .. .. .	20	10
Laverton .. .. .	30	15
Leonora .. .. .	30	15
Linden .. .. .	60	30
Marble Bar .. .. .	80	40
Marvel Loch .. .. .	20	10
Meekatharra .. .. .	30	15
Menzies .. .. .	30	15
Moorine Rock .. .. .	20	10
Mt. Magnet .. .. .	30	15
No. 5 Pumping Station .. .. .	10	5
No. 7 Pumping Station .. .. .	10	5
Norseman .. .. .	20	10
Onslow .. .. .	60	30
Ora Banda .. .. .	30	15
Port Hedland .. .. .	80	40
Ravensthorpe .. .. .	30	15
Rawlinna .. .. .	40	20
Reedy .. .. .	30	15
Reid .. .. .	40	20
Roebourne .. .. .	60	30
Salmon Gums .. .. .	20	10
Sandstone .. .. .	30	15
Shark Bay .. .. .	50	25
Southern Cross .. .. .	10	5
Tuckanarra .. .. .	30	15
Warralakin .. .. .	20	10
Westonia .. .. .	20	10
Wiluna .. .. .	40	20
Widgiemooltha .. .. .	20	10
Wittenoom Gorge .. .. .	80	40
Wyndham .. .. .	100	50
Yalgoo .. .. .	30	15
Yampi .. .. .	80	40
Zanthus .. .. .	40	20

(3) A complete school year's work on the Goldfields or in the North-West districts shall entitle a teacher to a complete year's allowance.

(4) If a teacher on sick leave is absent from the Goldfields or the North-West districts 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 shall not be paid to teachers on long service leave.

(5) When a teacher has served for two years in a locality where a district allowance is payable under this regulation he may be granted a free first-class return boat, coach, or train fare including sleeping berths 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 shall 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.

(6) A single teacher, on satisfactory proof being supplied that he is the main support of relatives who reside in this State, may for the purpose of these allowances be considered a married man.

48. (1) 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 shall be paid for. There shall be no pay for vacations. Engagements may be terminated at a week's notice at any time.

(2) Teachers "on supply" shall be paid at such weekly rates as will make the total remuneration for a complete year's service as nearly as possible equivalent to the total annual remuneration of a permanent teacher of similar classification in a similar position.

(3) 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.

(4) 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.

49. (1) In cases of special appointments and in cases of positions to which special duties are attached, the salary shall, in each instance, be fixed by the Minister.

(2) Where teachers have special qualifications which fit them for the work of the upper standards (i.e., Standard VII. and upwards) in Central or District High Schools, they may, if appointed to such positions, be paid special salaries under this regulation.

50. Schools in localities 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.

51. (1) 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 shall be paid. Actual expenses incurred on the journey may also be paid at the discretion of the Minister.

(2) Teachers in the Department transferred to other schools shall be allowed free charges on luggage, as follows:—Single teachers, up to one ton weight; married teachers, up to three tons weight. Where very exceptional circumstances can be shown to exist, a reasonable amount in excess of the maximum provided by this regulation may be authorised by the Minister.

(3) Teachers transferred from one school to another at their own request, and teachers transferred on account of misconduct or unsatisfactory service, shall pay all expenses, unless otherwise determined by the Minister.

(4) (a) When teachers are transferred by the Department, the usual rate of allowances, in addition to fares, shall be:—Teachers receiving a classified salary of £785 per annum and over, 18s. per day; teachers receiving a classified salary of less than £785 per annum, 15s. per day.

(b) For journeys necessitating the purchase of one meal, one-fourth of the above allowance shall be paid; two meals, one-half; three meals, three-quarters; three meals and a bed or sleeping berth, one day's allowance. The times for meals for the purposes of this regulation shall be 8 a.m., 1 p.m., and 6 p.m.

(c) Teachers travelling by steamer where fare covers board shall be entitled to an allowance equal to 15 per cent. of the passage money.

(5) All accounts for expenses shall be rendered on the appropriate form and vouchers for all payments shall be attached. These must show the time of departure for and arrival at destination.

(6) In the case of a married teacher, fares and half allowances shall be allowed for his wife and children.

(7) Where a teacher intends to claim payment of expenses incurred by him in respect of transport of chattels and effects consequent upon his transfer from one school to another school, the following provisions shall apply:—

(a) Before the transport of such chattels and effects is arranged, the teacher shall, where practicable, obtain tenders for such transport from at least two carriers.

(b) The teacher shall attach all tenders obtained by him, in accordance with sub-paragraph (a) of this paragraph, to the claim for payment which he submits to the Department.

(c) The teacher shall in any event use his best endeavours to arrange the transport aforesaid at the most reasonable cost or expense, having regard to all material circumstances.

(d) The teacher shall not be entitled to receive the full amount of the cost or expenses of the transport aforesaid as shown on his claim for payment if in the opinion of the Director such amount is unreasonably high. In such case the amount to be paid to the teacher in satisfaction of his claim shall be such amount as is fixed by the Director.

*Division 8—Leave of Absence.*

52. (1) During the six months' probationary period provided for in regulations 18 and 55 teachers and monitors may be granted sick leave at the rate of one day for each month of service. After the expiration of this period, the Director, in cases of illness or other pressing necessities, may, on production of satisfactory evidence, grant leave, not exceeding two months, in accordance with the following scale:—

Length of Service.	Period for which leave may be granted on—		
	Full Pay.	Half Pay.	
Under three years ... ..	Months. 1	Months. 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	...	

(2) Where in case of illness, any teacher or monitor 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 12 months, may be granted with the approval of the Governor, in accordance with the following scale: Provided that on each extension of leave the applicant 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.	Without Pay.	
Under three years ...	Months. ....	Months. 3	Months. 9	Months. ....	In exceptional cases special circumstances may be taken into consideration, <i>e.g.</i> , 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	....	

(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.

(4) Leave of absence without pay may be granted at the discretion of the Director, but all leave of absence shall be 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 shall not grant holidays to members of their staff, except in cases of emergency, which shall 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, shall forfeit all claim to pay for the January portion of the holidays, unless there are very special circumstances of which the Minister shall be the sole judge. A teacher who fails to resume work at the proper time after one of the shorter holidays shall forfeit all claim to pay for such holiday unless he furnishes a certificate from a Government Medical Officer, or such other evidence of inability to resume as the Minister may consider sufficient. Except in extreme cases medical certificates from outside the State shall not be accepted. Teachers who require extended rest may be required to get certificates from Medical Officers nominated by the Department.

(5) 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.

(6) A teacher who is too unwell to attend to his duties, but who is not confined to the house, may be required to take his long service leave except in cases where a specialist, or medical referee selected by the Department, certifies that the applicant for leave cannot carry on his duties, even though not confined to the house, and that the illness is not due to causes within the applicant's own control.

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

- (a) may grant to any teacher who has fifteen years' continuous service in the Department long service leave for six months on full pay, or twelve months on half pay;
- (b) may grant to any teacher who has ten years' continuous service in the Department long service leave for three months on full pay, or six months on half pay;

Provided that in computing service for the purposes of this regulation the following provisions shall apply and be observed:—

- (i) If a teacher has been transferred to the Department after serving in a permanent position carrying rights to long service leave, such last-mentioned service shall be added to his service as a teacher and count towards his long service leave as a teacher.
- (ii) Service prior to the making of this regulation shall be included in the service to qualify for benefits under this regulation.
- (iii) Time spent as a student in the Teachers' College shall not be counted as service but shall not be deemed to break the continuity of service.
- (iv) In the case of a monitor who has completed 15 years' continuous service (as required by paragraph (a) of this regulation) or ten years' continuous service (as required by paragraph (b) of this regulation) as a monitor and is still continuing in the service of the Department, he may be granted long service leave under this regulation in respect of such service but on only half the appropriate rates of pay respectively prescribed in paragraphs (a) and (b) aforesaid as the case may require.

- (v) A teacher who is granted long service leave under paragraph (b) of this regulation shall not be eligible for further long service leave until after the expiration of ten years from the end of the former period of long service leave.
- (vi) Where a person has served continuously in the Department for part of the time as a monitor and for part of the time as a teacher (as distinct from a monitor) the service as a monitor shall be counted only to the extent of half the number of completed years thereof when ascertaining the period of service of such person for the purposes of this regulation, but when such person has served the necessary period computed as provided in this present sub-paragraph, he may be granted long service leave in respect of such period at the appropriate rates of pay prescribed in paragraphs (a) or (b) of this regulation as the case may require.

54. 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 in regulation 53. Provided that, if such teacher retires without giving full notice as required by regulation 41, the allowance may be cancelled or reduced at the discretion of the Minister.

Provided also—

- (i) that time spent as a student in the Teachers' College shall not be or be counted as employment within the meaning of or for the purposes of this regulation but shall not be deemed to break the continuity of service.
- (ii) that where a female person has served partly as a monitor and partly as a teacher (as distinct from a monitor) and then marries, the time served as a monitor shall be taken into account as service only to the extent of half the number of completed years thereof when computing the period of service or employment of such person for the purposes of this regulation.

*Division 9.—Monitors.*

55. A limited number of candidates who have completed a secondary school course to the satisfaction of the Department may be appointed as monitors. They shall not be less than 17 years old. They shall be free from any bodily infirmity likely to impair their usefulness, and shall be of good moral character. Candidates for monitorships wherever possible shall be interviewed and reported upon to the Department. In country districts the District Inspector shall act as the interviewing officer. In the metropolitan area candidates shall be interviewed by a board. The board shall consist of the Superintendent of Primary Education, the Principal of the Teachers' College, or a deputy nominated by the Minister, and a representative of the Teachers' Union. On appointment a satisfactory certificate of health shall be furnished on the form provided by the Department, and an agreement entered into. The first six months of service shall be on probation.

56. (1) After a year's satisfactory service, monitors shall be eligible for admission to a course of training at the Teachers' College. If they are not admitted to the college they may be retained for a longer period as monitors. If they have passed the necessary examination after two years and there is no vacancy for them at the college they shall be eligible for appointment as teachers with a C2 classification, College they shall be eligible for appointment as teachers with a C2 classification, vacancies are available.

(2) They shall not be eligible for appointment to the permanent staff until they have completed a course of training in the Teachers' College, or have served as teachers, other than monitors, with good reports for at least two years.

(3) Monitors who have served four years or more with thoroughly satisfactory reports and who during that period have passed the "C" examination may be granted the "C1" provisional classification (1st year). Such monitors shall not be eligible for appointment to the permanent staff until they have served as teachers on probation with good reports for at least two years.

57. (1) Salaries to be paid to monitors shall be:—

	Men.	Women.
First year . . . . .	£175	£145
Second and subsequent years . . . . .	£195	£165

(2) An allowance not exceeding that payable to single teachers under Regulation 47 (2) may be granted to monitors in schools where a district allowance is payable.

(3) If a monitor is obliged to board away from home, an additional sum of £40 per annum shall be granted.

58. Should a monitor fail in examination, or neglect his studies, or fail to satisfy the Department as to his attitude to his work, his services may be dispensed with at once, at the discretion of the Minister.

59. Head teachers shall exercise strict moral supervision over their monitors, see that they attend regularly and punctually, and that they give proper attention to their teaching and to their private studies, and report upon them quarterly to the Department.

60. The Monitors' Lesson Book shall be faithfully posted in accordance with the instructions therein contained. At least one criticism lesson shall be given each week. Head teachers shall direct and supervise their monitors' methods of teaching.

61. Monitors may be appointed to Manual Training Centres. Such monitors shall have passed the University Leaving Certificate examination and shall include applicants who have completed a cadetship in Manual Training (*vide* Appendix 4, part 3.).

They shall be required to serve as monitors for two years and to enter the Teachers' College when called upon to do so for a course of training as prescribed. The salaries and allowances payable to Manual Training monitors shall be as set out in Regulation 57.

62. Entrants to Domestic Science training courses for teachers shall be selected from applicants who have completed satisfactorily the fourth year of a secondary school course and have shown proficiency in Domestic Science subjects. Such appointees shall be required to serve for two years as students in training and in the third year to enter the Teachers' College for a course of training as prescribed. Such students in training shall be eligible to receive allowances as prescribed in Regulation 185.

*Division 10.—Teachers of Sewing.*

63. Sewing mistresses shall be paid at the rate of 10s. per week, not subject to variation.

Only the weeks during which the sewing mistress is actually employed in teaching sewing shall be paid for.

There shall be no pay for vacations.

Sewing mistresses shall not be paid district allowances.

When monitors are appointed as sewing mistresses they shall receive an additional salary at the rate of £20 per annum.

64. A monitor may be appointed also as sewing mistress. The wife of a head teacher may be appointed as sewing mistress in her husband's school. A sewing mistress shall not be appointed where there is a female teacher competent to teach sewing and her appointment shall lapse on the appointment of such a teacher. The maximum period of employment for sewing mistresses shall be three hours per week.

*Division 11.—Teachers of Manual Training.*

65. (1) Teachers of manual training shall 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, or as manual training assistants. Instructors shall teach in full-time centres. Manual training assistants shall be required to teach manual training in addition to ordinary subjects.

(1a) A tradesman instructor may be appointed as such provided he has received a thorough training as a tradesman in a trade workshop and has passed or been exempted from the technical portion of the 3rd class examination.

(1b) In schools or manual training centres where at least four instructors are employed one of such instructors may be appointed instructor-in-charge.

(2) 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 shall be classified according to the grade and number of their certificates and their skill in teaching.

(3) At least three years' good service in the 3rd class, with an average efficiency mark of not less than 75 and a mark of not less than 75 in the final year, shall be required before an instructor can be raised to the 2nd class, and at least four years' good service in the 2nd class, with an average efficiency mark of not less than 80 and a mark of not less than 80 in the final year, before he can be raised to the 1st class.

(4) Two years' service as assistant shall count as equivalent to one year's service as instructor in the 3rd class, provided that no teacher shall be promoted to be instructor of the 2nd class until he has completed at least one year as instructor of the 3rd class.

(5) Teachers shall not be eligible to become instructors of the 2nd class unless they have served the department as teachers for at least six years.

(6) Ex-students and ex-monitors shall receive the following salaries:—

Classification.	1st Year.	2nd Year.
	£	£
Unclassified .. .. .	270	280
Class 3 .. .. .	310	330

(7) Instructors shall receive the following salaries:—

Classification.	Year of Service in each Grade.							
	1 Mini- mum Rate.	2	3	4	5	6	7	8 Maxi- mum Rate.
	£	£	£	£	£	£	£	£
Unclassified ....	310	320	330	345	360	375	390	405
Class III. ....	370	390	410	425	440	450	460	470
Class II. ....	440	455	470	480	490	500	510	520
Class I. ....	530	545	560	575	590	605	620	630

(8) An instructor-in-charge shall be paid an additional £40 per annum.

(9) Tradesmen instructors shall be paid the following salary:—

Year of Service.							
1 Minimum Rate.	2	3	4	5	6	7	8 Maximum Rate.
£ 415	£ 430	£ 445	£ 460	£ 475	£ 490	£ 500	£ 510

(10) Manual training assistants shall receive the following annual allowances:—

	£
Ex-students and ex-monitors .. .. .	10
Assistants (other than ex-students and ex-monitors)	15

(11) Head teachers of country schools who teach manual training in fully equipped rooms, and who have passed the examination in drawing and the theory and practice of woodwork for the Class 3 Certificate, shall receive the following annual allowances:—

	£
First year .. .. .	10
Thereafter .. .. .	20

(12) Manual Training Instructors employed in high schools shall be paid annual allowances in accordance with the following scales:—

Classification.	3-Year High Schools.		5-Year High Schools.	
	£		£	
Class I .. .. .	—		40	
Class II .. .. .	20		30	
Class III .. .. .	20		20	

(13) 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.

(14) Teachers who have duly qualified and who take a course of light woodwork in their schools, shall receive an addition of £5 to their salaries.

*Division 12.—Teachers of Domestic Science.*

66. (1) Teachers of Domestic Science shall be classified as Instructresses of the 1st, 2nd or 3rd Class, according to the results of the prescribed examinations and their skill in teaching, or as Domestic Science Assistants. Domestic Science Assistants may be employed partially in teaching other subjects. Instructresses shall teach in full time centres.

(2) The Department may accept certificates from recognised institutions in other countries in lieu of the prescribed examinations.

(3) At least three years' good service in the 3rd Class shall be required before an instructress is raised to the 2nd Class and at least four years' good service in the 2nd Class before she is raised to the 1st Class. Two years' service as Domestic Science Assistant shall count as equivalent to one year's service as instructress in the 3rd Class, provided that no teacher shall be promoted to be instructress of the 2nd Class until she has completed at least one year as instructress of the 3rd Class.

(4) (a) Ex-students and ex-monitors if appointed as instructresses on probation shall be paid the following salaries:—

Classification.	1st Year.	2nd Year.
Unclassified .. .. .	£215	£225
Class 3 .. .. .	£250	£265

(b) Instructresses shall be paid the following salaries:—

Classification.	Year of Service in each Grade.							
	1 Mini- mum Rate.	2	3	4	5	6	7	8 Maxi- mum Rate.
	£	£	£	£	£	£	£	£
Unclassified .. .. .	250	255	265	275	290	300	310	325
Class III. .... .	295	310	330	340	350	360	370	375
Class II. .... .	350	365	375	385	390	400	410	415
Class I. .... .	425	435	450	460	470	485	495	505

(c) An instructress-in-charge shall be paid an additional £30 per annum.

(d) Trades instructresses shall be paid the following salary:—

Year of Service.							
1 Minimum Rate.	2	3	4	5	6	7	8 Maximum Rate.
£ 330	£ 345	£ 355	£ 370	£ 380	£ 390	£ 400	£ 410

(e) Domestic science assistants shall receive the following allowances:—

Ex-students and ex-monitors .. .. .	£10
Assistants (other than ex-students or ex-monitors) ..	£15

(f) Domestic science instructresses employed in High Schools shall be paid annual allowances in accordance with the following scales:—

Classification.	3-Year High Schools.		5-Year High Schools.	
	£	£	£	£
Class I .. .. .	—	—	30	30
Class II .. .. .	15	15	25	25
Class III .. .. .	15	15	15	15

(6) Domestic science 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.

*Division 12 (a).—Commercial Teachers.*

67. Commercial teachers shall be paid salary in accordance with the following scales:—

MEN.

Classification.	Year of Service in each Grade.							
	1 Minimum Rate.	2	3	4	5	6	7	8 Maximum Rate.
Teachers who have <i>not</i> passed the "B" examination .. .. .	£ 350	£ 365	£ 380	£ 395	£ 410	£ 420	£ 430	£ 440
Teachers who <i>have</i> passed the "B" examination .. .. .	£ 390	£ 410	£ 430	£ 450	£ 470	£ 490	£ 510	£ 530

WOMEN.

Classification.	Year of Service in each Grade.							
	1 Minimum Rate.	2	3	4	5	6	7	8 Maximum Rate.
Teachers who have <i>not</i> passed the "B" examination .. .. .	£ 280	£ 290	£ 305	£ 315	£ 330	£ 335	£ 345	£ 350
Teachers who <i>have</i> passed the "B" examination .. .. .	£ 310	£ 330	£ 345	£ 360	£ 375	£ 390	£ 410	£ 425

*Division 12 (b).—Positions not under Ordinary Scales.*

68. (a) Superintendents of (1) Music and Speech Training; (2) Physical Training and Hygiene; (3) Arts and Crafts; (4) Careers, Research Branch, shall be paid salary in accordance with the following scales:—

MALE SUPERINTENDENTS.

Year of Service.							
1 Minimum Rate.	2	3	4	5	6	7	8 Maximum Rate.
£ 700	£ 720	£ 740	£ 760	£ 775	£ 790	£ 805	£ 820

## FEMALE SUPERINTENDENTS.

Year of Service.							
1 Minimum Rate.	2	3	4	5	6	7	8 Maximum Rate.
£ 560	£ 575	£ 590	£ 610	£ 620	£ 630	£ 645	£ 655

(b) Guidance officers shall be paid salary in accordance with the following scales:—

## MALE GUIDANCE OFFICERS.

Classification.	Year of Service in each Grade.							
	1 Mini- mum Rate.	2	3	4	5	6	7	8 Maxi- mum Rate.
	£	£	£	£	£	£	£	£
Not trained as teachers ....	360	420	440	460	480	500	520	530
Trained as teachers ....	390	450	485	520	555	590	625	660

## FEMALE GUIDANCE OFFICERS.

Classification.	Year of Service in each Grade.							
	1 Mini- mum Rate.	2	3	4	5	6	7	8 Maxi- mum Rate.
	£	£	£	£	£	£	£	£
Not trained as teachers ....	290	335	350	370	385	400	415	425
Trained as teachers ....	310	360	390	415	445	470	500	530

Provided that guidance officers trained as teachers shall not progress beyond the salary fixed for the fifth year of service in the above scales respectively unless they have the Department's "A" Certificate, or a University degree plus the education thesis for the "A" Certificate.

(c) Assistants to guidance officers shall be paid salary in accordance with the following scales:—

	Men.		Women.	
	£	£	£	£
At age 17 years .. .. .	140	115		
At age 18 years .. .. .	160	130		
At age 19 years .. .. .	180	145		
At age 20 years .. .. .	200	160		
At age 21 years .. .. .	265	210		
Afterwards .. .. .	280	225		

(d) East Claremont Demonstrating School: The Head Teacher of the East Claremont Demonstrating School shall be paid salary in accordance with the following scale:—

First Year .. .. .	£765
Second Year .. .. .	£790
Third Year .. .. .	£815

(e) Junior Farmers: The State organiser shall be paid salary in accordance with the following scale:—

First Year .. .. .	£650
Second Year .. .. .	£670
Third Year .. .. .	£690

## Division 13.—General Instructions for Teachers.

69. (i) Teachers shall not accept any paid employment from any employer other than the department, nor take any office or appointment, whether honorary or paid, without the consent in writing of the Minister.

(ii) Teachers shall be prohibited from seeking, directly or indirectly, the interest of influential persons for the purpose of obtaining promotion, transfer, or any other advantages.

70. Teachers of all grades shall make themselves acquainted with the regulations and instructions to teachers, a copy of which may be supplied to each member of a school staff on application.

71. All directions from Inspectors and all departmental orders shall 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 shall disobey orders.

72. 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.

73. (1) All applications for leave of absence shall be made on the prescribed form. For absences not exceeding three days the department may, at its discretion, grant leave without requiring a medical certificate. No teacher shall be granted such leave for more than three days in any calendar year.

(2) For leave beyond the said amount, however short the period may be, a medical certificate shall, if possible, be furnished. If a teacher is out of reach of any medical officer, a statement signed by some responsible person may be accepted. Medical certificates shall be on the prescribed forms. No absence from duty shall be permitted unless proper application for leave is made.

(3) Particulars of all absences of teachers shall be entered in the school journal and reported at once to the department.

(4) All absences of head teachers shall be reported to the department at once. In the absence of the head teacher the senior assistant shall take charge of the school.

74. (1) No matter or thing which is of an advertising nature shall be distributed or exhibited in any school unless the name of the advertiser is obliterated, provided, however, that this prohibition shall not apply where the Minister is satisfied that the matter or thing is genuinely serviceable as a school requisite or is definitely of an educational or useful nature for the purpose of teaching.

(2) Teachers shall not allow collecting cards, raffle tickets 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.

(3) Children shall not be permitted to solicit or beg for money for any purpose nor to trade with or sell any article to one another or to any person for money nor to seek by any means to promote the sale of any article.

75. A teacher shall not—

(a) publicly comment 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.

76. (1) Teachers may be fined, at the discretion of the Director, for misconduct, absence from school without leave, or any breaches of the regulations. Repeated breaches of regulations or serious misconduct of any kind shall render a teacher liable to loss of classification or dismissal.

(2) (a) The Director may suspend a teacher against whom a serious charge is made. The teacher shall receive a copy of the charge. Unless he admits the truth of the charge, a departmental inquiry shall be held. If the charge is proved, the teacher shall not be entitled to any salary during the time of his suspension, unless otherwise ordered by the Director.

(b) Where a complaint is made against a teacher by a parent or other person the Superintendent of Primary Education shall forward the complaint to the teacher for his remarks. On receipt of these the Director shall consider whether there is anything worthy of investigation. If he considers there is, he shall advise the complainant that, should he wish to pursue the matter, he must declare the charge before a Justice of the Peace and that the necessary form shall be sent him for the purpose. If the complaint on declaration differs in substance from the original complaint that shall end the matter. But if the complaint on declaration coincides with the original complaint a departmental inquiry may be held. Notice of such inquiry shall be given the teacher at least a week before the date fixed for the inquiry.

(3) If there appears to be any probability of a settlement being effected without a formal inquiry, this course shall be attempted.

(4) At a departmental inquiry the inspector or other officer holding the inquiry may allow a member of the School Board or one other person, who is not a legal practitioner, to be present. The teacher may, if he wishes, have another teacher or adviser present. The complainant may also have a friend or adviser present; in no case shall the friend or adviser be a legal practitioner or a person in the employ of a legal practitioner. With these exceptions only those persons whose attendance is necessary shall be admitted. Facilities shall be given for the cross-examination of witnesses on either side.

(5) An inquiry shall be confined to the complaints made, in advance of which the teacher has had full notice.

(6) A teacher who, for alleged misconduct or breach of the regulations is fined an amount in excess of fifteen shillings, or is transferred at his own expense, or is reduced to a lower class or grade, or to a position carrying a lower salary, or is dismissed, shall have the right to appeal to the Appeal Board as provided for in the Act. Loss of salary during suspension shall be considered as a fine for the purpose of appeal.

*Division 14.—General Management of Schools.*

## (a)—Daily Routine.

77. (1) In all Government schools the daily routine shall be that hereinafter specified, unless permission for variation is obtained in writing from the Department.

(2) Instruction shall be 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. The school shall be dismissed at 12 noon and shall re-assemble at 1.30 p.m. when the roll shall be called and marked. The roll shall be finally closed at 1.45 p.m. Instruction shall be from 1.30 p.m. to 3.45 p.m., when the school shall be dismissed. Infants may have a recess of 20 minutes, and may be dismissed at 3.30 p.m., but the teachers shall remain in charge until the older children are dismissed. There shall be a recess of five minutes for the older children between 2.30 p.m. and 3 p.m.

(3) From 1st December to 31st March in each yearly period schools may close at 3.30 p.m.; the roll shall then finally close at 1.30 p.m.

(4) All teachers shall 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.

(5) Classes shall 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.

(6) Children shall not on any account be detained during the recess in the middle of the morning or afternoon session, when all rooms shall be thoroughly aired.

## (b) Register.

78. (1) Attendance shall be marked in the registers by a stroke thus /.

(2) Children present at 9 a.m. and 1.30 p.m. shall be indicated by a mark in red ink; those who attend before the roll is finally closed shall be indicated by black ink. Absentees shall 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 shall be reckoned as absent, but their attendance shall be noted in the Journal.

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

(4) Where children are attending manual training or domestic science centres, a small letter, m or d, shall be placed at the top left-hand corner of the square opposite to each child's name. These children shall 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 shall 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.

(5) All corrections shall be initialled and dated, and an explanation entered at the time on the page provided for the purpose. The head teacher shall be 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 shall be exact in marking and totalling their registers at the times laid down above.

## (c) Playground Supervision.

79. (1) Teachers shall do all in their power to secure the good behaviour of their pupils, both in the school and in the playground, and when coming or returning from school. Habits of cleanliness shall be enforced and pupils shall be taught to be honest, truthful, considerate of the property and feelings of others, obedient to their teachers, their parents and the laws of the country.

(2) Every head teacher shall make proper provision for the supervision of the children when at play, both in the recesses during school hours and in the recess for dinner. The arrangements made shall appear on the time table and all teachers shall take a part in this duty.

## (d) Discipline.

80. (1) The discipline enforced in schools shall be mild and firm. All degrading and injurious punishments shall 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. If there is a female teacher in the school the punishment shall be inflicted by her, and not by a male teacher. No general authority to inflict corporal punishment on girls may be delegated to an assistant; the head teacher shall give special authority for each particular case. Whenever corporal punishment is inflicted upon a girl a statement of the circumstances shall be entered in the punishment book and a full report shall be sent at once to the district inspector.

(2) 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 shall 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 shall, as a rule, be inflicted after school has been dismissed, and not in public. It shall 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 shall be kept and shall be under the control of the head teacher with the punishment book and shall be obtained from him by an assistant to whom he may have delegated his authority.

81. 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 is known. Such suspension, and the grounds for it, shall be at once reported to the Department and to the district inspector.

82. 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 head teacher. Such suspension shall be immediately reported to the Department. Children who are natives within the meaning of the Native Administration Act, 1905-1941, may be excluded with the permission of the Department if parents of children who are not natives as aforesaid substantiate their objections to their attendance on the grounds hereinbefore stated.

*Division 15.—Admission, Transfer and Classification of Children.*

83. (1) When a child is admitted to any school the parent shall be required to fill in 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 shall 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 letters in the column for parent's or guardian's 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 shall be used, but the previous number shall also be entered in red ink above the new number. The new admission number shall be entered in the index. The particulars as to withdrawal shall be entered in ink immediately it is known that the child has been withdrawn. No child's name shall be removed from the register unless satisfactory reason has been shown for his withdrawal from the school. The compulsory officer shall be notified of all names removed.

(2) Parents or guardians may 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, except in those districts where boundaries have been approved by the Department, in which cases admission shall be granted only to children who live within the fixed boundaries. Should transfer be desired under any other circumstances the written consent of the Department shall first be obtained and head teachers shall not admit children who fail to produce such written consent.

(3) Teachers shall revise the addresses of the parents frequently, so that the admission register may contain accurate information for the compulsory officer.

84. When for any reason a child leaves one school to attend another, he shall furnish the teacher of the latter school with a transfer note signed by the head teacher of the school last attended. The head teacher shall, nevertheless, enrol any child who fails to furnish a transfer note and in such case shall forward a transfer note to the school which the child last attended and shall immediately notify the Department of this action.

85. (1) In schools with enrolment of over 20:—

During the first school month of each half-year children who will be six years of age before the expiration of the half-year may be admitted. No admissions of children under six shall be made except under these conditions. Children who have reached the age of six years shall be admitted at any time.

(2) In schools with enrolment of not more than 20—

(a) if the enrolment is 10 or less, children over four may be admitted. If the enrolment is over 10, but does not exceed 20, children over five may be admitted;

(b) children already on the roll of one school may transfer to the roll of another school under the usual conditions.

86. (1) The annual promotions from the infants' schools to the senior schools shall be made only at the end of the year, except by permission of the district inspector.

*Division 16.—Records and Returns.*

87. The undermentioned registers and forms shall be kept in all Government schools, according to the directions supplied to every teacher:—

(1) Admission register.

(2) Register of attendance of all children.

(3) Summary of attendances.

(4) Time table.

(5) Punishment book.

(6) School journal.

(7) Teachers' time book.

(8) Official documents.

(9) Inspection report book.

(10) Teachers' half-yearly examination book.

(11) Any other register or form ordered by the Department.

88. Quarterly and annual returns shall be furnished by every school. Returns shall be neatly made out in duplicate, one copy to be kept in the school and the other forwarded to the Department. The quarterly returns shall be made up to the last Friday in each calendar quarter and be posted to the Department within four days from that date.

89. Negligence in compiling or sending returns, in keeping school registers, or in replying to correspondence, or to notices in the Education Circular which require replies from teachers, 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 shall be dismissed. The amount of the fine mentioned in this clause shall be determined by the Director.

90. In mixed schools the names of boys and girls shall be kept separate in the attendance register. All the columns shall be fully posted up and dates entered. The names and full particulars as to age, etc., of every child shall be entered in ink at the time of admission.

91. Attendance registers may be destroyed after six years provided summaries thereof are retained.

92. (1) Only the inspectors and the head teacher or, in his absence, the senior assistant, may make entries in the school journal, except that visitors to the school may write their names in it.

(2) The following shall be proper subjects of remark, but any occurrence affecting the attendance or efficiency of the school shall be noted:—

- (a) Causes of low attendances.
- (b) Absence of teachers.
- (c) Comments on test examinations.
- (d) Reasons for departures from the time table.

93. The teachers' time book shall contain the name of every member of the school staff. The entries shall be made at the time of arrival and departure, each teacher making his own entry. The school time shall be regulated by the school clock, for the correctness of which the head teacher shall be responsible. Teachers who leave the school premises during the midday recess shall enter the time both of departure and of arrival.

94. All letters and circulars received from and copies of all letters and returns sent to the Department shall be kept in the school. No document may be taken away or destroyed without the consent of an inspector.

95. Teachers shall not add to, alter, or remove any part of the reports in the inspectors' report book, nor shall they allow any other person to do so.

96. All school records, registers, and documents shall be and remain the property of the Minister, and shall not be removed from the school in which they are kept except with the authority of the Minister.

97. Teachers shall keep the school records neatly and accurately. They shall post up the conscience clause in a conspicuous place in the school and shall keep the regulations and the time table (general) available at all times. A complete file of the Department's "Circular" shall also be kept in the school. Records of the teachers' half yearly examination shall be carefully preserved and the worked papers of each child retained in the school for at least a year.

#### *Division 17.—Correspondence.*

98. (1) All official communications shall be addressed "Education Department." No officer's name shall be placed on the envelope.

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

99. Correspondence from assistants and monitors shall be forwarded through the head teachers, who shall initial the letters, and may express their opinion on the subjects referred to. Head teachers shall not refuse to forward letters from their subordinates.

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

101. All returns shall contain only the entries proper to them. They shall not contain information requiring consideration apart from the returns, nor any request or inquiry needing a reply.

#### *Division 18.—Free Stock.*

102. School books, apparatus, etc., shall be supplied to schools as may be deemed necessary and shall include reading books, paper, pens, ink, pencils for the scholars' use, and maps, 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 shall not be compelled to buy such articles.

103. The head teacher shall make a return on the annual requisition form of the amount and condition of the free stock in use in the school in accordance with the instructions appearing on the annual requisition forms.

104. Requisitions shall be forwarded at such fixed times as is determined by the Department, and shall not be considered at other times unless they are of extreme urgency or could not have been included in the annual requisition.

105. The Department shall have the right to ban the use of any book which it deems unsuitable for school purposes.

*Division 19.—Books, Etc., for Sale.*

106. Pupils shall be required to pay for all books and material not mentioned in Regulation 102. The authorised price list of books and materials shall be exhibited in each school and no teacher shall charge more than the price fixed therein.

107. (1) Teachers, on application, shall be supplied by the Department with books, etc., for sale. Such books shall be forwarded free of cost to the teacher, who shall 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 shall not obtain stock for sale, except from the Department. They shall also see that parents are not required to purchase too many books at the same time. Requisitions for books, etc., for sale shall not, except in exceptional circumstances, be made oftener than once a month.

(2) Where a storekeeper is established, he may purchase from the Department books and stationery printed by the Government Printer, provided he undertakes the sale of such books, etc., at prices fixed by the Department. Such traders shall be allowed a discount of 10 per cent. on the price to be paid by scholars, and the Department shall pay the freight on books, etc., when supplied to such traders. While a trader gives satisfaction to the Department, sale stock shall not be supplied to the teachers in his district.

*Division 20.—School Holidays.*

108. (1) The vacations until otherwise determined by the Minister shall be six weeks at Christmas, the week beginning on the second Monday in May, and the week beginning on the last Monday in August. The holidays allowed other than the vacations aforesaid shall be:—Good Friday, Easter Monday, Anzac Day, (April 25th), Labour Day (the first Monday in March), the King's Birthday (on the day proclaimed for the observance thereof).

(2) 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.

(3) No school shall be closed upon any school day without the written authority of the Department, except as provided for in Regulations 165 or 167.

*Division 21.—School Staffing.*

109. (1) The staff of teachers, in addition to the head teacher, shall, except as otherwise directed by the Minister and as far as is practicable, be as follows:—

(a) In schools where the average attendance has exceeded 30, one monitor.

(b) In schools where the average attendance has exceeded 40, an assistant.

(c) In schools where the average attendance has exceeded 85, two assistants.

(d) In larger schools it shall be deemed that, beyond the first 25, every 50 children in average attendance require one assistant. Monitors may be employed in addition, at the discretion of the Minister.

(e) It shall be deemed that in standards above standard VI every 40 children in average attendance require one assistant.

(2) The head teacher of a school with eight or more assistants shall not be held responsible for a class. He shall, however, give at least ten lessons a week according to a regular time table approved by his district inspector. The head teacher shall give regular lessons to the highest class in his school in English or history and civics unless the inspector approves of other arrangements being made.

*Division 22.—School Accommodation.*

110. The accommodation of schools shall be calculated on the basis of 11 square feet per child. When the average attendance at any school passes this accommodation, the teacher shall report the matter to the Department. Children shall not be refused admission until the Department has sanctioned this course.

*Division 23.—School Premises.*

111. The head teacher shall arrange for the regular cleaning of the schoolrooms, and shall see that the closets and all external premises are kept clean. He shall report promptly to the Department any damage done to the school buildings or furniture, or any defect in connection with the sanitary service. If the water for the use of the pupils should become bad, the Department shall be informed. Care shall be taken to prevent any persons other than the pupils or teachers from obtaining water from the school tanks or wells. Teachers shall see that paper and sawdust, ashes, or earth are provided in the closets for use by the children.

112. (1) An allowance for the cleaning of school rooms, etc., shall be made to head teachers of schools as under:—

(a) Assisted schools, £2 per annum (or 3s. 4d. per month).

(b) In cases where teachers or school children perform the cleaning of schools of Classes V, VI and VII payment at the rate of 3s. 6d. per week per 550 square feet of floor space. In all other cases payment for school cleaning shall be made in accordance with industrial agreements.

(c) Verandahs and shelter sheds, if floored, shall be counted at half the ordinary rate; if not floored, at one-quarter the ordinary rate.

(d) Eight closets shall be counted at the same rate as one room. Smaller numbers shall be paid for at proportionate rates.

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

(2) In consideration of the said allowances the head teacher shall:—

(a) have the premises, including outbuildings, swept and dusted daily and washed with sufficient frequency to keep them thoroughly clean;

(b) have all necessary fires laid, ready to be lighted from the 1st day of May to the 1st day of October.

(3) The Department shall indemnify every head teacher against any claim arising under the Employers' Liability Act, 1894, or the Workers' Compensation Act, 1912-1941, or any other Act for the time being in force in the State, or at common law, in respect to any cleaner or other employee engaged by the head teacher to perform work in or about school premises at the instance or by the permission of the Department.

(4) The Minister may, if he thinks fit, decide to whom employment shall be given under this regulation.

113. (1) The head teacher shall be responsible for the safe custody of the school buildings and furniture. He shall see that the tanks are clean and taps, etc., in order; that the windows are fastened, and doors locked at night. In winter he shall ensure the safety of the buildings from fire. He shall report when gutters, drains, etc., are choked. If window panes are broken he shall make every endeavour to discover the culprit.

(2) In schools where Cadet Corps are established the head teacher shall be responsible for such Government property as is issued to his school in connection with the Corps.

114. (1) Teachers shall keep their school residences in ordinary repair. Broken hinges, window panes, fasteners, etc., shall be replaced by the teacher. Teachers arriving at the school and finding deficiencies of this character left by their predecessors, shall at once report to the Department.

(2) Teachers shall be held responsible for keeping their residences clean and fit for habitation. Any teacher who leaves his residence in a dirty condition shall be required to bear the cost incurred by his successor or by the Department in cleaning the building. In addition, he shall be liable to a fine.

(3) Teachers not residing in school residences shall furnish the Department with their full private addresses.

115. (1) Where there are no other suitable buildings available, schools may be let for meetings, religious services, or entertainments. Application for the use of school buildings shall be made to the School Board, or, if there is no such Board, to the head teacher. The Board, or the head teacher shall remit them, with their remarks, to the Department for consideration.

(2) Applicants shall 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.

116. The minimum charge for the periodical use of a building on Sundays for services shall be 10s. per calendar quarter payable, with application, in advance. Should the tenancy be of less duration than a calendar quarter, a pro rata reduction may be made. Should a Sunday tenant rent the school for week nights also, for purposes connected with the services, the charge shall 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 shall be withdrawn.

117. (1) Permission for the occasional use of a school building out of school hours may be granted by the Director when there are no other premises suitable and available for the purpose for which the building is required. Where the teacher occupies a residence under the same roof as the school room, no application for the use of the school room for a dance shall be entertained unless accompanied by a written statement from the teacher that he has no objection.

(2) Where the teacher has children living in a school residence under the same roof as the school room, the use of the latter for dances shall not be permitted. Permission to use a school building for a dance shall only be granted when the next day is a school holiday.

(3) The charge for occasional use of a school building shall not be less than 5s., excepting for Sunday services and meetings of branches of the Primary Producers' Association, and such bodies as Progress Associations, in which cases the fee shall be 2s. 6d., paid in advance. The provisions as to cleaning, etc., contained in regulation 115 shall be complied with.

(4) Payment due under regulations 116 and 117 shall be lodged with the application before the school key is handed over. The teacher shall be responsible in case of failure of payment.

118. Teachers shall not 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.

#### *Division 24—School Concerts or Entertainments.*

119. Where school concerts or entertainments are held teachers shall forward to the Department, for printing in the Circular a statement showing the receipts and expenditure of the concert or entertainment, and also the expenditure of the balance. Receipts for all expenditure shall be attached. Preparation for a concert shall not be allowed to interfere with the time table in any way without the special permission of the Department. Copies of all accounts connected with inter-school sports shall be sent to the schools concerned within four weeks of the event and a copy forwarded to the Department.

#### *Division 25—Savings Bank.*

120. The teacher of any Government school if so required shall 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 shall be made to the Manager, Commonwealth Savings Bank, Perth.

*Division 26—Visitors.*

121. 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 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 shall report any such case to the Department.

122. Subject to regulation 121 no person shall enter or be upon the premises of any school unless his presence there is necessary for the transaction of some lawful business or the doing of some lawful thing connected with the school or a teacher or pupil thereof or otherwise except with the permission of the head teacher. Any person contravening this regulation shall be guilty of an offence. Penalty—five pounds.

*Division 27—School Instruction.*

123. The Programme of Instruction shall be as specified in the curriculum published by the Department from time to time.

*Division 28—Religious Instruction.*

124. 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 and the teacher shall arrange for the instruction of the child in other subjects during the time of religious teaching.

125. (1) No pupil shall be required to receive special religious instruction if the parent or guardian of such pupil objects in writing to such religious instruction being given.

(2) The teacher shall report such cases to the Department on the annual form. In small schools, where there is only one room, religious teachers of different persuasions shall give instruction at different times. Arrangements shall also be made for the instruction of children of other denominations in secular subjects.

(3) In schools of more than one room, the delegates of different denominations shall be permitted to teach the children of their respective denominations at the same time in different rooms.

(4) When the same representative is duly delegated to act for various denominations each denomination shall be considered as a separate class, and so noted in the record of attendances.

126. (1) A return shall 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 shall be allowed to give special instruction unless the teacher has received official information by letter that he is the duly authorised delegate of the denomination.

(2) The return shall 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.

127. The teacher shall ascertain from the parents or guardians of the pupils attending his school the religious denomination to which they belong. 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 shall retain the parent's letter as his authority for permitting such an attendance.

*Division 29.—Time Table.*

128. Teachers shall prepare a time table for the general work of the school. The form supplied by the Department shall, if possible, be used. Each teacher shall also possess a copy of the time table of the standard or standards for which he is responsible. This shall be signed by both the head and the standard teachers.

129. The time table shall, as far as possible, be adhered to. Any departure from it shall be entered at once in the school journal.

130. Preparation of materials for teaching and of needlework exercises, compilation of returns, making up of registers, and the like, shall not be carried on during the hours mentioned in the time table.

*Division 30.—Home Lessons, Half-yearly Examinations and Promotions.*

131. No formal written home lessons shall be given to children attending primary schools and who are in standards infants to IV. In standards V and VI homework may be given to the extent of half an hour on each of three evenings per week. In standards VII and VIII the time required for such lessons shall not exceed one hour per evening. In exceptionally hot weather homework should not be given.

132. The work of each standard as prescribed in the programme shall be divided into monthly parts. These monthly assignments shall be shown on the programme forms supplied by the department. The programme shall be hung on the wall of the classroom in a prominent place, and signed by both the head and standard teachers.

133. (1) Half-yearly examinations shall be held by the head teacher at the end of June and at the close of the school year in order to test the progress of each standard and of each scholar. In these examinations the subjects of scripture, history, geography, nature study, elementary science, music, manual work, drawing, and drill may be considered as collective subjects, and progress in them marked by the terms "excellent," "good," etc. Results of and comments upon the examinations shall be entered in the teacher's terminal examination book. Whenever a child is promoted, the fact shall be recorded in the column set apart for that purpose in the terminal examination book.

(2) Under manual work shall be included needlework for girls, kindergarten occupations for infants and younger children, and any other forms of handwork approved by the department.

134. The head teacher shall be responsible for the promotion of the pupils in his school. A pupil may be promoted at any time during the school year when the head teacher considers that the interests of the pupil warrant the promotion. Promotion shall not necessarily be governed by the results of examination and due regard shall be given to the consequences which rapid promotion or unduly slow promotion may have upon the career of the pupil concerned.

135. Children as a rule shall be expected to advance at least one standard per year, but the head teacher shall have full discretion to classify his pupils in different standards for different subjects, according to their ability and proficiency in the several subjects.

136. The average age at the end of June or at the close of the school year of the children in each standard shall be entered in the Teacher's Examination book before the half-yearly examination begins.

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

*Division 31.—Inspection.*

138. Every Inspector shall arrange to visit each school in his district at least once, and where possible twice, in each year.

139. The principal object of the Inspector's visit shall be to assist the teachers in making the school more efficient by criticism, advice and suggestion; he shall also ascertain the value of the work of the school and form an estimate of the work of each teacher.

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

141. Every Inspector shall devote a considerable part of each visit to 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 and may test all the work done in the school. An inspection shall 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 shall not be necessary to examine in all subjects, if the Inspector, after carefully observing the teacher's methods is able to ascertain by a few questions the extent to which the pupils are profiting by the instruction. Should a teacher feel that a standard is not doing itself justice in an oral examination, he may ask the Inspector give him an opportunity of questioning it and shall be given such opportunity.

142. The records of the teacher's half-yearly examinations shall be carefully considered and tested at various points. The Inspector may accept the classification of the teacher, as shown in the half-yearly 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 children in the standard concerned, and the Inspector shall record the results of the examination of each child and may direct such results to be substituted for those recorded by the head teacher.

143. The Inspector shall take into consideration the methods of government in the school, and the training of the children in social co-operation and citizenship. He shall also consider the condition of the buildings, furniture and grounds and the part taken by the children in caring for them.

144. In order to enable the Inspector to form an accurate estimate of the work of the school, careful records of what has been done shall be produced by the teachers. Notes added to the Monthly Programmes shall show what portions have not been actually covered.

145. (1) In schools having more than one teacher a "Suggestion Book" shall be kept by each assistant teacher. The head teacher shall enter in this book from time to time his suggestions with regard to the organisation of the standard and the methods of teaching and any other notes which he wishes to make for the guidance and assistance of the assistant teacher.

(2) When an assistant teacher is transferred he shall give up his suggestion book to the head teacher, who shall retain it until authorised by the Inspector to destroy it.

146. Inspectors shall take an intimate 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.

147. An "Inspector's Book" shall be kept by each head teacher. Entries shall be made by Inspectors only, except as provided in regulation 150. In this book the Inspector may, during his visit, enter any suggestions for the improvement of the organisation and teaching of the standard or standards, 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 teacher shall see and sign with his initials such portion of the report as refers to him or the standards taught by him. He shall be entitled to obtain a copy of this portion if he wishes.

148. The Inspector shall confer with the head teacher and other members of the staff upon points that may have arisen during the inspection, and shall give him and them an opportunity of explaining any circumstances that he, or they, may think should be taken into consideration in the framing of an estimate of his, or their efficiency and that of the school and staff.

149. Teachers shall treat Inspectors as their superior officers with respect and courtesy; and Inspectors, in their intercourse with teachers shall have respect for their office and sympathy with their labours. Errors shall 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 shall report the circumstances to the Department within 48 hours of the conclusion thereof.

150. (1) Immediately following the completion of the inspection of the school or standard the Inspector shall forward his report, through the head teacher, to the Department. The teacher shall copy it into the inspection book and forward the original to the Department at the earliest opportunity. If any teacher wishes to appeal against the report, he shall do so within seven days of its receipt.

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

151. (1) On the completion of the inspection of the school or standard the Inspector shall make an estimate of the teacher concerned under the headings laid down in regulation 35 (h) and shall personally hand his estimate to the teacher within 14 days of the completion of the examination of the school or standard concerned. If any teacher wishes to appeal against the estimate he may do so within 14 days of its being shown to him.

(2) Teachers' personal reports shall be considered provisional until confirmed by the Department. If any alteration is made the teacher shall be notified.

(3) A head teacher shall forward to his Inspector at the end of each quarter a report upon each monitor employed in his school. These reports shall be made upon the prescribed form and shall be signed by the monitor concerned. After the receipt of the September reports the Inspector shall forward to the Department his estimate of the monitor's efficiency.

152. 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.

153. 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.

#### *Division 32.—Compulsion.*

154. (1) If a parent or guardian of any child of compulsory age under the Act pleads that the child is under efficient instruction at home or elsewhere, such child may be examined by an inspector, who shall, if the attainment of the child and the arrangement for his teaching are satisfactory, grant a certificate of exemption.

(2) A school shall not be declared efficient under the Act or placed on the list of efficient schools if it has less than eight pupils in attendance. Persons instructing a less number of children may be reported upon in order that the Minister may decide whether the instruction is such that it may be deemed a reasonable excuse for exemption from school. Teachers of such schools shall be over 18 years of age.

155. A continuous attendance of not less than two full hours' secular instruction shall be reckoned as a half day's attendance.

156. (1) Children between the ages of six and fourteen years or such higher age as may be proclaimed under the Act shall attend school. Teachers shall inform the compulsory officer or local authority of any such children within their area who are not attending school. All children between six and nine years of age living within a distance of two miles by the nearest road or other reasonable means of access shall attend school. Children between these ages shall also attend if satisfactory means of conveyance are provided by the Minister so that the distance to be travelled by the child on foot does not exceed one mile.

(2) Children between nine and fourteen years of age or such higher age as may be proclaimed under the Act living within a distance of three miles by the nearest road or other reasonable means of access shall attend school. Children between these ages shall also attend if there is a Government or efficient school within twelve miles of their homes and there is a suitable railway service where the distance to be travelled by the child on foot does not exceed two miles; or if satisfactory means of conveyance are provided by the Minister so that the distance to be travelled by the child on foot does not exceed two miles.

157. (1) A supply of absentee notes shall be furnished to all schools on application and such notes shall be regularly used in cases of absence without notification.

(2) 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. In the event of a parent neglecting or refusing to furnish such excuse, an entry to that effect shall be made on the Compulsion form.

(3) In districts where there is no police officer stationed within three miles of a school, the Compulsion form shall be sent direct to the Department each fortnight.

(4) In districts where the police act as Compulsory Officers, the monthly absentee return shall be regularly sent to the local police officers. If the form has not been received back by the teacher within 14 days, inquiry shall be promptly made. On receipt of the form from the police, duly filled in, the same shall be carefully examined, noted and forwarded to the Department, together with any remarks necessary.

(5) Teachers shall frequently revise the addresses of the parents. In town care shall be taken to ascertain the number of the house where possible.

(6) Names shall be withdrawn from the roll when the children have left the district and gone to another school, when they have been exempted from school attendance by reasons of their age, or when they have left the State. The names of children residing beyond compulsory radius, who do not attend for over a quarter shall be omitted from the roll.

158. (1) 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. If a child not so excused or exempt is absent from school, the teacher shall, 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.

(2) When sending the names of children to the Compulsory Officers, teachers shall be careful to verify the addresses of the children. If sickness is pleaded as an excuse, the Minister may require a medical certificate to be furnished.

159. Teachers shall furnish, with the monthly Compulsion returns, lists of all children who have left their schools and the names of all those admitted, with the name of the school previously attended, if in the State.

*Division 33.—Grants for Conveyance of Children to School.*

160. (1) The Department may, with the approval of the Minister, make grants to local committees to assist in the conveyance of children to school. Children who will reach the age of six years during the half year shall be eligible for the allowance, in addition to all children between the ages of six and sixteen. 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 shall be made monthly on the teacher's certificate of attendance. It shall be arranged 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 or motor vehicles in good order as the case may be, are provided; and that the drivers are trustworthy and of good moral character. The Department shall take no liability whatever beyond the payment of the grant.

(2) A grant of 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 sixteen years, living beyond the compulsory radius, who rides to school, provided that such child makes a punctual and full day's attendance. Payment shall be made in the manner prescribed for children who are driven to school.

(3) The Department may, with the approval of the Minister, make a grant not exceeding 6d. per day for each child between the ages of six and sixteen years living beyond the compulsory radius who is driven to school and lodged for periods not exceeding one school week. Payments shall be made monthly on the teacher's certificate of attendance.

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

(5) Driving allowances may be granted under similar conditions to children attending High Schools without restriction of age.

(6) An allowance at the discretion of the Minister not exceeding 1s. per week may be made to children living beyond the compulsory radius as prescribed in the first paragraph of this regulation who have no other means of conveyance to the school than by bicycle.

*Division 34.—Boarding and Supervision Allowances.*

161. (1) The Minister may approve payment of an allowance to the parent or legal guardian of a child who is required to board away from home in order to attend an efficient school provided that the residence of the parent or legal guardian is situated at a greater distance than five miles from a school of the requisite class or four miles from a means of mechanical transport to such school.

A school of the requisite class shall be deemed to be—

- (a) Any Government school in cases in which the child is in the sixth or lower standard;
- (b) any Government school classified as Class 3 or higher class in cases in which the child is in the seventh, eighth or ninth standard, and
- (c) any Government High school in cases in which the child is in any year of a secondary school course.

The rates of allowance payable shall be as follow:—

- (a) If the home is situated north of Parallel 26—£50 per annum.
- (b) If the home is situated in the South-West Land Division of the State—£15 per annum, provided that an allowance of £30 per annum shall be payable if the child's home is in the South-West Land Division of the State and he is—
  - (i) in the fourth or fifth year of a secondary school course, or
  - (ii) continuing, without interruption, his education by attendance in a full time course at a State Technical College or School or
  - (iii) enrolled at the Muresk Agricultural College.
- (c) If the home is situated elsewhere in the State—£30 per annum.

No payment under this regulation shall be made until the application has been approved by the Minister after having been duly certified by the Head Teacher of the school at which the child attends.

(2) The Minister may approve payment of an allowance at the rate of £15 per annum to a parent who engages an employee so as to allow of the supervision of his child's education by correspondence.

*Division 35.—Health Provisions.*

(a) General.

162. In order to safeguard the health of the children and to give them experience of the practice of hygiene, teachers shall make sure—

- (a) That the buildings are ventilated, to the maximum short of discomfort during school hours, and are thoroughly flushed after the children have left;
- (b) that any defects and nuisances arising in connection with closets, lavatories, etc., are remedied, or, if necessary, reported to the Department as soon as possible;
- (c) that urinals, closets, etc., are correctly used and kept in perfect order.

163. Girls who have long hair shall be required to wear it in plaits or tied back. In case of refusal by the parent to comply with this regulation the head teacher may exclude the child and report the circumstances immediately to the Department.

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

(b) Closing Schools in Hot Weather.

165. If the temperature by the school thermometer exceeds 105 degrees Fahrenheit in any school or classroom and cannot be reduced by the teacher, he may close that school and in such case shall report the matter to the Department.

(c) Infectious Diseases.

166. (1) Any child showing symptoms of an infectious disease, or coming from a house where an infectious disease exists, shall be sent home at once and the Department shall be informed immediately.

(2) Teachers shall take steps to acquire a general knowledge of the provisions of the Health Act, 1911-1942, relating to infectious diseases so far as they affect schools and the attendance of children at schools.

(3) In the case of diseases which are infectious, such as mumps, measles, chickenpox, whooping cough, and blight, for which there is no statutory requirement as to notification by the medical officer, teachers shall notify the existence of any such disease in the school to the Department and exclude the children in the same way as for the other more serious diseases. Ringworm contacts need not be excluded.

(4) The instructions in the Calendar, under the heading of "Infectious Diseases" as drawn up by the Department of Public Health shall be read in conjunction with these regulations, and the rules contained therein for dealing with patients and contacts shall be carefully observed by teachers.

(5) Children coming from houses in which any infectious disease exists shall be excluded from the school so long as there is any danger of infection, unless they produce a medical certificate that proper isolation and disinfection are being carried out and that they are free from disease and their clothes have been disinfected.

167. (1) If an infectious disease occurs in the house in which a teacher is living, he or she shall at once cease attending school and report to the Department, so that it may be decided what steps shall be taken to save the school from possible danger. The teacher shall also report to the Local Board of Health or Health Officer.

(2) Before he resumes attendance at the school the teacher shall make arrangements to obtain a medical certificate that there is no danger to the school from his continued attendance.

(d) Symptoms of Infectious Diseases.

168. The following particulars may be deemed to indicate the symptoms of infectious diseases:—

- (a) When a child receives infection there first occurs a latent period, or period of incubation in which no symptoms occur. During this period which varies with different diseases from one day to several weeks, the particular parasite or germ responsible for the disease is developing or multiplying within the body. The period lasts until the parasites have increased to such an extent that the poisons they produce affect the person and produce the symptoms of onset.

- (b) The degree to which a person is infectious during the incubation period varies with different diseases, but it is clear, for instance, that if the germs of diphtheria or scarlet fever are multiplying in the throat of the child the saliva or sputum of that child is likely to be infectious in a gradually increasing degree. Similarly the excreta of a child in whose intestines the germs of typhoid or one of the diseases of the enteric group are multiplying, are also likely to be infectious.
- (c) Infectiousness then may begin while the child is apparently perfectly well and increases to a maximum with the onset of symptoms, which is usually accompanied by catarrhal discharges.
- (d) A realisation of this possible infectiousness of diseases in the incubation period, together with the knowledge that the germs of infectious diseases may be carried by healthy children who do not become ill, supplies ample ground for the continual and conscientious application of the ordinary rules of hygiene, such as attention to ventilation and avoidance of overcrowding, use of handkerchiefs and separate towels, care of closets, etc.
- (e) With regard to the actual onset of symptoms, it is important to note that the very first symptoms are much alike whatever the particular germ may be and in whatever part of the body it may be developing. These symptoms are listlessness, tired feeling, headache and general aches and pains, loss of appetite and tendency to sickness, feeling of cold and shivering.
- (f) When these symptoms appear therefore it is as a rule wise to send the child home or, at least, to isolate it. The signs may be merely the premonition of an attack of indigestion or of a simple cold; on the other hand they may herald the onset of a serious infectious disease such as scarlet fever, typhoid, or small-pox.
- (g) In scarlet fever the onset is usually sudden. Vomiting or what is known as "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 feverish attack or sore throat two or three weeks earlier, he ought to be sent home and a medical inspection should be required.
- (h) 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 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.
- (i) 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 from 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.
- (j) 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 re-vaccinated 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.

- (k) 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 blobs), which dry off or form scabs.
- (l) 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 ordinary "cold" begin in the same way. As both of 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.
- (m) Röteln (Rubella), 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.
- (n) 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 the position of this swelling it can be distinguished from enlargement of glands due to other causes. Occasionally it affects only one side, usually both sides.
- (o) 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 is infectious during this stage. In judging the character of the 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 should 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 "whoop."
- (p) The danger from the attendance at school of children suffering from an infectious disease arises chiefly from their attendance at two periods—
- (i) while suffering from the early symptoms; or
  - (ii) when convalescent from the disease, but still retaining infection in their person or apparel.
- (q) 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.
- (r) Pediculosis—Nits in the hair are eggs of the head louse, pediculus capitis. These insects feed by sucking blood from the scalp, and their presence leads thus to irritation and infection both of the scalp itself with the formation of sores, and of the glands of the neck. It is highly probable also that the lice are capable of spreading certain diseases such as typhus fever, which it is known to be spread by the closely allied body louse pediculus corporis. The nits are egg-shaped bodies just plainly visible to the naked eye. They are cemented on to the hairs by one end and therefore, lie along or project one side of the hair. They are thus readily distinguishable, with a little practice, from the somewhat similar scales of dandruff which surround the hairs evenly and can be readily pushed along the hair.
- (s) When just hatched the young lice are scarcely larger than the grains of pollen that fall from a flower, and in that stage are probably spread from person to person more readily even than the adult forms.
- (t) Experience goes to show that the majority of mothers are extremely anxious to keep their children free from this pest, and spend much time and trouble in overcoming the constantly recurring infections, acquired in the schools. A few mothers, on the other hand, owing to carelessness or other causes, are negligent about the matter, and their heavily infected children provide the sources of infection in the school, and are thus responsible for a large amount of worry and anxiety to careful parents.
- (u) Teachers are particularly requested to back up the work of the school nurses, to keep a careful watch for the presence of lice, and in particular to exclude at once any heavily infected children, in accordance with the instructions contained in the calendar. It is admittedly unpleasant for teachers to have to deal with this matter, but is less so than to submit to the degradation involved by the prevalence of this form of vermin.

#### PART III.—HIGH SCHOOLS.

##### *Division 1.—Establishment and Classification of High Schools.*

169. The Minister may establish a high school in any locality where there is a reasonable prospect of an enrolment of not less than 150 children in standards VII, VIII and IX.

170. High schools shall be classified on the basis of the average attendance for the September quarter in each year as follows:—

Class 1—Average attendance of 400 or over with an average attendance of not less than 70 in the upper school.

Class 2—Average attendance of 300 or over with an average attendance of not less than 40 in the upper school or an average attendance of not less than 400 in the 1st, 2nd, and 3rd years of the high school course.

Class 3—Average attendance of not less than 150 in the 1st, 2nd and 3rd years of the high school course.

*Division 2.—Admission of Children.*

171. (a) Children who comply with the conditions or possess the qualifications prescribed for admission to high schools in the appendices to these regulations shall be eligible for admission to high schools established by the Minister under these regulations.

(b) Children who have passed the University junior examination in metropolitan Government schools may be admitted to the Perth Modern School in order to complete the full secondary school course.

(c) Children in country Government schools who have passed the 6th standard may be admitted to country high schools.

*Division 3.—Teachers.*

172. The teaching staff, in addition to the headmaster, shall consist of first assistants, senior assistants and assistants.

173. (a) A senior assistant shall be responsible for the control and conduct of such activities as may be recommended from time to time by the Superintendent of Secondary Education and approved by the Director.

(b) The number of senior assistants, in addition to the first male and first female assistants on the staff of any high school shall not exceed—

(i) in the case of Class 3 high school—one;

(ii) in the case of Class 2 high school—three;

(iii) in the case of Class 1 high school—five.

Provided that in a high school, where there is an upper school, an additional senior assistant may be appointed.

174. In relation to first assistants the following provisions shall apply:—

(a) One male and one female first assistant may be appointed in every high school.

(b) A master appointed as first assistant in a first class high school may be given the title of deputy head master.

*Division 4.—Salaries and Allowances of Teachers.*

175. (a) Assistants: Subject as hereinafter provided, assistants shall be paid salary in accordance with the following scales:—

MALE ASSISTANTS.

Class of High School.	Year of Service in each Grade.							
	1 Mini- mum Rate.	2	3	4	5	6	7	8 Maxi- mum Rate.
Three Year High School ....	£ 390	£ 450	£ 480	£ 510	£ 530	£ 570	£ 600	£ 620
Five Year High School ....	£ 390	£ 450	£ 485	£ 520	£ 555	£ 590	£ 625	£ 660

FEMALE ASSISTANTS.

Class of High School.	Year of Service in each Grade.							
	1 Mini- mum Rate.	2	3	4	5	6	7	8 Maxi- mum Rate.
Three Year High School ....	£ 310	£ 360	£ 385	£ 410	£ 430	£ 455	£ 480	£ 495
Five Year High School ....	£ 310	£ 360	£ 390	£ 415	£ 445	£ 470	£ 500	£ 530

Provided that progression beyond the rate of salary fixed for the fifth year of service in the above scales respectively shall be subject to the assistant having either the Department's "A" Certificate or a University degree plus the education thesis for "A" Certificate.

(b) Teachers, other than assistants, shall be paid salary in accordance with the following tables:—

	Male. £	Female. £
Senior Assistant in 3 year High School .. .. .	650	520
Senior Assistant in 5 year High School .. .. .	690	550
Senior Assistant who does not possess the "A" Certificate or a University degree .. .. .	620	495
Senior Assistant in charge, Chemistry and Physics, Perth Modern School (allowances of) .. .. .	30	24
First Assistant, Class III., 3 year High School .. .. .	660	530
First Assistant, Class II., 3 year High School .. .. .	690	550
Assistant Head Master, Perth Boys' High School .. .. .	720	—
First Assistant in 3 year High School who does not have the "A" Certificate or a University degree .. .. .	630	505
First Assistant, Class III., 5 year High School .. .. .	730	585
First Assistant, Class II., 5 year High School .. .. .	740	590
First Assistant, Class I., 5 year High School .. .. .	750	600
Deputy Head Master, Perth Modern School .. .. .	780	—
Head Teacher, Class III., High School .. .. .	835	670
Head Teacher, Class II., High School .. .. .	875	700
Head Teacher, Class I., High School .. .. .	915	730
Head Teacher, Perth Modern High School .. .. .	950	—

(c) Ex-students or teachers without previous experience appointed to the staff of a high school shall be paid salary according to the scale prescribed elsewhere in these regulations for ex-students together with an additional amount of £10 per annum.

*Division 5—Miscellaneous.*

176. The daily routine and time table shall be such as are from time to time approved by the Department.

177. Such registers and records shall be kept as are required by the Department and returns shall be furnished promptly at dates which shall from time to time be fixed by the Department.

178. The vacations and holidays shall be as approved by the Department and may be varied to meet the needs of different localities.

179. Any vacancy for a permanent position whether already existing or about to be brought into existence by the creation of a new office in the teaching staff of a high school shall be advertised.

*Division 6—Provisions of Part II. Incorporated in Part III.*

180. The regulations contained in Part II of these regulations and enumerated hereunder shall apply also to high schools as provided for in this Part and such regulations shall be deemed also to be incorporated in and to form part of the regulations contained in this Part accordingly, that is to say—

- (a) Regulations 15 to 20—Admission of Teachers.
- (b) Regulation 41—Resignation and Retirement.
- (c) Regulations 46 and 47—Allowances.
- (d) Regulation 49—Special Appointments.
- (e) Regulation 51—Removals and Travelling Expenses.
- (f) Regulations 52 to 54—Leave of Absence.
- (g) Regulations 69 to 76—General Instructions.
- (h) Regulations 79 to 82—General Management.
- (i) Regulation 89—Returns and Correspondence.
- (j) Regulations 93, 94 to 96—Records.
- (k) Regulations 98 to 101—Correspondence.
- (l) Regulations 103 and 104—Free Stock Requisitions.
- (m) Regulations 111 to 114 and 118—School Premises.
- (n) Regulations 119 and 121—School Entertainments, Visitors.

**PART IV.—TEACHERS' COLLEGE.**

*Division 1—Admission of Students.*

181. The following candidates may be accepted for a course of training at the Teachers' College:—

- (a) Those who have gained the Leaving Certificate or have matriculated at the University. Such candidates shall also be required to have served for a year as monitors before they become eligible for such admission.
- (b) Untrained or partially trained teachers in the service of the Department who have given proof of fitness for training at the Teachers' College.
- (c) University graduates.

182. Applications for admission shall be invited from time to time by the Department.

183. The minimum age at which a student shall be admitted to the Teachers' College shall be seventeen years six months.

184. (1) Applications of candidates for admission shall be referred for consideration to a Board of Selection which shall consist of—

- (a) the Superintendent of Primary Education or his deputy;
- (b) the Principal of the Teachers' College, or his deputy; and
- (c) a representative of the Teachers' Union or his deputy.

(2) Only those candidates whose admission is recommended by the said Board of Selection shall be admitted to the Teachers' College.

185. Subject to regulation 186 of these regulations—

(1) Students who can live at home while attending the College may be granted an allowance at the rate of £100 per annum;

(2) Students who are obliged to board away from home while attending the College may be granted an allowance at the rate of £130 per annum.

(3) Students shall be entitled to recoup expenditure not exceeding the sum of seven pounds per annum incurred by them in the purchase of text books required for use during their course of training.

186. (1) Students who are absent from the College on account of illness for periods of at least one week at any one time shall forward to the Department a certificate from a duly qualified medical practitioner testifying to such illness.

(2) Students absent from the College shall have any allowance payable to them under regulation 185 reduced proportionately in respect of the period of such absence unless the Director approves of the said allowance not being so reduced.

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

188. Students shall be required to pledge themselves to complete their course at 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 to a maximum of £150.

189. (1) The classification as teachers of students leaving the College shall be determined in accordance with—

- (a) the record of class work and College examinations;
- (b) the record of teaching practice.

(2) The classification shall be provisional and shall not be confirmed until they gain the practical skill Pass from their Inspectors. Their provisional classifications and salaries shall be liable to reduction if the practical skill Pass is not obtained within two years. This regulation shall be read in conjunction with regulations 151 and 152.

(3) Students who satisfactorily complete the two years' course at the Teachers' College shall be eligible for the provisional classification of B2 (second year).

190. Students who have passed through the course of training in the College shall be given preference over other applicants not so trained when appointments of teachers are being made.

191. Teachers who have been in the service of the Department as assistants or as teachers in charge of schools for at least two years, shall, if admitted to the College for a course of training, receive half-pay while attending the College.

*Division 2.—Lecturers.*

*Teachers' College.*

192. (a) Lecturers—Subject as hereinafter provided, lecturers shall be paid salary in accordance with the following scales:—

MEN.

Year of Service.							
1 Minimum Rate.	2	3	4	5	6	7	8 Maximum Rate.
£ 470	£ 510	£ 550	£ 580	£ 610	£ 640	£ 670	£ 700

WOMEN.

Year of Service.							
1 Minimum Rate.	2	3	4	5	6	7	8 Maximum Rate.
£ 375	£ 410	£ 440	£ 465	£ 490	£ 510	£ 535	£ 560

Provided that progression beyond the rate of salary fixed for the fifth year of service in the above scales respectively shall be subject to the lecturer having either the Department's "A" certificate, or a University degree plus the education thesis for the "A" certificate.

(b) Principal Lecturers—Principal lecturers shall be paid salary in accordance with the following scale:—

MEN.

Year of Service.							
1 Minimum Rate.	2	3	4	5	6	7	8 Maximum Rate.
£ 720	£ 735	£ 750	£ 765	£ 780	£ 795	£ 810	£ 820

WOMEN.

Year of Service.							
1 Minimum Rate.	2	3	4	5	6	7	8 Maximum Rate.
£ 575	£ 590	£ 600	£ 610	£ 625	£ 635	£ 650	£ 655

*Division 3.—Provisions of Part II incorporated in Part IV.*

193. The regulations contained in Part II of these regulations and enumerated hereunder shall apply also to the Teachers' College and the lecturers employed therein and such regulations shall be deemed also to be incorporated in and to form part of the regulations contained in this part accordingly, that is to say—

- (a) Regulation 41—Resignation and retirement.
- (b) Regulation 48—Temporary vacancies.
- (c) Regulation 49—Special appointments.
- (d) Regulations 52 to 54—Leave of absence.
- (e) Regulations 69 to 76—General instructions.
- (f) Regulations 98 to 101—Correspondence.

PART V.—AMENITIES IN SCHOOLS.

194. (1) The headmaster or other officer in charge of any school, high school, technical school or technical college acting either alone or with the assistance of members of the teaching staff of such school or college may, in every case with the consent and approval of the Director—

- (a) establish and conduct within the premises of such school or college any library, bookshop, refreshment room, cafeteria or other amenity which is likely to facilitate, assist or otherwise advantage the teachers, instructors, pupils and students of such school or college in the course of their teaching or studies in the said premises; and
- (b) make rules (including the fixing of fees and other charges) for the conduct, management and use of such library, bookshop, refreshment room, cafeteria or other amenity aforesaid.

(2) Where a library, bookshop, refreshment room, cafeteria or other amenity is established and conducted on the premises of any school, high school, technical school or technical college under the authority of this regulation the head master or other officer in charge of such school or college shall at the end of each school year furnish or cause to be furnished to the Director a report in writing concerning the conduct, management and activities of or in connection with such library, bookshop, refreshment room, cafeteria or other amenity on the said premises during the school year then last past together with a statement of receipts and expenditure showing the financial transactions in relation to the library, bookshop, refreshment room, cafeteria or other amenity in such school year.

(3) A committee comprising the headmaster or other officer in charge of any school, high school, technical school or technical college at which a library, bookshop, refreshment room, cafeteria or other amenity is established and two members of his staff shall have the right to dispose to best advantage of such profits as may arise from the conduct of all or any of the aforesaid amenities.

(4) The Director may at any time order that any library, bookshop, refreshment room, cafeteria or other amenity established and being conducted in any school or college aforesaid shall be abolished or discontinued as from a date to be specified in the order and every such order shall be complied with or given effect to according to the tenor thereof.

PART VI.—TECHNICAL COLLEGE AND TECHNICAL SCHOOLS.

*Division I.—Admission of Students, Class Fees and Classes of Instruction.*

195. The regulations contained in this Part shall apply and have effect in relation to the Technical College and the technical schools established under the Act, and students may be admitted to the classes conducted in such college and such schools under and in accordance with the said regulations.

## Class Fees.

196. (1) Students under 21 years of age at the date of admission during the school year, who take subjects involving class attendance of not less than four hours per week may, subject to paragraph (4) hereof be granted free tuition.

(2) Trade apprentices serving apprenticeships which have been registered at the Court of Arbitration may, irrespective of age, be granted free tuition.

(3) Returned soldiers and children of deceased or incapacitated soldiers and widows of soldiers whose deaths have been deemed to be war caused and winners of Government scholarships and bursaries and members of the staffs of the Technical College or Schools pursuing such studies as have been approved by the Superintendent of Technical Education and such other students as are approved by the Minister may be exempted from payment of fees. For purposes of this clause returned soldiers are considered to be ex-members of any of His Majesty's Armed Services in the 1914 and 1939 wars who had at least six months' service and were honourably discharged.

(4) Students to whom free tuition is granted shall be charged laboratory fees of ten shillings per term in chemistry, assaying and physics classes, five shillings per term as a maintenance and renewals fee in typewriting classes, and in such other classes as the Minister may from time to time determine such fee per term not exceeding ten shillings as a maintenance of renewals or other fee as shall be fixed by the Minister.

(5) Students in receipt of free tuition shall pay a registration fee of 5s. for the school year.

(6) Notwithstanding the foregoing clauses of this regulation the cost of such tuition fees as may be prescribed for the vocational training, at State Technical Schools, of discharged service personnel nominated by the Commonwealth Department of Repatriation and Reconstruction shall be chargeable to those Departments.

(7) Students to whom free tuition is not granted shall in respect of the classes to which they are admitted pay the class fees prescribed in Appendix 7 to these regulations.

(8) All fees shall be payable by students in advance at the commencement of each and every term.

## Admission of Students.

197. In relation to the admission of students to the classes of instruction the following provisions shall apply:—

(1) Applicants may be admitted to technical courses for one year provided they hold qualifications as set out hereunder:—

## A.—Full Time Courses.

- (1) Pre-apprenticeship, 8th Standard or higher certificate.
- (2) Junior Matriculation, 8th Standard or higher certificate.
- (3) Commercial, 8th Standard or higher certificate.
- (4) Domestic Arts Certificate, 8th Standard or higher certificate.
- (5) Ladies' Hairdressing Diploma, 8th Standard or higher certificate.
- (6) Senior Matriculation, Junior or 9th Standard certificate.
- (7) Art Diploma: Junior Certificate and satisfactory evidence of artistic ability.
- (8) Domestic Science Diploma: Evidence of satisfactory completion of four years of secondary school course, including the passing of Junior certificate in the third year.
- (9) Mechanical Engineering Diploma: Evidence of satisfactory completion of four years of secondary school course, including the passing of Junior certificate in the third year.
- (10) Electrical Engineering Diploma: Evidence of satisfactory completion of four years of secondary school course, including the passing of Junior certificate in the third year.
- (11) Structural Engineering Diploma: Evidence of satisfactory completion of four years of secondary school course, including the passing of Junior certificate in the third year.
- (12) Pure Chemistry Diploma: Evidence of satisfactory completion of four years of secondary school course, including the passing of Junior certificate in the third year.
- (13) Analytical Chemistry Diploma: Evidence of satisfactory completion of four years of secondary school course, including the passing of Junior certificate in the third year.
- (14) Applied Chemistry Diploma: Evidence of satisfactory completion of four years of secondary school course, including the passing of Junior certificate in the third year.

## B.—Part-Time Day Courses.

- (1) Junior Matriculation, 8th Standard or higher certificate.
- (2) Senior Matriculation, Junior certificate or 9th Standard certificate.
- (3) Art Subjects: Student must be over 14 years of age and submit evidence of artistic ability.
- (4) Domestic Arts Subjects—(1) 8th Standard or higher certificate; (2) students over 14 years of age but with lower qualification than 8th Standard pass-out certificate may be admitted—provided the Principal is satisfied that they have suitable aptitude.
- (5) Engineering Diploma Subjects—Evidence of satisfactory completion of four years of secondary school course, including the passing of junior certificate in the third year.
- (6) Chemistry Diploma Subjects—Evidence of satisfactory completion of four years of secondary school course, including the passing of junior certificate in the third year.

- (7) Pharmacy—Registration with Pharmaceutical Council of W.A. as a pharmaceutical apprentice.
- (8) Trade Apprentice Classes—(i) Registration at the Court of Arbitration as a trade apprentice or probationer; or (ii) employment as cadet in accordance with an industrial award; or (iii) evidence of employment under conditions equivalent to an apprenticeship to a trade for which day classes are provided.

C.—Evening Courses and Classes.

- (1) Preparatory Technical—(a) Industrial, (b) Domestic, (c) Commercial—Completion of 7th standard syllabus of a post primary school.
  - (2) Junior Certificate Subjects—(1) As for day course; (2) by completion of preparatory technical courses.
  - (3) Commercial Subjects—(1) As for day course; (2) by completion of preparatory technical courses.
  - (4) Domestic Arts Subjects—(1) As for day course; (2) by completion of preparatory technical courses.
  - (5) Art—Evidence of artistic ability.
  - (6) Diploma Entrance Courses—Junior certificate or completion of 9th standard.
  - (7) Diploma Course—As for full time courses.
  - (8) Certificate Courses—(i) 8th pass out certificate, or (ii) are 16 years of age and capable of profiting by the instruction.
  - (9) Trade Classes—(i) 8th standard certificate, or (ii) engaged in suitable occupation.
- (2) Students over 14 years of age not in possession of the above qualifications may be admitted to full-time courses provided they attend such classes or groups of classes as directed by the Principal of the college or school.
- (3) Students over 16 years of age not in possession of the above qualifications may be admitted to part-time classes (other than day trade apprentice classes) provided they are in employment and are capable of profiting by the instruction.
- (4) The Principal of a college or school may if he thinks fit, require a part-time student to take a subsidiary or allied subject in addition to that for which he has applied and the student shall comply with such requisition.
- (5) Part-time students may be permitted to enrol for less than four hours per week and still retain the right of free tuition (1) if suitable allied classes are not available or (2) if in the opinion of the Principal of the college or school the educational or technical qualifications of the students are such that they may be exempted from the requirement to attend classes four hours per week or (3) if students submit evidence that they are in regular attendance at another approved educational establishment.
- (6) Students to whom free tuition is granted and who complete a year's work satisfactorily may have their right of free tuition renewed for another year provided they are under 21 years of age at the commencement of the school year.
- (7) The following students shall be exempt from payment of the registration fee for the ensuing year—
- (a) Students who comply with the regulations and pass the class examinations.
  - (b) Students who have qualified for an eighth or ninth class certificate or the equivalent certificates from a Government central or secondary school, or have passed in two of the subjects prescribed for a preparatory technical course.
- (8) The right to free tuition may be forfeited for irregular attendance, unsatisfactory progress or misconduct on the part of the student.
- (9) Students may be required to provide themselves with such apparatus, equipment or material as may be prescribed by the principal of the college or school.
- (10) In the enrolment of students preference may be given to those whose occupations indicate that the classwork will be of special value to them.
- (11) A student may be refused admission to a class—
- (a) if the number of other students is insufficient;
  - (b) if the class is full;
  - (c) if application is made after the first month of the school year;
  - (d) if, in the opinion of the principal of the college or school the student is not fitted for the work of the class;
  - (e) if the student does not comply with the regulations.
- (12) The school year shall consist of three terms, each of 12 weeks.
- (13) Students who make 75 per cent. of the possible attendances for the year shall be qualified to sit for the annual examinations.
- (14) Class certificates shall be issued on the results of examinations provided that students make application for such class certificates.
- (15) Course certificates shall be issued to students who have completed all the requirements for such certificate provided that students make application for such certificates on the proper certificate application forms.
- (16) Diplomas shall be issued to students who have satisfied all the requirements for diplomas provided that students make application for such diplomas on the proper application forms and that in each case a fee of 5s. covering the cost of preparation of the diploma has been paid.
- (17) Students in ladies' hairdressing shall not be required to pay the preparation fee mentioned in paragraph (16) hereof while this course is conducted as a self-supporting course.

*Day Classes for Registered Trade Apprentices.*

198. (1) Day classes for registered trade apprentices may be established by the Minister on the recommendation of the Superintendent of Technical Education.

(2) Such classes shall be held from 8 a.m. to 12 noon or from 1 p.m. to 5 p.m. subject to such variation in times as may be necessary to comply with the appropriate industrial award or agreement.

(3) On receipt of advice of the registration of a trade apprentice or probationer apprentice the Principal of the College or School in which such day classes are established shall notify the employer of the day and times such apprentice should attend for tuition and the necessary registration fee payable in respect of the registration of the apprentice as a technical school student.

(4) On the first attendance of the apprentice he shall be enrolled by the Principal in the classes most appropriate for his trade and having regard to his educational standard and year of apprenticeship.

(5) A time book shall be provided for each classroom or workshop where such day trade apprentice classes are held and the instructors of such classes shall see that apprentices sign the time books on commencing and finishing classwork.

(6) The class attendance shall be posted from the time books to the class rolls by the class instructors.

(7) The Principal shall send or cause to be sent to the employer a report concerning any of his apprentices failing to attend on his appropriate class period, arriving after the commencement of classes, leaving before the finish of classwork or failing to apply himself diligently to his classwork. Such report shall be despatched not later than the day following that on which the breach of discipline occurred.

(8) Class rolls and other apprentice records shall be available for inspection at any time by the Industrial Registrar, the examiners appointed by the Arbitration Court and accredited representatives of the unions of employers and employees on the appropriate Trade Advisory Committee.

(9) The Principal shall supply the examiners appointed by the Arbitration Court with a schedule showing the number of possible and actual attendances for each apprentice when requested to do so by the Industrial Registrar.

(10) The Principal shall forward to the employer at the end of the technical school year a report on the attendance and progress and the annual examination results of each apprentice.

(11) The Principal shall call a meeting of the appropriate trade advisory committee at least once during the course of each school term. Copies of notices of meetings, minutes and reports shall be forwarded to the Superintendent of Technical Education by the Principal.

*Division 2—Classification of Technical Institutions.*

199. Technical Institutions shall be classed as follow:—

(1) Technical Colleges, which shall have either—

- (i) a total enrolment of individual students in excess of 3,000; and
- (ii) at least three (3) Diploma Courses in operation recognised as giving full professional technical training.

Or, alternatively, shall have—

- (a) a total enrolment in excess of 750 individual students; and
- (b) teaching departments giving full professional training for technical vocations within a particular industry; and
- (c) departments giving special advisory, testing and research services to that industry.

(2) Technical Schools (Class I) which shall have a total enrolment of at least 750 individual students of whom either at least 100 shall be students taking full time courses, or at least 400 shall be registered trade apprentices attending day classes for the full term of their apprenticeships.

(4) Technical Schools (Class III.) which shall be technical schools with no full time day course enrolment and with less than 150 individual trade apprentices attending day classes.

*Division 3.—Lecturers, Instructors and Teachers.*

200. The teaching staff of the Technical Education Branch shall comprise the principals of technical institutions, lecturers in charge of teaching departments, senior lecturers, lecturers, assistant lecturers, assistants and cadets, art masters, assistant art masters, trade instructors, senior instructors and junior instructors, assistants, junior assistants, commercial masters and such other teachers as may from time to time be necessary.

201. It shall be the duty of the principal of the college or school to see that the following procedure relating to collection of fees, enrolment, banking, roll books, statistics and return of audit documents is strictly observed:—

- (a) Collection of Fees.—Students accepted for enrolment and due to pay fees in accordance with Regulations 196 and 197 shall be issued with receipts in respect of fees paid. The duplicates shall be retained in the official numbered receipt book provided for each college or school. Should it be necessary for any reason to cancel a receipt, the original receipt should be retained and pasted over the duplicate in the receipt book. The word "cancelled" should be written across the original of the cancelled receipt.
- (b) Enrolment.—Each student enrolled shall be issued with an admission form showing the student's admission number. The number of the receipt issued in respect of the fees paid or other authority for admission shall be shown on this form.

- (c) Banking.—Fees amounting to £1 (one pound) or over shall be banked not later than the day following their collection. Should this be impracticable, a statement of the reason for the delayed banking shall be forwarded to the Superintendent of Technical Education for presentation to the Government Inspector of Accounts. The particulars of fees and other moneys banked shall be entered in duplicate in the daily return of fees book, and paid to the nearest branch of the Commonwealth or affiliated bank endorsed “for transmission to the account of the Government of Western Australia.” The original of the daily return fees sheet and the bank deposit sheet shall be forwarded to the Superintendent of Technical Education by the following mail. All “renewals and maintenance fees” collected in connection with typewriting classes shall be shown as such in the column headed “Sundries” of the daily return of fees sheet so that the Technical School Typewriters Trust Account may be credited with these amounts.
- (d) Rolls.—It shall be the duty of principals to see that the class rolls are promptly written up by the instructors and that all admission numbers and receipt numbers are correctly entered. Instructors shall be responsible for entering the attendances of students during the course of each class period. Roll books shall be signed by the class instructors as evidence that the service in respect of which fees have been collected has been duly given.
- (e) Statistical Returns.—Statistical returns on the forms provided shall be prepared by principals and forwarded to the Superintendent of Technical Education at the end of each term.
- (f) Audit Documents.—The following books and statements shall be forwarded by principals to the Superintendent of Technical Education as soon as possible after the end of the school year:—
  - (1) Fee receipt book.
  - (2) List of classes held during the year.
  - (3) Class rolls corresponding to subparagraph (2) hereof.
  - (4) Daily return of fees book.
  - (5) Bank pay in book.
  - (6) Admission book.
  - (7) Nominal register.

202. (1) In relation to principals of Technical Colleges the following provisions shall apply:—

- (a) They shall be classified in three grades to be called Grades III, II and I respectively.
- (b) They may be promoted from Grade III to Grade II after two years' good service in Grade III and from Grade II to Grade I after two years' good service in Grade II.

(2) In relation to principals of Technical Schools (Class I) the following provisions shall apply:—

- (a) They shall be classified in three grades to be called Grades III, II, and I respectively.
- (b) They may be promoted from Grade III to Grade II after two years' good service in Grade III and from Grade II to Grade I after two years' good service in Grade II.

(3) In relation to principals of Technical Schools (Class II) the following provisions shall apply:—

- (a) They shall be classified in three grades to be called Grades III, II, and I respectively.
- (b) They may be promoted from Grade III to Grade II after two years' good service in Grade III and from Grade II to Grade I after two years' good service in Grade II.

203. In relation to the staffs of technical colleges and schools the various classes of officers mentioned in the first column of the table hereunder shall be graded in the number of grades specified in the second column of the said table for each such class respectively, and the officers in such classes shall serve in each of the grades into which their classes are graded as aforesaid for the period of time specified in the third column of the said table for each such class respectively, that is to say:—

Position.	Grades of Classification.	Service required in each Grade.
Lecturers-in-Charge, Senior Women Lecturers (Household Science) .....	4	2 years
Lecturers, Assistant Lecturers, Art Masters, Assistant Art Masters, Trade Instructors (Class B), Commercial Masters (Classes A and B) .....	3	2 years
Assistants (Science), General Women Assistants .....	3	3 years
Junior Assistants (Science), Cadets .....	3	1 year
Junior Instructors (Women) .....	2	3 years
Trade Instructors (Class A), Junior Assistants (Women) .....	2	2 years

204. Any officer who possesses special qualifications may be classified in the first instance in a grade higher than the grade in which ordinarily he would be classed.

205. Junior assistants and cadets must submit themselves and pass each year such examinations as the Department may hold for them.

206. (1) Junior instructors (women) shall be eligible for promotion to the position of senior instructors (women) after they have served for three years with good reports as Grade I junior instructors.

(2) Assistants (men) shall be eligible for promotion to the position of assistant lecturers after at least 10 years' service as assistants, provided they have served for at least four years as Grade I assistants with good reports and hold appropriate University degrees, Technical College diplomas or their equivalents.

(3) Trade instructors Class B shall be eligible for promotion to Class A after three years' good service as Class B trade instructors in Grade I provided they have such technical qualifications appropriate for their trade as may be prescribed by the Superintendent of Technical Education and have passed such examinations in the history and principles of technical education, teaching method applied to technical education and school workshop management and control as may be prescribed by the Superintendent of Technical Education.

(4) A commercial master Class A shall be in charge of a full time course of not less than 75 individual students and may be required to supervise commercial class instruction in evening classes.

(5) A commercial master Class B shall be in charge of a full time course with an enrolment of less than 75 individual students.

*Division 4.—Salaries of Lecturers, Instructors and Teachers.*

207. The salaries of the teaching staff of Technical Colleges and schools shall be as follow:—

(a) Science, Engineering, Arts and Commercial Classes—

	Men	Women
(1) Cadets—	£	£
Grade III	135	110
Grade II	155	125
Grade I	175	140
(2) Junior Assistants—	Men	Women
	£	£
Grade III	260	210
Grade II	280	225
Grade I	300	240
(3) Assistants, Lecturers, etc.—		

MEN.

Classification.	Year of Service in each Grade.							
	1 Mini- mum Rate.	2	3	4	5	6	7	8 Maxi- mum Rate.
	£	£	£	£	£	£	£	£
Assistants	400	420	440	460	480	500	520	540
Assistant Lecturers	560	580	600	620	640	660	670	....
Lecturers	700	725	750	....	....	....	....	....
Lecturers-in-Charge	800	825	850	875	....	....	....	....
Assistant Art Master	560	580	600	620	....	....	....	....
Art Master	750	775	800	825	....	....	....	....
Commercial Master—								
Class B	555	585	615	....	....	....	....	....
Class A	675	700	725	....	....	....	....	....

WOMEN.

Classification.	Year of Service in each Grade.							
	1 Mini- mum Rate.	2	3	4	5	6	7	8 Maxi- mum Rate.
	£	£	£	£	£	£	£	£
Assistants	320	335	350	370	385	400	415	430
Assistant Lecturers	450	465	480	495	510	530	535	....
Lecturers	560	580	600	....	....	....	....	....
Lecturers-in-Charge	640	660	680	700	....	....	....	....
Assistant Art Mistress	450	465	480	495	....	....	....	....
Art Mistress	600	620	640	660	....	....	....	....
Commercial Mistress—								
Class B	445	470	490	....	....	....	....	....
Class A	540	560	580	....	....	....	....	....

(b) Household Science Classes—

WOMEN.

Classification.	Year of Service in each Grade.							
	1 Mini- mum Rate.	2	3	4	5	6	7	8 Maxi- mum Rate.
Lecturers .....	£ 450	£ 465	£ 480	£ 495	£ 510	£ 530	£ 535	£ .....
Senior Lecturers .....	560	580	600	.....	.....	.....	.....	.....
Lecturers-in-Charge .....	640	660	680	700	.....	.....	.....	.....

(c) General Women Assistants—

Position	Year of Service		
	1	2	3
Trainee Assistants—	£	£	£
Grade II	130	145	160
Grade I	160	175	190
Junior Assistants—			
Grade II	210	230	250
Grade I	280	305	330
Assistants—	360	390	420

(d) Trade Instructors:

MEN.

Position.	Year of Service in each Grade.							
	1 Mini- mum Rate.	2	3	4	5	6	7	8 Maxi- mum Rate.
Trade Instructor—	£	£	£	£	£	£	£	£
Class B .....	465	480	495	510	525	535	545	555
Class A .....	570	585	600	615	630	640	650	660

WOMEN.

Position.	Year of Service in each Grade.							
	1 Mini- mum Rate.	2	3	4	5	6	7	8 Maxi- mum Rate.
Trade Instructresses—	£	£	£	£	£	£	£	£
Class B .....	370	385	395	410	420	430	435	445
Class A .....	455	470	480	490	505	510	520	530

(e) Trade Instructors in Charge of Groups.—On the recommendation of the Superintendent of Technical Education, a Trade Instructor, or a Trade Instructress, may be appointed Instructor-in-Charge, or Instructress-in-Charge of a group (as the case may be), and while holding such position shall be paid an allowance at the rate per annum as follows:—

Men	Women
£40	£30

(f) Principals—

Position	Year of Service in each Grade		
	1 £	2 £	3 £
Principal of Technical School, Class II .. .. .	740	765	790
Principal of Technical School, Class I .. .. .	825	850	875
Deputy Principal of Technical College .. .. .	875	900	925
Principal of Technical College	1,000	1,025	1,050

## (g) Correspondence School—

	£	£
	Men	Women
Supervisor, Grade III	560	450
Supervisor, Grade II	590	470
Supervisor, Grade I	620	495

208. The regulations in Part II of these regulations which make provision for Goldfields allowance, sick leave, and long service leave in relation to teachers employed in primary schools shall apply to members of the teaching staff of the technical colleges and technical schools.

*Division 5.—Self Supporting Classes.*

209. Self Supporting Classes may be established and conducted for the purpose of giving instruction supplementary to that provided by the Technical Education Branch of the Department.

210. The control of such self supporting classes shall be vested in trustees of the Technical Education Branch Self Supporting Classes.

211. There shall be five trustees, of whom two shall be internal trustees and three external trustees. The internal trustees shall be the Superintendent of Technical Education and the Principal of the Perth Technical College or officers acting as their deputies. The external trustees shall be the Under Treasurer or a deputy nominated by him and two trustees appointed by the Minister, one of whom has been nominated by the teachers of the Technical Education Branch.

212. A fee of £1 1s. per trustee meeting attended may be paid to those trustees who are not permanent members of the Government service, provided that the total amount payable to each trustee in any one year shall not exceed £5 5s.

213. The organisation, administration and supervision of the classes shall be the responsibility of the internal trustees.

214. The trustees shall hold meetings at least once during each College term and consider reports concerning the formation of classes, variations in conditions of payment of subscriptions to classes, rates to instructors and such other matters as may be considered necessary.

215. The trustees, with the approval of the Minister, shall have power to grant exemption from payment of subscriptions in necessitous cases, provided the funds to the credit of a class permit, and to grant refunds of subscriptions to students where the class has had to be discontinued, or the student is unable, by virtue of his employment or other causes, to continue to take advantage of the classes, and to write off subscriptions due which they are satisfied are non-collectable.

216. All subscriptions received on behalf of the trustees shall be paid into the Technical Education Trust Fund Account at the Commonwealth Bank. This account shall be operated by such persons as may be authorised by the trustees from time to time.

217. An account shall be kept for each class or group of classes as determined by the trustees, such account to show all receipts and disbursements in respect of each class.

218. Each class or group of classes shall be debited with the following charges which shall be paid to consolidated revenue at the close of each college term—namely, an administration charge of 5 per cent. on all subscriptions received and, where necessary, a charge for depreciation and a charge for light and/or power.

219. As far as possible the account for each class or group of classes shall be finalised at the end of each college year and the financial results of each class shall be reported to the trustees and be available for inspection by the staff. The trustees may transfer the surplus standing at the credit of each class to a suspense account which shall be used by the trustees to meet general administration costs, audit fees, insurance, printing, telephones, stationery, advertising, supplies of equipment or in any way which, in the opinion of the trustees, will increase the efficiency and extension of the self supporting classes generally.

220. All instructors on appointment shall be required to sign an approved agreement with the trustees.

221. The subjects to be taught in self supporting classes conducted under the authority of this Division shall be such as may from time to time be selected by the trustees and approved by the Minister.

## PART VII.—SCHOOLS OF AGRICULTURE.

222. Schools of Agriculture shall be classified as follows:—  
Fifty pupils and over—Class 1.  
Under 50 pupils—Class 2.

223. (a) Principals: The Principal of a School of Agriculture shall be paid in accordance with the following scale:—

Classification	Year of Service		
	1	2	3
Principal, Class II School	£660	£690	£720
Principal, Class I School	£720	£750	£780

(b) Trade Instructors: Trade Instructors in Schools of Agriculture shall be paid salary in accordance with the following scale:—

First Year .. .. .	£460
Second Year .. .. .	£480
Third Year .. .. .	£500
Fourth Year .. .. .	£520

(c) Farm Managers: The Farm Manager of a School of Agriculture shall be paid salary at the rate of £520 per annum.

(d) Secretary, Schools of Agriculture: The female Secretary of the Narrogin and Denmark Schools of Agriculture shall be paid salary at the rate of £372 per annum.

PART VIII.—ADVISORY BOARDS.

*Division 1.—High Schools Advisory Board.*

224. (1) A Board shall be appointed to advise the Department in the matter of making appointments to the staffs of high schools, other than to those positions to which appointments are made on the recommendation of the Public Service Commissioner.

(2) The Board shall consist of—(1) the Deputy Director of Education; (2) a high school teacher to be elected by a ballot of the high school members of the State School Teachers' Union of W.A. Incorporated conducted by the said Union; (3) a nominee of the Minister who shall not be a member of the Public Service. If any question arises in which the interests of the high school member of the said Board are involved and the Board is to decide such question, then and in any such case a deputy member shall be elected to take the place on the said Board of the high school member. The election of the deputy member shall be by a ballot conducted by the said Union of its high school members.

(3) The representative of the teachers and the nominee of the Minister shall hold office for the term of three years, and shall be eligible for re-election or re-appointment, as the case may be.

(4) The Board shall meet as often as necessary to consider applications for appointment to any advertised position on the staffs of the high schools in respect of which the Board has jurisdiction to make a recommendation, whether such position be an existing one or one to be brought into existence by a new office being created.

(5) The Board in framing its recommendations to the Department shall take into consideration the particular circumstances of the vacant position and the particular fitness of the applicant to discharge the duties of the vacant position, and shall be bound by the ordinary rules of seniority only in cases where the said fitness of two or more applicants is not capable, in the opinion of the Board, of clear distinction.

(6) The Director may return the recommendation of the Board, with a request to the Board to reconsider it, for reasons to be set forth in such request, and thereupon the Board shall reconsider its recommendation and may, if it deems fit, make another recommendation.

(7) The Director shall give written notice of the decision of the Board to any teacher who is an applicant for an appointment and is not recommended by the Board.

(8) Any teacher who is an applicant for an appointment and is not recommended by the Board may appeal to the Promotions Appeal Board constituted under the Government Employees (Promotions Appeal Board) Act No. 38 of 1945.

*Division 2.—Teachers' College Advisory Board.*

225.—(1) A Board shall be appointed to advise the Department in the matter of making appointments to the staff of the Teachers' College, other than to those positions to which appointments are made on the recommendation of the Public Service Commissioner.

(2) The Board shall consist of—(1) The Principal of the Teachers' College; (2) the representative of the teachers on the High Schools Advisory Board; and (3) the nominee of the Minister who shall not be a member of the Public Service.

(3) The representative of the teachers and the nominee of the Minister shall hold office for the term of three years, and shall be eligible for re-election or re-appointment, as the case may be.

(4) The Board shall meet as often as necessary to consider applications for appointment to any position vacant in the staff of the Teachers' College, whether such vacancy occurs in any established office or by reason of a new office being created.

(5) The Board, in framing its recommendations to the Department, shall take into consideration the particular circumstances of the position, and the particular fitness of the applicant to discharge the duties of the vacant position, and shall be bound by the ordinary rules of seniority only in case where the said fitness of two or more applicants is not capable, in the opinion of the Board, of clear distinction.

(6) In the event of the Principal of the Teachers' College being absent from Perth, on leave, or otherwise unable to attend a meeting of the Board, the person for the time being discharging the duties of his office shall be qualified to sit on such Board, and do all things necessary to be done as fully and effectually as he would have done in person.

(7) The Director may return the recommendation of the Board, with a request to the Board to reconsider it, for reasons to be set forth in such request, and thereupon the Board shall reconsider its recommendation and may, if it deems fit, make another recommendation.

(8) The Director shall give written notice of the decision of the Board to any teacher who is an applicant for an appointment and is not recommended by the Board.

(9) Any teacher who is an applicant for an appointment and is not recommended by the Board may appeal to the Promotions Appeal Board constituted under the Government Employees (Promotions Appeal Board) Act No. 38 of 1945.

*Division 3.—Technical College and Technical Schools Appointments Board  
and Technical Schools Advisory Boards.*

226. (a) (1) A Board shall be appointed to advise the Department in the matter of making appointments in Division 1 to the staffs of certain branches of the Technical College or Technical Schools other than to those positions to which appointments are made on the recommendation of the Public Service Commissioner.

(2) The Board shall not function in connection with appointments to positions in such branches of the Technical College or Schools as are under the supervision of Advisory Boards or Advisory Committees already approved of or to be approved of in future by the Minister.

(3) The Board shall consist of—(1) The Superintendent of Technical Education; (2) the Principal of a Technical College or School or a lecturer in charge of a department of a Technical College or School elected by the teachers of the Technical Education branch or, in his absence, a deputy elected by the teachers of the Technical Education branch; and (3) a nominee of the Minister who shall not be a member of the Public Service, or his deputy.

(4) The representative of the teachers and the nominee of the Minister shall hold office for the term of three years and shall be eligible for re-election or re-appointment as the case may be.

(5) The Board shall meet as often as necessary to consider applications for appointment to any position on the staff of the Technical College or any Technical School in respect of which the Board has jurisdiction to make a recommendation, whether such position be an existing one or one to be brought into existence by a new office being created.

(6) In the event of the Superintendent of Technical Education being absent from Perth or on leave, or otherwise unable to attend a meeting of the Board, the person for the time being discharging the duties of his office in the Department shall be qualified to sit on such Board and do all things necessary to be done as fully and effectually as the first named would have done in person.

(7) The Board, in framing its recommendations to the Department, shall take into consideration the particular circumstances of the vacant position and the particular fitness of the applicant to discharge the duties of the vacant position, and shall be bound by the ordinary rules of seniority only in case where the said fitness of two or more applicants is not capable, in the opinion of the Board, of clear distinction.

(8) The Director may return the recommendation of the Board, with a request to the Board to reconsider it, for reasons to be set forth in such request, and thereupon the Board shall consider its recommendation and may, if it deems fit, make another recommendation.

(9) The Director shall give written notice of the decision of the Board to any teacher who is an applicant for the appointment and is not recommended by the Board.

(10) Any teacher who is an applicant for an appointment and is not recommended by the Board may appeal to the Promotions Appeal Board constituted under the Government Employees (Promotions Appeal Board) Act No. 38 of 1945.

(b) (1) Technical Schools Advisory Boards shall be established for the purpose of keeping Principals of Technical Schools in close touch with local industrial developments and to advise on the courses necessary to ensure that the schools meet technical education requirements.

(2) The Principal of a Technical School shall be required to take full responsibility for all recommendations made by him to the Superintendent of Technical Education and shall attach to each such recommendation a statement setting out the opinion of the Board.

(3) The following regulations pertaining to Technical Schools Advisory Boards shall apply:—

- (a) Members of a Board shall be appointed by the Hon. Minister for a term of two years.
- (b) The chairman of the Board shall be elected by the members of the Board at their first meeting.
- (c) The Principal of the school shall act as convenor and honorary secretary of the Board but shall not be a member.
- (d) The Superintendent of Technical Education shall be eligible to attend meetings of the Board and may take part in its discussions if invited by the chairman to do so.
- (e) A majority of members of the Board shall constitute a quorum.
- (f) The Board shall act in an advisory capacity only and shall visit the classes conducted at the school at least once during each school term.
- (g) The Board may make recommendations in respect to the establishment of new classes, the maintenance of class attendances, school equipment and the developments necessary to ensure that the school meets the requirements of the district.
- (h) The decisions of the Board shall be transmitted to the Superintendent of Technical Education by the Board Secretary.
- (i) The Board may report direct to the Minister on any matter concerning the interests of the school.

227. Members of the Technical College and Technical Schools Appointments Board and Technical Schools Advisory Boards appointed under regulation 226 and of any other Technical School Advisory Board or trade committee appointed by the Minister shall be appointed in an honorary capacity and shall not be paid for

attendance at meetings. Provided that if in order to attend such meetings any member is obliged to obtain leave without pay from his regular employment the Minister may pay an allowance not exceeding 15s. in respect of the actual loss of wages by the member.

**PART IX.—REGULATIONS GOVERNING MEMBERS OF THE TEACHING STAFF OF THE TECHNICAL COLLEGE AND TECHNICAL SCHOOLS EXEMPT FROM THE PROVISIONS OF THE PUBLIC SERVICE ACT, 1904-1947.**

228. The Superintendent of Technical Education shall have the direction and control of the entire staff, and shall from time to time define their duties.

229. The staff shall be classified in two divisions, viz:—

Division 1.—Principals, Lecturers in Charge, Lecturers and other Full-Time Teachers.

Division 2.—Part-Time Teachers and Cadets.

230. (1) When a vacancy in any office of Division 1 requires to be filled or an appointment made to a new office in this division, the Superintendent shall obtain suitable applications, by advertisement, from qualified persons and such applications shall be dealt with as provided for in regulation 226 of these regulations.

(2) Vacancies in offices of Division 2 shall be filled by the Superintendent subject to the approval of the Minister.

231. Full-time teachers shall not be allowed to accept any paid employment from any employer other than the Government, nor shall they be permitted to take any office or appointment, whether honorary or paid, without the consent in writing of the Minister.

232. The appointment of an officer shall date from the time that he reports himself to the Superintendent for duty, and only train or other fares from the officer's point of departure within the State to his destination shall be paid unless otherwise specified at the time of the appointment.

233. Each officer shall be regular in the times of his arrival at and departure from his duties and shall not absent himself without leave during class hours.

234. (1) The members of the staff shall conduct their classes regularly as detailed in the syllabus, at the hours shown on the time table, and commence their classes at the time specified.

(2) The regular hours of duty shall be from 10 a.m. to 1 p.m. and from 7 p.m. to 10 p.m. or an equivalent.

235. Each member of the staff shall be required to prevent an accumulation of arrears of work and may be called upon to meet a temporary increase of work without additional payment.

236. Each member of the staff shall be held responsible for the proper conduct of his classes and the safe keeping of the material and apparatus used in connection with his work. He shall at once report to the Superintendent any damage to school property, disobedience to regulations, and misdemeanour which may come under his notice.

237. Correspondence from members of the staff to the head office shall pass through the Superintendent.

238. No information connected with the school or obtained by means of the school appliances shall be made public by any member of the staff without the knowledge and consent of the Superintendent.

239. (1) Members of the staff shall not seek the influence or interest of any person in order to obtain promotion, transfer, or other advantage, except with the consent of the Superintendent.

(2) All claims for advancement within the service shall be made through the Superintendent.

240. No address, testimonial, or presentation shall be accepted by any member of the staff without the sanction, in writing, of the Minister.

241. If any member of the staff is on an indictment convicted of any offence, he shall be deemed to have forfeited his office, and shall thereupon cease to perform his duties and receive his salary.

242. (1) The summer vacation shall normally extend from the beginning of the second week in December to the end of the second week in February. Notwithstanding this, the Superintendent may reduce, extend, or otherwise vary the vacation periods for any college or school or any of the teaching departments within a college or school, when in his opinion this is necessary either because of conditions peculiar to the industries served by the college or school or teaching department or because of the nature of the training being given within such college or school or teaching department.

(2) Before leaving for the vacation each member of the staff shall have completed his year's work to the satisfaction of the Superintendent and shall state his proposed postal address.

243. The school shall be closed on public service holidays.

244. (1) Teachers on the permanent staff shall give one month's notice of intended resignation. No such notice may terminate between the 1st day of January and the 31st day of March, except for teachers whose term of continuous service began between those dates.

(2) Such teachers may resign on any date subsequent to that of their first appointment followed by continuous service.

(3) Teachers not on the permanent staff shall give at least one month's notice; no such notice shall terminate between the 1st day of January and the last day of February.

(4) When full notice is not given, pay may be forfeited at the discretion of the Minister.

245. (1) The appointment of a full-time teacher may be terminated by three months' notice.

(2) The appointment of any member of the staff may, in the case of misconduct, be terminated summarily by the Minister.

246. Members of the staff, when travelling on the public service, shall be subject to conditions and provisions the same as those contained in Section E of the Public Service Regulations made under the Public Service Act, 1904-1947.

247. The granting of long service leave, sick leave, free passes to the coast, and goldfields allowances shall be in accordance with the provisions of those regulations relating to teachers in primary schools.

#### PART X.—APPEAL BOARD RULES.

(Section 37 (E) of the Act).

248. The Director may appoint a member of the clerical staff of the Department to act in the capacity of clerk to the Appeal Board, and such clerk shall have the custody of the records and proceedings of the Board.

249. Notice of appeal to the Board shall be given by an appellant to the Director within one month after the receipt by the appellant of the notification of the decision appealed against.

250. The notice shall be in writing signed by the appellant and shall contain a short statement of the grounds of appeal; provided that the Board may at any stage of the proceedings allow an appellant to amend the statement of the grounds of appeal on such terms (if any) as the Board may deem just.

251. The appellant shall deposit with the Director with his notice of appeal the sum of two pounds as security for costs.

252. The Director, as soon as practicable after the receipt by him of the notice of appeal, shall notify the clerk to the Board, who shall forthwith arrange for a sitting of the Board to deal with the appeal.

253. The chairman of the Board shall appoint a time and place for hearing the appeal.

254. The clerk to the Board shall give notice in writing by post or otherwise to the appellant, and to all other persons interested in the appeal of the time and place appointed for the hearing of the appeal. Where the party to be notified resides at a place within the radius of 300 miles from the place of sitting of the Board, seven days' notice at least shall be given; if he resides outside such a radius, 21 days' notice at least shall be given.

255. The clerk to the Board, if requested so to do by the Director or an appellant, shall send notice to any person whose attendance as a witness is desired at the hearing of the appeal. Should the witness be required to produce any document or other thing at the hearing, the clerk shall notify the witness accordingly and specify in his notice the particular document or thing required to be produced.

256. The party requiring the attendance of a witness at the hearing of an appeal shall, if the witness resides or carries on a business at a place more than two miles from the place of sitting of the Board, pay or tender the witness a reasonable sum of money for travelling expenses.

257. Any person who, having been notified by the clerk to the Board to attend as a witness, and/or produce any document or other thing at the hearing of the appeal, and having been paid or tendered reasonable conduct money, if resident more than two miles from the place of sitting of the Board, fails without reasonable cause to attend before the Board and give evidence, or produce any such document or other thing, shall be liable to a penalty not exceeding ten pounds.

258. The evidence of witnesses who reside more than 20 miles from the place of sitting of the Board may be taken on affidavit sworn before a Justice of the Peace; but the Board may require the attendance of any such witness if it deems it desirable so to do.

259. The appellant may at any time before the date appointed for the hearing of the appeal, give notice to the clerk to the Board of his intention to abandon his appeal. In such event the Board may, on the application of the Director, order the appellant to pay the costs (if any) reasonably incurred by the Department in connection with the appeal.

260. The order of procedure at the hearing of the appeal before the Board shall be as follows:—

- (a) The appellant may attend in person or by his agent.
- (b) The appellant or his agent shall open his case to the Board and may adduce evidence in support of his appeal.
- (c) At the close of the case for the appellant, the Director's representative may adduce evidence in support of the decision appealed against.
- (d) When all the evidence for both parties has been adduced, each party shall be entitled to address the Board on the whole of the evidence. If evidence is called by both parties, the Director's representative may address the Board immediately at the conclusion of the evidence called by him, and the appellant or his agent may then address the Board. If evidence is called by the appellant, and the Director's representative before the conclusion of the appellant's case intimates to the Board that he does not intend to adduce any evidence, the appellant or his agent shall address the Board immediately on the conclusion of the evidence and the Director's representative shall have the right to reply.

If no evidence is called by either party to the appeal, the appellant may address the Board first and will be entitled to a further address in reply to the Director's representative, if he addresses the Board; and the same procedure will be followed where the only evidence adduced is on behalf of the Director.

261. The Board shall conduct the inquiry without regard to legal forms and precedents, and shall direct itself by the best evidence it can procure, and may regulate its own procedure.

262. The clerk shall keep a record of the proceedings of the Board. Any member of the Board, the Director or his representative, shall have access to such record. An appellant shall be entitled to apply for and obtain from the clerk a copy of the proceedings relating to his appeal. No other person shall be entitled to inspect or obtain copies of proceedings in custody of the clerk.

#### PART XI.—PARENTS AND CITIZENS' ASSOCIATIONS AND SCHOOL BOARDS.

263. The Minister shall have the control, through his officers, of the internal management of schools; but subject thereto he may accept assistance of Parents and Citizens' Associations and School Boards.

264. (1) In any locality the parents or guardians of children attending any Government school or schools, together with other persons interested in the welfare of the schools, may form a Parents and Citizens' Association.

(2) The objects of such an association shall be to promote the interests and efficiency of the school or schools and to assist the teaching staff in all its relations to the community.

(3) Members shall be over 18 years of age.

265. (1) Every association shall have power to frame its own rules, but, before such rules come into force, they must be approved by the Minister.

(2) The annual subscription for membership of an association shall not exceed one shilling.

266. At the first meeting after the establishment of an association and at each annual meeting afterwards the members shall elect from among their number a president, two vice-presidents, a secretary and a treasurer to hold office for the next twelve months.

267. At the first meeting and at each annual meeting afterwards arrangements may be made for an election by ballot of five members of the association to serve as the School Board for the year. If more than one school is represented the board may consist of six members. The head teacher of the school (or if several schools are concerned, the head teacher of the largest school) shall be the returning officer and shall conduct the election. Where contracts are let for the conveying of groups of children to a school the number of members of the board may, with the approval of the Minister, be increased so that representation may be given to each district. Arrangements shall be made for enabling members who are absent from the meeting to record their votes, a limit of time being fixed within which such votes may be received by the returning officer. Subject to regulation 268 the office-bearers of the association shall be the members of the board.

268. (1) Only those members who have paid their subscriptions for the year, and ex officio members, shall have the right to vote.

(2) The teachers of Government schools within any locality shall, ex officio, be members of the association formed in such locality, and may be elected to any office in the association, but shall not be eligible for nomination as members of the School Board.

269. The board shall elect, from its members, its own chairman and secretary.

270. The duties of a School Board shall be—

- (a) to advise the Department on the material requirements of the school, on minor repairs and alterations of and additions to buildings;
- (b) to consider and advise upon sites and plans of new buildings;
- (c) to carry out urgent repairs under conditions to be prescribed by regulations;
- (d) to advise upon applications made for the temporary use of school buildings;
- (e) to arrange for the accommodation of teachers;
- (f) to make provision for the sanitary contracts and care of the outbuildings; and
- (g) such other duties as may from time to time be approved by the Minister.

271. (1) When there is not time to obtain the approval of the Minister or where it is difficult to obtain the services of a contractor, the urgent repairs to school buildings, or fittings, or to teachers' quarters may be carried out by the board, or in the absence of a board by the head teacher, provided that the cost does not exceed ten pounds. For all other work the previous sanction of the Minister shall be obtained.

(2) Accounts, accompanied by a brief description of the work done, shall be duly certified by the chairman of the board, where there is a board, and the head teacher of the school, or in the absence of a board, by the head teacher of the school, and shall be forwarded to the nearest District Public Works Office. The Education Department shall be advised by the head teacher of the school, as early as possible, of the works carried out under clause (1) of this regulation.

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

- (a) Small repairs to floors, steps, doors and windows.
- (b) Repairs to tanks, 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, and
- (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.

(4) No work that involves any structural alterations, painting or renovations may be undertaken without the written approval of the Department.

272. Any member of a School Board who leaves the district to reside elsewhere shall cease to be a member of the School Board and the association may make arrangements for the necessary election by ballot to fill his place.

273. The annual meetings of Parents and Citizens' Associations shall be held in the month of February or March. Should the first meeting of an association be held after the 31st day of August in any year, the School Board elected shall hold office until the annual meeting held in the second year thereafter.

274. The School Board may recommend not more than two days' holiday in each year. These holidays shall not be granted for the personal convenience of teachers and the permission shall be given in writing on the prescribed form. The teacher shall inform the Department of such holidays at least a fortnight in advance. They shall, as a rule, be given for the most important local fete or show in the year, when the majority of the children may be likely to be absent. They shall not be given at the beginning or end of the term to supplement the regular holidays. School Boards shall use their influence to arrange that Sunday school picnics or minor fetes take place in the holidays or on Saturdays.

275. No Parents and Citizens' Association or School Board shall have or exercise any authority over the teaching staff, or interfere in any way with the control or management of any Government School.

#### PART XII.—STATE VISUAL EDUCATION.

276. A committee, to be known as the "State Visual Education Advisory Committee" shall be created for the purposes of advising the Minister on all matters in connection with visual education concerning the use of non-theatrical educational, technical and documentary films and, in particular, on the acquisition of such films and the distribution thereof amongst interested organisations throughout Western Australia and to act as liaison between interested organisations in Western Australia and the National Film Board in Canberra.

277. The Committee shall consist of the following persons, namely:—

- (a) The Minister, ex officio, who shall be chairman.
- (b) A person nominated by the Minister or elected by the Committee from its members as the Minister may determine, who shall be vice-chairman.
- (c) A representative of each of the following bodies:—

- The State Education Department.
- Government Instructional Films.
- The University of Western Australia.
- The Adult Education Board.
- Technical Education Institutions.
- The State National Fitness Council.
- The Australian Association of Scientific Workers.
- The Teachers' Union of Western Australia.
- The Parents' and Citizens' Federation.
- Department of Agriculture.
- The Government Tourist Bureau.
- Department of Industrial Development.
- Non-Government Schools.
- The Australian Religious Film Society, and any other organisation or body which the Minister, on the recommendation of the committee, may invite to nominate a representative on the committee.

278. The members of the committee, with the exception of the chairman, shall hold office for two years and be eligible for re-appointment.

279. (1) Any seven members of the committee shall form a quorum thereof.

(2) At all meetings of the committee the chairman of the committee shall preside, if present, and in his absence from any meeting the vice-chairman shall preside. If both the chairman and the vice-chairman are absent from any meeting the members of the committee present shall elect one of their number to be chairman of that meeting.

(3) Whenever the members present at a meeting of the committee are not unanimous as to any matter, such matter shall be decided by the majority of votes, and the decision so arrived at shall be the decision of the committee.

(4) The chairman or the vice-chairman when presiding at any meeting of the committee shall have a deliberative vote and in case of an equality of votes, the question shall be resolved in the negative.

280. Any member, other than the chairman, may resign from the committee by notice in writing signed by him and given to the Minister.

281. The offices and library of the committee shall be incorporated in those of the Government Instructional Films sponsored by the Education Department.

APPENDIX I.—SECONDARY SCHOOL SCHOLARSHIPS, AND ADMISSION TO PERTH MODERN SCHOOL AND OTHER GOVERNMENT HIGH SCHOOLS.

PART I.—SECONDARY SCHOOL SCHOLARSHIPS.

1. (a) Scholarships not exceeding 50 in each year may be annually offered for boys or girls attending Government or other efficient schools. The scholarships shall entitle the holders to receive a grant to defray the necessary expenses incurred in the provision of books, provided that no such grants shall exceed £3 per annum, and to have their entrance fees paid by the Department on sitting for the Junior examination in the third year and for the Leaving examination in fifth year of their scholarships.

(b) Scholarship holders living at home may at the discretion of the Minister receive an annual grant of not more than £5 to defray necessary travelling expenses, provided their homes are at a greater distance than two miles from the selected school.

(c) The winners of these scholarships shall attend secondary schools approved by the Department. If the home of a scholarship winner is North of parallel 26, an additional allowance of £50 per annum may be given. If the home is South of parallel 26, but at such a distance from all the approved schools that it is necessary for him to live away from home, he may be given an allowance of £40 per annum.

(d) Proportionate payments shall be made at the end of each school term.

(e) In necessitous cases a month's payment in advance may be granted, if application in writing is made to the Minister and the parent or guardian enters into a bond, on the prescribed form, to refund such advance should the scholarship holder not satisfactorily complete the term for which the payment has been advanced.

2. (a) The scholarships shall be tenable for three years in the first instance, but may be renewed for a further period of two years, if the industry and success of the scholar are considered to warrant such an extension.

(b) Scholars shall be expected to pass the Junior examination by the end of their third year.

(c) Scholars who have passed the Junior examination and who wish to take up agricultural pursuits may have their scholarships renewed at the Muresk Agricultural College.

(d) Scholars who have passed the Junior examination and who wish to take up engineering or industrial chemistry may have their scholarships renewed for one year at a Government High School and subject to the production of a satisfactory certificate from their head master for an additional year in the Perth Technical College Engineering or Diploma courses.

3. A candidate for these scholarships shall—

(a) sit for a preliminary examination, if required to do so, in order to qualify for entry to the competitive scholarship examination. Exemption from sitting for the preliminary examination may be granted at the discretion of the Minister;

(b) submit his entry for the examinations to reach the Department by the time fixed for the closing of such entry;

(c) sit for the examinations held in the year in which he attains his twelfth birthday;

(d) produce a certificate of industry and good conduct from the head teacher of the school at which he is attending when he becomes a candidate;

(e) have been resident in Australia for at least two years immediately preceding the 1st day of January of the year in which the successful candidates will enter upon the scholarship.

(4) The scholarships shall be awarded upon a competitive examination conducted by the Department.

(5) (a) A number of scholarships, not exceeding one-fifth of the total number offered, shall be reserved for pupils from country schools, provided that candidates of sufficient merit present themselves.

(b) A school located outside a radius of 20 miles of the Perth Railway Station with not more than four teachers and not within two miles of a school with more than four teachers shall be deemed a country school for this section.

6. The conditions upon which the scholarships shall be tenable shall be as follows:—

(a) The successful scholar shall, at the commencement of the first term following the award of the scholarship, become a pupil at a secondary school approved by the Minister who may require that the school be inspected before he approves thereof.

(b) The successful scholar shall continue to attend such school and at the end of each term obtain from the authorities of the school and forward to the Department, a certificate stating that his conduct, progress and attendance have been satisfactory and containing therein full particulars of attendance, of success in study, and of promotion, if any. If an unfavourable report is received, or, if at any time the conduct of the scholar be disorderly or immoral, the scholarship may, at the discretion of the Minister, be forthwith cancelled.

(c) (i) The additional allowance of £40 per annum when granted shall be paid to the principal of the school when so arranged with the parent or guardian to whom otherwise payment would be made.

(ii) The cost of the necessary books up to £3 shall be paid on rendition of a detailed account signed by the scholar or his parent or guardian.

7. (1) The competitive examination shall be in the following subjects:—

- (a) English (300 marks)—The papers shall be designed to test the candidate's power of understanding the language and of using it freely and correctly.
- (b) Arithmetic (200 marks)—The ordinary course of arithmetic as prescribed for standards not higher than the sixth in primary schools.
- (c) An intelligence test shall be applied and its results used to differentiate candidates who are ranked close together at the end of the list for admission to Perth Modern School and other Government high schools.

(2) (a) Candidates shall be admitted to the preliminary and competitive examinations only from schools which satisfy the Minister that they have provided a sufficiently full course of instruction in English, Arithmetic, History, Geography, Elementary Science, Drawing and Physical Training.

(b) Schools other than Government schools shall submit in April of each year the curriculum and timetable for the class or standard in which the candidates for the scholarships are included.

8. The preliminary and competitive examinations shall be held in such centres as shall be fixed annually by the Department.

9. (a) Schools desiring to be included on the list of approved secondary schools at which these scholarships shall be tenable shall apply to the Department for inclusion.

(b) The Minister shall be satisfied that a school possesses suitable premises and equipment and is adequately staffed, and that it provides a five years' course of instruction beyond the primary stage, leading up to a standard not lower than that of the Leaving Certificate in such a number and range of subjects as the Minister may deem adequate before such school is included in such list.

#### PART II.—ADMISSION BY COMPETITIVE EXAMINATION TO PERTH MODERN SCHOOL AND OTHER GOVERNMENT HIGH SCHOOLS.

1. (a) The examination for admission to the Perth Modern School and other Government high schools shall be identical with that for secondary school scholarships as set out in Part I hereof. Successful candidates shall be required to attend the Government high school nearest their homes. They shall be entitled to receive a grant to defray the necessary expenses incurred in the provision of books, provided that no such grant shall exceed £3 per annum and to have their entrance fees paid by the Department on sitting for the Junior examination in the third year and for the Leaving examination in the fifth year of their secondary school course. The cost of the necessary books up to £3 shall be paid on rendition of a detailed account signed by the scholar or his parent or guardian.

(b) Candidates for the examination for admission to the Perth Modern School and other Government High Schools shall—

- (i) sit for a preliminary examination, if required to do so, in order to qualify for entry to the competitive scholarship examination. Exemption from sitting for the preliminary examination may be granted at the discretion of the Minister;
- (ii) submit their entries for the examinations to reach the Department by the time fixed for the closing of such entries;
- (iii) sit for the examinations held in the year in which they attain their twelfth birthday;
- (iv) produce a certificate of industry and good conduct from the head teacher of the school at which they are attending when they become candidates;
- (v) have been resident in Australia for at least two years immediately preceding the 1st day of January of the year in which the successful candidates will enter upon the scholarships.

2. (a) The full course of the said schools shall be for five years.

(b) Admission shall be for three years in the first instance, and may be renewed for a further period of two years, if the industry and success of the scholar are considered to warrant such an extension.

(c) Students shall be expected to pass the Junior examination by the end of their third year.

3. (a) Entrance holders who have passed the Junior examination and who wish to take up agricultural pursuits may have their entrances renewed at Muresk Agricultural College.

(b) Entrance holders who have passed the Junior examination and who wish to take up engineering or industrial chemistry may have their entrances renewed for one year at the Government High School they are attending, and subject to the production of a satisfactory certificate from the headmaster for an additional year at the Perth Technical College for enrolment in the engineering or chemistry diploma courses.

4. (a) A candidate who succeeds in gaining admission by examination under this part of this Appendix may, if his home is North of parallel 26 be given an allowance of £50 per annum. If the home is South of parallel 26 but at such a distance from all the approved schools that it is necessary for him to live away from home, he may be given an allowance of £40 per annum.

5. (a) Proportionate payments shall be made at the end of each school term.

(b) In necessitous cases a month's payment in advance may be granted if application in writing is made to the Minister, and the parent or guardian enters into a bond, on the prescribed form, to refund such advance should the scholar not satisfactorily complete the term for which the payment has been advanced.

APPENDIX 2.—SCHOLARSHIPS TENABLE AT DISTRICT HIGH SCHOOLS AND AT NARROGIN SCHOOL OF AGRICULTURE, OR AT ANY GOVERNMENT TECHNICAL SCHOOL.

1. (a) A number of scholarships, not less than 50, may be offered each year to enable children from country schools to attend at district high schools, or at the Narrogin School of Agriculture.

(b) The scholarships shall each be of the value of £50 per annum, if the home is North of parallel 26 and of the value of £40 per annum if the home is South of parallel 26 and shall be granted to candidates for the purpose of assisting them in defraying the cost of boarding.

(c) Only those candidates shall be eligible for the scholarships whose homes are at such a distance from a High School that it will be necessary for them to live away from home in order to attend.

(d) Proportionate payments shall be made at the end of each school term.

(e) In necessitous cases a month's payment in advance may be granted if application in writing is made to the Minister and the parent or guardian enters into a bond, on the prescribed form, to refund such advance should the scholar not satisfactorily complete the term for which the payment has been advanced.

(f) Scholarship holders shall be eligible to receive an allowance not exceeding £3 per annum with which to defray the cost of books.

2. Only candidates who have been resident in Australia for at least two years immediately preceding the 1st day of January in the year in which the successful candidates will enter upon the scholarship shall be eligible for the scholarships under this Appendix.

3. (a) The scholarships held at District High Schools shall be tenable for three years in the first instance, but may be renewed for a further period of two years, if the industry and success of the scholar are considered to warrant such an extension.

(b) Scholars shall be expected to pass the Junior examination by the end of their third year.

(c) Scholars who have passed the Junior examination and who wish to take up agricultural pursuits may have their scholarships renewed at the Muresk Agricultural College: those who wish to pursue technical training may have their scholarships renewed at any Government technical school.

(d) The entrance fees of scholarship holders sitting for the Junior examination in the third year and for the Leaving examination in the fifth year of their course shall be paid by the Department.

4. (a) The candidates shall be selected on the recommendation of the District Inspectors from children who will be over 12 years of age at the end of the year in which the scholarships are awarded, and who have satisfactorily completed the work of Standard VI in the primary school.

(b) If a child thus selected is of good physique and is over 14 years of age, he may elect to go to the Narrogin School of Agriculture instead of to a District High school.

5. (a) Twelve scholarships at the Narrogin School of Agriculture shall be offered annually for boys attending country schools.

(b) The boys shall be of good physique and over 14 years of age at the end of the year, and shall have satisfactorily completed the work of Standard VI in the primary school.

6. (a) The scholarships held at the Narrogin School of Agriculture shall be of the value of £40 per annum.

(b) The scholarships shall be tenable in the first instance for two years but they may be renewed subsequently for a further period of two years for those scholars who take the course for the Diploma in Agriculture at the Muresk Agricultural College.

(c) The awards shall be made on the recommendations of the District Inspector. Preference will be given to sons of farmers.

(d) Scholars shall receive an allowance not exceeding £3 per annum, to defray the cost of books.

7. If an unfavourable report is received upon the work and progress of a scholar, or if at any time his conduct is disorderly or immoral, the scholarship may, at the discretion of the Minister, be forthwith cancelled.

APPENDIX 3.—SCHOLARSHIPS FOR CHILDREN OF FALLEN OR DISABLED SOLDIERS.

PART I.—TENABLE AT GOVERNMENT HIGH SCHOOLS OR SCHOOLS OF AGRICULTURE.

1. Six places shall be reserved annually in the Perth Modern School, for children of fallen or disabled soldiers, provided that candidates of sufficient merit present themselves.

2. Fourteen scholarships shall be given annually, tenable at any of the District High Schools or at the Narrogin School of Agriculture.

3. (a) The children selected for any of the positions and scholarships aforesaid shall if the home is North of parallel 26 be given an allowance of £50 per annum. If the home is South of parallel 26 and they are obliged to live away from home in order to attend an approved school, they may be given an allowance of £40 per annum.

(b) Proportionate payments shall be made at the end of each school term.

(c) In necessitous cases a month's payment in advance may be granted if

application in writing is made to the Minister and the parent or guardian enters into a bond, on the prescribed form, to refund such advance should the scholarship holder not satisfactorily complete the term for which the payment has been advanced.

(d) Scholars shall receive an allowance not exceeding £3 per annum, to defray the cost of books, and, if they are not obliged to live away from home, any necessary travelling expenses not exceeding £5 per annum provided that their homes are at a greater distance than two miles from the school.

4. (a) The scholarships, except those held at the Narrogin School of Agriculture, shall be tenable for three years in the first instance, but may be renewed for a further period of two years if the industry and success of the scholar are considered to warrant such an extension.

(b) Scholars shall be expected to pass the Junior examination by the end of their third year.

(c) Their entrance fees on sitting for the Junior examination in their third year and for the Leaving examination in their fifth year shall be paid by the Department.

(d) Scholars who have passed the Junior examination and who wish to take up agricultural pursuits may have their scholarships renewed at the Muresk Agricultural College.

5. (a) Candidates for any of the said scholarships shall have passed the sixth standard in a primary school or an equivalent standard in any other efficient school and have been resident in Australia for at least two years immediately preceding the 1st day of January of the year in which the successful candidates will enter upon the scholarship.

(b) The candidates for the Narrogin School of Agriculture shall not be less than 14 nor more than 16½ years of age.

(c) The scholarships at the Narrogin School of Agriculture shall be tenable in the first instance for two years but they may be renewed subsequently for a further period of two years for those scholars who take the course for the Diploma in Agriculture at the Muresk Agricultural College.

6. (a) Candidates for the scholarships mentioned in paragraph 1 of this Appendix shall sit for the examination for secondary school scholarships provided for in Appendix 1.

(b) (i) Candidates for the scholarships mentioned in paragraph 2 of this Appendix if they are attending a school in a town shall also sit for the said examination.

(ii) Candidates who are attending small country schools shall apply to the Department as early as possible, so that arrangements may be made for a special report upon them when an inspector visits the district.

(c) Candidates who are required to sit for the examination shall do so in the year in which they attain their twelfth birthday.

#### PART 2.—UNIVERSITY, TECHNICAL COLLEGE AND SCHOOL OF MINES.

1. Six Scholarships shall be offered to children of fallen or disabled soldiers, tenable at the University of Western Australia, or at the Technical College, Perth, or at the School of Mines, Kalgoorlie.

2. The conditions governing the said scholarships shall be as follows:—

##### (1) University.

(a) The scholarships at the University shall be offered on the result of the Leaving certificate examination.

(b) The scholarships shall be each of the value of £24 per annum and shall be tenable for three years.

(c) Proportionate payments shall be made at the end of each term.

(d) In necessitous cases a month's payment in advance may be granted if application in writing is made to the Minister and the parent or guardian enters into a bond, on the prescribed form, to refund such advance should the scholarship-holder not satisfactorily complete the term for which the payment has been advanced.

(e) Applications shall be made before the end of October in each year through the Soldiers' Children's Scholarship Trust.

##### (2) Technical College and School of Mines.

(a) Candidates shall be over 14 years of age and under 17 years of age on the 1st day of February of the year in which the winners will enter the schools.

(b) The scholarships shall be each of the value of £24 per annum and shall be tenable for three years.

(c) Proportionate payments shall be made at the end of each school term.

(d) In necessitous cases a month's payment in advance may be granted, if application in writing is made to the Minister and the parent or guardian enters into a bond, on the prescribed form, to refund such advance should the scholarship-holder not satisfactorily complete the term for which the payment has been advanced.

(e) (i) An examination shall be held in English, Mathematics, History and Geography as prescribed for Standard VIII in central schools.

(ii) Candidates shall also be required to submit evidence from their schools showing that they have satisfactorily completed a course in Science and in Drawing.

(iii) Scholars at the Perth Technical College shall have the option of taking a course in Engineering or a course in Industrial Chemistry.

(f) Applications shall be made before the end of October in each year through the Soldiers' Children's Scholarship Trust.

APPENDIX 4.—SCHOLARSHIPS ON RESULTS OF UNIVERSITY JUNIOR EXAMINATION TENABLE AT GOVERNMENT DISTRICT HIGH SCHOOLS AND CADETSHIPS IN MANUAL TRAINING.

PART I.

(a) Scholars who, while attending Government schools, have passed the University Junior Certificate Examination shall be granted scholarships of two years' duration tenable at Government District High School (Perth Modern School excepted) to enable them to take their University Leaving Certificate Examination. If desired they may attend the Muresk Agricultural College in lieu of a Government high school.

(b) If the home of such scholar is North of parallel 26, an allowance of £50 per annum may be given. If the home is South of parallel 26 and it is necessary for such scholar to live away from home in order to attend such school an allowance of £40 per annum shall be given. Proportionate payments shall be made at the end of each school term.

(c) Parents who wish to have their children considered for these scholarships shall make application to the Department as soon as possible after the publication of the Junior Certificate Examination results, giving the name of the child, the school last attended, and the subjects in which the Junior Examination was passed.

PART II.—ADMISSION TO PERTH MODERN SCHOOL ON RESULTS OF UNIVERSITY JUNIOR EXAMINATION.

Scholars who, while attending metropolitan Government schools, have passed the University Junior Certificate Examination in subjects prescribed from time to time may be admitted to the Perth Modern School for a period of two years to enable them to take their University Leaving Certificate Examination. They shall not be eligible to receive any monetary allowance whatever.

PART III.—CADETSHIPS IN MANUAL TRAINING.

1. Scholars who, while attending Government schools, have passed the University Junior Certificate Examination and who show special aptitude in manual training, may be granted cadetships in manual training.

2. Such cadetships shall be tenable at the Perth Modern School or other Government high school, and shall be tenable in the first instance for two years. At the end of this period the cadet shall be required to pass the University Leaving Certificate Examination. He shall then be required to serve in the Department as a Manual Training monitor for a further period of two years.

3. A cadet shall be granted an allowance at the rate of £20 per annum during the period of his attendance at the Government high school. In addition he shall, if required to live away from home in order to attend such school, be eligible to receive a boarding allowance at the rate of £24 per annum.

4. Cadets shall in all cases be appointed on three months' probation. A parent shall be required, at the commencement of the cadetship, to enter into a bond binding the cadet for the prescribed period of four years.

5. When appointed as a Manual Training monitor a cadet shall receive the salary for the time being prescribed under these regulations.

APPENDIX 5.—GOVERNMENT UNIVERSITY EXHIBITIONS.

1. Ten exhibitions, to be held at the University of Western Australia shall be open for competition to any boy or girl under the age of 19 years on the first day of December in the year in which the examination is held, who shall have been a resident in Australia at that date for a period of at least two years.

2. The said exhibitions shall be tenable for a period of three years and shall each be of the value of £32 per annum, in the case of students who are able to live at home while attending the University, and of £48 per annum, in the case of students who are obliged to live away from home in order to attend the University. The Minister shall be the sole judge if there is any question as to the necessity for a student's living away from home.

3. An exhibitioner who is proceeding to an Honours Degree in Arts or Science, or to a Diploma in Education, may have his exhibition prolonged for a fourth year, if the results of his three years' work are thoroughly satisfactory.

4. An exhibition held by a law student may be prolonged for a fourth term, if the results of his three years' work are thoroughly satisfactory.

5. An exhibition held by an engineering student may be prolonged for a fourth year, if the results of his three years' work are thoroughly satisfactory, and for the first and second terms of a fifth year, if his fourth year's work is thoroughly satisfactory.

6. An exhibitor who desires to study medicine may be granted permission to hold his exhibition at some other approved University provided he has passed those examinations in the University of Western Australia which are accepted by the other University in question, as exempting him from a part of the course in medicine. The exhibition may be prolonged for a fourth year, if the results of the third year's work are thoroughly satisfactory; for a fifth year, if the fourth year's work is thoroughly satisfactory; and for a sixth year, if the fifth year's work is thoroughly satisfactory.

7. Special permission in writing shall be obtained from the Department before an exhibition may be prolonged, or be held at any other approved University.

8. The exhibition shall be held subject to the following conditions, that is to say, an exhibitioner shall—

(a) As soon as the regulations of the University allow, become enrolled as an undergraduate of the University;

- (b) enter at once upon a full course of study leading to a degree;
- (c) begin residence at the approved University to which he may have been admitted as soon after such admission as the regulations of such University allow, when residence is available to him in such University.
- (d) give his time wholly to his University work, and not undertake additional work or enter into any form of employment without the consent of the Department and the University.

9. (a) The holder of an exhibition shall be entitled to receive the said sums of £32 or £48 by three equal instalments, payable at any time, when he has furnished proof that he has satisfactorily completed his term, and has produced such certificates or other evidence as the Department may from time to time direct and require to be produced.

(b) In necessitous cases monthly payments in advance may be granted if application in writing is made to the Minister and the parent or guardian enters into a bond, in the prescribed form, to refund such advance should the exhibitor not satisfactorily complete the term for which the payment has been advanced.

10. (a) Candidates for the said exhibitions shall be required to pass the Leaving Certificate Examination, and to satisfy the Department that they have reached the necessary standard for matriculation in all such subjects as are prescribed by the University.

(b) No candidate shall be eligible for an exhibition unless he has passed in English for the Leaving Certificate.

11. (a) One exhibition shall be awarded to the candidate who obtains the highest marks in English and either History or Geography; one to the candidate who obtains the highest marks in any two languages other than English; one to the candidate who obtains the highest marks in Mathematics "A" and "B" and either Applied Mathematics or Physics; and one to the candidate who obtains the highest marks in any two of the following:—Biology, Geology, Chemistry, Physics, Agricultural Science; provided that if the Minister considers that no candidate of sufficient merit has presented himself in any of the above groups, the exhibition in question shall be awarded on the same conditions as the remaining six. In awarding the above exhibitions the aggregate marks gained for the best five subjects including English shall be taken into consideration. Exhibitors shall take one of their special subjects as a major in the University course unless the Department on application from the exhibitor decides otherwise.

(b) The remaining six exhibitions shall be awarded to the six candidates who, after the exclusion of any who have been successful in gaining exhibitions under paragraph (a) hereof have obtained the highest aggregate in any five subjects of which English must be one in which they have passed the examination. If Mathematics "A," Mathematics "B," and Applied Mathematics are taken, candidates shall be allowed to count only the two best marks in these three subjects.

(c) For the purpose of this Appendix Music and Drawing A shall not be considered as satisfactory subjects.

(d) The Minister may withhold all or any of the above exhibitions in the event of candidates not showing sufficient merit.

12. (a) Every candidate shall give to the Department notice of his intention to compete at such examination and shall submit a certificate that it is the first occasion on which he has sat for the Leaving Certificate.

(b) A Government University Exhibition form shall be forwarded to candidates on application to the Department.

(c) The completed entry form must reach the Department on or before the first day of September of the year in which the Leaving Certificate examination is held and must be accompanied by—

- (i) A certificate of birth;
- (ii) two certificates attesting the good character and repute of the candidate, one signed by the head master of the school which he has been attending and one by some person holding a prominent position in the district in which the candidate lives; and
- (iii) a copy of his entry form for the Leaving Certificate examination.

(d) All candidates shall pay to the University authorities a marking fee of 1s. (one shilling) per subject for each subject for which they are sitting at the Leaving Certificate examination.

13. An additional exhibition will be awarded annually to a student from the Muresk Agricultural College. The selection will be made on the recommendation of the Council of that College. In making the award, the requirements of Regulation 10 may be relaxed at the discretion of the Department.

14. (a) Two additional exhibitions shall be awarded annually to candidates who wish to become teachers of Science. The successful candidates shall be required to devote three years to the course for the B.Sc. Degree and a fourth year at the Teachers' College. They shall be required to enter into a bond, pledging them to teach in the Department's service for five years after the completion of their training. The exhibitions shall be of the same value as the others provided for in this appendix and shall be awarded on the results of the Leaving Certificate examination. Candidates, when giving notice in accordance with paragraph 12 of this appendix, shall state that they desire to compete for the "Science Teachers' Exhibitions."

(b) Candidates for the exhibitions mentioned in this paragraph must have passed the Leaving Certificate examination. The exhibition shall be awarded on the aggregate marks gained in English, Mathematics "A," Mathematics "B," and any two of the following sciences; namely, Agricultural Science, Biology, Chemistry, Geology and Physics.

(c) A candidate's personality and aptitude for the career of a teacher of Science shall also be taken into consideration.

(d) Before the said exhibitions are finally awarded the candidates securing the best results shall satisfy a Board appointed by the Minister as to their fitness for the teaching profession, and also obtain in the prescribed forms satisfactory medical certificates.

15. (a) No candidate shall be eligible to hold more than one exhibition.

(b) A candidate who enters for several exhibitions shall state the order of his preference.

16. The Minister—

(a) May from time to time, with the approval of the Governor, revoke, add to or amend any provision of this Appendix; and

(b) may at any time cancel any exhibition if the work or conduct of the holder is unsatisfactory.

#### APPENDIX 6.—SENIOR AND JUNIOR SCHOLARSHIPS IN DIPLOMA COURSES TENABLE AT THE PERTH TECHNICAL COLLEGE.

1. (a) Scholarships not exceeding twelve in each year may be offered annually for boys and girls who intend to enrol in the Technical College diploma courses in Engineering, Chemistry, Domestic Arts, Architecture or such other diploma courses as may be provided for the purpose of these regulations. The number of scholarships to be awarded for each diploma course in any one year shall be determined by the Director.

(b) (i) The scholarships in Engineering and Chemistry shall be awarded on the results (1) of a diploma entrance examination to be held during November in each year in the following subjects: English, Mathematics, Physics, Mechanical Drawing, and (2) of a series of tests for mechanical aptitude.

(ii) The scholarships in Domestic Arts shall be awarded on the results of a similar examination to be held during November of each year in the following subjects:—English, Freehand Drawing, Household Science.

(iii) The scholarships in Architecture shall be awarded on the results of (1) a diploma entrance examination to be held during November in each year in the following subjects:—English, Mathematics, Physics and either Mechanical or Freehand Drawing and (2) of a series of tests for suitable aptitude.

(c) Candidates shall be over 16 years of age on the 1st February of the year in which the winners will enter the schools and shall submit evidence that they have satisfactorily completed four years of an approved secondary school course. Applications shall be submitted not later than the first day of November in each year.

(d) The scholarships shall be of the value of £30 per annum and shall be tenable for one year in the first instance. They may be renewed for a second and third year respectively, provided the preceding year's work has been completed satisfactorily. If the winner of the scholarship resides at such a distance from the Perth Technical College that it is necessary for him to live away from home an additional allowance of £40 per annum may be granted.

(e) Proportionate payments shall be made at the end of each term.

(f) (i) Each scholar undertaking the Architecture, Engineering or Chemistry Diploma Course shall be entitled to a recoup of expenditure not exceeding £10 actually incurred in the purchase in the first year of mechanical drawing instruments, chemistry apparatus, slide rule and text books, etc., provided the equipment so purchased has been approved by the Principal and receipts for all items purchased are submitted.

(ii) Each scholar undertaking a course in Domestic Arts shall be entitled to a recoup of expenditure not exceeding £5 incurred in the purchase of equipment and text books required for the first year of the Domestic Arts Course, provided the equipment purchased has been approved by the Principal and receipts for all items purchased are submitted.

(g) Should the scholarship be renewed for a second or a third year, an allowance of £4 for expenditure on text books and material, etc., shall be made subject to the conditions set out in clause (f) above.

2. (a) Scholarships not exceeding ten shall be awarded annually to students in evening courses at the Perth Technical College or Technical Schools. Of these, five may be awarded to engineering diploma students; two to chemistry diploma students; one to a domestic arts diploma student and two to certificate course students.

(b) Candidates shall be in employment, and, if over 21 years of age, the employment shall be in the nature of an apprenticeship, cadetship, pupilage or other junior capacity.

(c) Candidates shall have completed all the subjects required for one complete year of an evening diploma or certificate course.

(d) The scholarships shall be awarded on the results of the annual examinations of the Technical Education Branch.

(e) Scholars shall be entitled to free tuition for the succeeding year and shall be exempted from payment of all other fees. They shall be entitled to a recoup not exceeding £5 incurred in the purchase of mechanical drawing instruments, slide rule, textbooks, chemistry apparatus, etc., provided the equipment purchased has been approved by the Principal and a statement of expenditure supported by receipts is submitted.

3. (a) Junior Scholarships not exceeding seven in each year may be offered for boys and girls who have completed the Junior Technical School Course at the school which they are at present attending and who wish to qualify for Diploma Entrance at the Perth Technical College.

(b) The scholarships shall be of the value of £24 per annum and shall be tenable for one year in the first instance. They may be renewed for a second and third year provided the preceding year's work has been completed satisfactorily. If the winner of a Junior Scholarship resides at such distance from the Perth Technical College that he has to live away from home an additional allowance of £40 per annum may be paid.

(c) Proportionate payments shall be made at the end of each school term.

(d) Each scholar shall be entitled to a recoup not exceeding £3 for expenditure incurred in the purchase of books and such other equipment as may be approved by the Principal and provided receipts for all items purchased are submitted.

(e) Should the scholarship be renewed for a second or third year, an allowance of £3 for expenditure on text books, etc., shall be made subject to the conditions set out in paragraph (d) hereof.

(f) Candidates for the said scholarships shall make application to the Department through the head teachers of their schools not later than the first day of November in each year.

(g) Such applications, together with school reports, shall be considered by the District Inspectors of Schools attended by the candidates. Reports by the District Inspector on the most suitable applicants from each school shall be submitted to the Director who shall, each year, determine the number of scholarships that may be awarded to each school submitting candidates.

#### APPENDIX 7.

Tuition fees charged students admitted to the Perth Technical College and Technical Schools shall be at the rate of 5s. per school hour per term except in respect of classes as shown hereunder:—

##### PART A.—PHARMACY COURSES.

Day and Evening:	Hours per week.	Fee per term of 12 weeks.
		£ s. d.
Intermediate—		
Chemistry, Inorganic I. . . . .	2 }	
Chemistry, Laboratory . . . . .	6 }	1 8 0
Final—		
Chemistry, Organic I. . . . .	2 }	
Chemistry, Laboratory . . . . .	8 }	1 15 0

##### CHEMISTRY, ASSAYING AND METALLURGY.

Day and Evening:		
Chemistry I. (Inorganic) . . . . .	2 }	
Chemistry, Laboratory . . . . .	6 }	1 8 0
Chemistry (Physical) . . . . .	1	0 5 0
Chemistry II. (Inorganic) . . . . .	2 }	
Chemistry, Laboratory . . . . .	10 }	2 0 0
Chemistry III. (Inorganic) Laboratory . . . . .	12	2 0 0
Chemistry, Organic I. (Pharmacy Final) . . . . .	2 }	
Chemistry, Laboratory . . . . .	8 }	1 15 0
Chemistry, Organic II. . . . .	3 }	
Chemistry, Laboratory . . . . .	9 }	2 0 0
Food and Drug Analysis (Laboratory) . . . . .	12	1 10 0
Industrial Chemistry and Technical Analysis (Laboratory) . . . . .	12	1 10 0

##### DOMESTIC CLASSES—DAY AND EVENING.

Full Course . . . . .	30	3 3 0
Part-time Course—		
Cookery I. . . . .	6	1 5 0
Cookery II. . . . .	6	1 12 6
Cookery III. . . . .	9	1 12 6
Commercial Cookery . . . . .	15	2 0 0
Laundry . . . . .	4	0 15 0
Housewifery . . . . .	3	0 12 6
Household Science . . . . .	3	0 12 6
Nutrition . . . . .	3	0 12 6
Evening Courses—		
Cookery . . . . .	2½	0 10 0

##### TRADE AND GENERAL CLASSES.

Full Day Courses . . . . .		3 3 0
----------------------------	--	-------

##### PART B.—FEES FOR EXAMINATIONS.

(a) Without attendance at classes, per subject . . . . .		0 10 0
(b) Probationer Classer's Certificate (Woolclassing) . . . . .		1 1 0
(c) Diploma (Woolclassing) . . . . .		2 2 0

Approved by His Excellency the Governor in Executive Council, this 31st day of March, 1949.

R. GREEN,  
Acting Clerk of the Council