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REGULATIONS.

*Education Department,
Perth, 4th February, 1907.*

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

CECIL ANDREWS,
Inspector General of Schools.

PRELIMINARY.

All previous Regulations shall be deemed to be repealed.

In these Regulations, unless the context requires a different construction,—

“Minister” means the Minister for Education.

“Department” means the Education Department.

“District Board” means a District Board of Education.

“Inspector General” and “Inspector” mean, respectively, the Inspector General of Schools, and an Inspector of Schools under the Elementary Education Acts.

“Government School” means a School established and maintained as such under the said Acts.

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

The masculine includes the feminine.

GOVERNMENT SCHOOLS.

1. Government Schools under the Department are of seven kinds.

(a.) State Schools.

(b.) Half-time Schools.

(c.) Provisional Schools.

(d.) House-to-House Schools, or Schools in sparsely-peopled districts.

(e.) Special Schools.

(f.) Evening Schools.

(g.) Technical, Art, or other Schools supported by grant from Parliament.

2. Application for the establishment of the several classes of Schools must be made on the forms prescribed, which may be obtained at the office of the Education Department.

a. STATE SCHOOLS.

3. A State School may be established in any locality where an average attendance of twenty children, between the ages of six and fourteen years, can be guaranteed.

4. Should the average daily attendance at any State School, during a period of twelve months, fall below twenty, such School shall be made Provisional or Half-time, unless it can be shown that temporary causes have prevented the attendance from reaching the required standard. The classification of Schools may be revised after a less period if there is sufficient evidence that the variation in numbers is likely to be permanent.

b. HALF-TIME SCHOOLS.

5. Wherever at least twenty children, between the ages of six and fourteen, are residing within an estimated radius of ten miles from a central point, and can be collected in two groups, affording an aggregate average attendance of sixteen children, an Itinerant Teacher may be appointed, and Schools so established shall be designated Half-time Schools.

6. Aid will not be granted towards the maintenance of Half-time Schools unless suitable buildings are provided by the applicants.

7. Each schoolroom shall have at least 11 square feet per scholar of floor space, a boarded floor, a fire-place, an out-office, and be properly lighted and ventilated. Some good drinking water must be available.

8. The teachers of Half-time Schools must make the same Returns and keep the same Registers as those of State Schools.

9. Half-time Schools shall be classified in the same manner as State Schools, and the teachers shall be paid the same rates of salary. Where necessary, an annual allowance of £15 for forage may be paid in addition to the salary.

10. Teachers shall conduct their Schools as State Schools, but the subjects of instruction may be limited by leave of the Department.

11. Teachers of Half-time Schools must divide their time equally between the two Schools—in the first week two days at one School, three days at the other; the next week *vice versa*. If other arrangements be found more suitable, they may be adopted under the authority of the Inspector General.

c. PROVISIONAL SCHOOLS.

12. In a district where, in the Minister's opinion, the permanence of settlement is sufficiently assured for some time, a Provisional School may be established when not fewer than ten and not more than nineteen children, between the ages of six and fourteen, can regularly attend such School; provided that no Provisional School shall be established within four miles, by the nearest route practicable for children, of any existing State, Provisional, or Half-time School.

13. The Minister may, at his discretion, grant an annual sum, not exceeding £12, as lodging allowance.

14. Provisional Schools shall be conducted in every respect as State Schools.

15. Teachers of Provisional Schools need not necessarily be Classified Teachers, but will only be appointed after their competency for the office has been ascertained by an Inspector.

16. When a Provisional School has maintained an average daily attendance of twenty or more for at least six months, it may be raised to the status of a State School, if, in the opinion of the Minister, the increase is likely to be permanent. The Teacher, on taking the necessary certificate, will then be paid in accordance with the scale for Teachers of State Schools.

17. To ensure the continuance of a Provisional School, an average attendance of not fewer than ten pupils must be maintained. Should the average attendance be less than ten for a period of six months, the School will be closed, unless the settlers are prepared to guarantee part payment of the teacher as under Regulation 19.

18. The necessary school buildings and furniture for Provisional Schools, as well as the requisite books and apparatus, will be provided at the cost of the Department.

d. HOUSE-TO-HOUSE SCHOOLS, OR SCHOOLS IN SPARSELY-PEOPLED DISTRICTS.

19. In sparsely-peopled districts the settlers may apply for a grant for the teaching of the children between the ages of six and fourteen years. The settlers must satisfy the Minister that—

(a.) Proper room or rooms have been provided.

Note.—Every such room must have a boarded floor and at least two windows. There must be ten square feet of floor space per scholar. A plan must be sent to the Department showing the size and shape of the building, the position of the windows, etc. Provision must be made for ventilation. Good water must be available. One out-office, at least, must be provided.

(b.) A competent Teacher has been secured.

(c.) No State, Half-time, or Provisional School is within four miles of the homes of any of these children.

(d.) They are willing to supplement the Grant from the Department by such amount as will provide the Teacher with a salary of at least £60 per annum. On the Goldfields the sum must be at least £75 per annum.

(e.) They must pay monthly to the Teacher, or to the Department on his behalf, the deficiency on each month's salary, and must depute one of their number to collect the money, and to receive notice from the Department of the amount needed.

20. If several families are visited, and a central room has not been provided, the Department will determine the mode in which the Teacher's time shall be apportioned.

21. The Grant to Teachers engaged in such Schools shall be at the rate of £4 10s. per annum, or on the Goldfields £5 per annum, up to a maximum salary of £90 per annum, for each pupil in average daily attendance. In addition to such Grant they may be allowed, where necessary, a sum of £10 per annum as forage allowance. The salary will be paid on the average of the previous month.

22. The necessary furniture, books, and apparatus will be supplied.

23. As a condition of the payment of the Grant, the Teacher must—

(a.) Keep a record of pupils' attendance in a satisfactory manner.

(b.) Furnish punctually and accurately such returns as may be required by the Department.

(c.) Insist on the carrying out of a system of Home Lessons, if several families are visited.

(d.) Furnish a report to the Inspector General at the end of each month upon the work done during that period.

24. The subjects of instruction in House-to-House Schools may be limited to Reading, Writing, Spelling, Arithmetic, and History, or Geography, if several families are visited.

e. SPECIAL SCHOOLS.

25. In a district, the distance of which from Perth prevents regular visits by an Inspector, the Minister may establish and maintain Special Schools.

26. These Special Schools will be classed as State Schools, but the Teachers may be paid at a higher rate than the scale fixed by the Regulations for State Schools.

27. Special Schools shall be conducted in all respects in accordance with the Regulations for State Schools, provided always that the Minister shall have power to amend or alter, at his discretion, the Regulations dealing with the hours of instruction in these Schools.

f. EVENING SCHOOLS.

28. The Minister may establish and maintain an Evening School in any district from which a petition for its establishment has been received, signed by parents, guardians, or other residents of the locality, on behalf of not fewer than ten persons who desire to attend such Evening School.

29. Persons below the age of fourteen years are not eligible as pupils at an Evening School.

30. Teachers of Evening Schools, who may also be Teachers of Day Schools, will be appointed by the Minister.

31. An Evening School will, as a rule, be conducted in a Government Schoolroom, and the ordinary School furniture and apparatus may be used. Fuel and light will be provided by the Department, but the pupils must pay for any extra books that may be necessary.

32. The pupils of an Evening School shall meet, as a rule, three times weekly, and every such meeting shall be of not less than two hours' duration. If fewer meetings are sanctioned, the salary due to the Teacher, under Regulation 37, shall be proportionately diminished.

33. The course of instruction must be secular only, and shall comprise such subjects as the Minister may decide.

34. Every pupil shall pay a fee to the Teacher weekly, in advance. Such fees shall be sent to the Department by the Teacher at the end of each month. The amount of fee in each School shall be determined by the Minister, who may, at his discretion, make special charges for extra subjects.

35. The Teacher of an Evening School shall keep a register of attendances, and shall make quarterly and annual returns on the same forms as in State Schools.

36. Evening Schools shall be subject to the same control and inspection as State Schools, but, owing to difficulties in securing frequent inspection, District Boards and Correspondents appointed by the Department are invited to make Evening Schools their special care.

37. The salaries of Teachers of Evening Schools shall be as follows:—

The Principal Teacher shall receive salary at the rate of £3 per annum for each pupil in average attendance up to twenty, and 10s. for each additional pupil beyond that number.

When the number of pupils is over thirty, a second Teacher must be employed, and he shall be paid at the rate of £2 for each pupil above twenty in

average attendance, until the number reaches forty-five in average attendance, when a third Teacher may be given.

Further Teachers must be appointed for every twenty-five in average attendance beyond this number, and shall be paid at the rate of £2 for each pupil.

Special arrangements may be made by the Minister in the metropolis, or in other large towns, where necessary.

APPOINTMENT, PROMOTION, AND CLASSIFICATION OF TEACHERS.

38. As a general rule no persons will be appointed as Teachers unless they have satisfactorily passed an examination. In some cases persons who have not been examined may be appointed on probation, but such appointments will not be confirmed until the required examination has been passed. This examination must be passed as soon as possible after the probationary appointment. Such persons must satisfy the Inspector that they are able to teach a class properly, and to keep it in order, attention, and activity. 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.

39. The following persons may be employed as Teachers in Government Schools without examination, provided that they satisfy the Department as to their knowledge of practical School Management:—

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

Note.—The classification awarded will be at the discretion of the Minister, who will take into account the amount and nature of their teaching experience and qualifications.

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

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

42. Teachers employed under the Education Department are prohibited from writing to the newspapers, and are required to refrain from all actions in public affairs calculated to give offence to any section of the community, or to impair their own usefulness as Teachers.

43. Teachers will be appointed, promoted, and removed on a due consideration of their claims and merits. They are prohibited from seeking the interest of influential

persons to obtain promotion, removal, or other advantages. Their classification, seniority, preparation of pupils for scholarships, bursaries, etc., and the state of their school premises and gardens will be taken into consideration as well as the tone of the School and the results of the examinations and reports of Inspectors.

44. (a.) When a Teacher who is not in the service is appointed to a School, train or other fares only from Perth will be paid. Any other expenses must be paid for by the Teacher himself, unless otherwise specified at the time of the appointment.

(b.) Teachers in the Department transferred to other Schools will be allowed free charges on luggage, as follows: Single Teachers up to one half-ton weight; Married Teachers up to two tons weight. Where exceptional circumstances can be shown to exist, a reasonable amount in excess of the maximum prescribed by this Regulation may be authorised by the Minister.

(c.) Teachers transferred from one School to another at their own request, and Teachers transferred on account of misconduct or unsatisfactory service, must pay all expenses, unless otherwise determined by the Minister before the removal.

(d.) When Teachers are transferred by the Department, the usual rate of allowances, in addition to fares, will be:—

	In S.W. Land Division W. of long. 119°.		In other parts of State.	
	s.	d.	s.	d.
Teachers receiving a salary of over £300 per annum	12	4	...	15 4
Teachers receiving less than £300 per annum	...	10 0	...	12 4

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

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

(e.) All accounts for expenses must be rendered in duplicate, and vouchers for all payments must be attached. These must show the time of departure for and arrival at destination.

(f.) In the case of a married Teacher fares and half allowances will be allowed for his wife and children.

(g.) An additional 25 per cent. may be allowed on the Goldfields.

45. The attainments of Teachers and Candidates for employment as Teachers will be tested by written and oral examinations, and their skill in teaching determined by their ability to manage a School or Class; and, according to their attainments and skill, they will be classified in the following grades:—

The First or Highest Class will have three grades: A1, A2, and A3.

The Second Class will have two grades: B1, B2.

The Third Class will have two grades: C1, C2.

Teachers may also be appointed without classification who have shown sufficient ability in examination or otherwise, but have not reached the standard necessary for a certificate. They may be required to sit for the "C" or other examination, and to obtain such percentage of marks as may be determined.

46. The following will be considered in awarding or revising the classification of Teachers:—

- (a.) The result of the Department's examinations.
- (b.) Reports of Inspectors.
- (c.) Certificates of the Education Departments of the United Kingdom or elsewhere in the British Dominions, and the reports of the Inspectors of those Departments.
- (d.) Degrees of recognised Universities of the United Kingdom or elsewhere in the British Dominions.

Note.—Graduates of such Universities may be granted the "B" Certificate without passing the whole of the "B" examination of the Department if they can satisfy the examiners in reading, writing, arithmetic, school management, music, drawing, and drill, and in addition, for females, domestic economy and needlework, and any other subject specified in Appendix II. not covered by the examination for such University Degree; always provided that they have satisfied the Department of their practical skill in teaching.

Graduates of such Universities, when permitted to sit for the "A" Examination, may be excused from such subjects as are covered by their Final Degree Examination.

47. The Classification of any Teacher in the Service shall be liable to reduction or cancellation for inefficiency, neglect of duty, or misconduct, and the Minister shall be the sole judge of such inefficiency, neglect, or misconduct.

48. An examination of Teachers will be held annually. Teachers who desire to be examined, with a view to promotion, must notify the Department in writing of their wish at least three months before the date of examination, which date will be notified in the Education Department Circular.

49. In the event of any Teacher having to travel to attend the Annual Examination, travelling by road, rail, or steamer will be refunded if the Teacher is successful in passing the examination, or has obtained at least 50 per cent. of marks on the whole examination.

50. The Examinations of Teachers will be conducted by the Education Department in accordance with Schedules laid down from time to time.

51. Teachers cannot be promoted from one class to another unless they have passed the prescribed examination, and obtained the necessary pass in practical skill, but in each class a Teacher may, without examination, be advanced to a higher grade in the same class for good service. Good service implies that in the time during which the Teacher has held his classification, his school has increased in efficiency, that the Inspectors' reports throughout that time have been good, and that his general conduct has merited the Minister's approval.

52. Unclassified Teachers who take the "C" Examination and gain 75 per cent. or more of the possible marks may, if they have already served for two years as Teachers and gained good reports, be granted the "C1" Certificate. Monitors passing the "C" Examination will not be granted a higher Certificate than "C2," but may be raised to "C1" after one year's service if the results of their examination and their work in school are considered to justify this. No Certificates will be issued until the Practical Skill Pass has been gained.

53. Teachers who pass the "C" or "B" Examinations may be permitted to take the Examinations for the "B" and "A" Certificates respectively at the next opportunity, but their classification will remain unaltered, and no certificates will be issued until the conditions prescribed in Regulations 54 and 55 have been fulfilled.

54. In order to gain the Practical Skill Pass for the various classifications, the following periods of service must be completed:—

From C2 to C1—Two years' good service as Assistant or as Head Teacher of a School (except as provided in Regulation 52.)

From C1 to B2—Two years' good service as Assistant or as Head Teacher of a State School.

From B2 to B1—Three years' good service as Assistant or as Head Teacher. A Head Teacher must have been for at least one year in charge of a School not lower than Class V.

From B1 to A3—Three years' good service as Assistant or Head Teacher. An Assistant must have served for at least one year as First Assistant in a large school. A Head Teacher must have been for at least one year in charge of a School not lower than Class IV.

From A3 to A2—Three years' good service as Head Teacher, of which at least one year shall have been in a School not lower than Class III.

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

55. When a Teacher has passed the prescribed Examination and has fulfilled the period of service prescribed in Regulation 54, the Department may, on the recommendation of the District Inspector, grant him the "C" or "B" Certificate, but in the case of the "A" Certificate the recommendation of the District Inspector must be indorsed by the Inspector-General or Chief Inspector.

56. A Teacher, whatever his grade, on appointment to any School, must notify the Minister of the date of his arrival and of his commencing duty, and is required to give not less than one month's notice of his intended resignation, which shall take effect on the last day of the month indicated. Before receiving the salary for the last month, he must, if in charge of a School, hand over to a person duly authorised all School property belonging to the Minister, and make out, in duplicate, an inventory of the same: one copy to be forwarded to the Minister, the other to be left in the School Portfolio, both copies to be certified by the person authorised to receive the School property. He must also have sent in Attendance Returns made up to the date of his leaving, and he must be able to show all books and records complete and in order. Teachers on the Permanent Staff must give a full month's notice, to take effect on the last day of a calendar quarter. No Teacher can give a month's notice to terminate at the end of January. When full notice is not given, pay may be forfeited at the discretion of the Minister. The above refers to Teachers leaving School either on resignation, transfer to another School, or termination of their engagement by the Department.

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

Length of Service.	Period for which leave may be granted, on—		
	Full Pay.	Half-pay.	
Under three years	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	...	

Where, in case of illness, any teacher who has received leave of absence for two months is not so far recovered as to be able to resume his duties, further extensions of leave, not exceeding twelve months, may be granted with the approval of the Governor, in accordance with the following schedule; provided that on each extension of leave the applicant shall be subject to an examination by a medical officer approved by the Minister:—

	Period for which leave may be granted, on				
	Full Pay.	Half Pay.	Third Pay.	With-out Pay.	
Under three years ...	Mos. ...	Mos. 3 ...	Mos. 9 ...	Mos. ...	In exceptional cases special circumstances may be taken into consideration, e.g., where an officer in discharge of his duty sustains injuries of such a nature as to incapacitate him for all duty; this 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 Minister on full pay.
Over three years ...	1	8	3	...	

Leave of absence without pay may be granted at the discretion of the Minister, but all leave of absence is subject to the exigencies of the Service permitting it. Head Teachers cannot grant holidays to members of their staff, except in a case of emergency, which must at once be reported to the Minister. Teachers who fail to attend on the re-opening of their Schools after the Christmas holidays, from whatever cause, forfeit all claim to pay for the January portion of the holidays, unless there are very special circumstances, the Minister to be sole judge of such. As a rule medical certificates from outside the State will not be accepted. Teachers who require extended rest will be expected to get certificates from doctors within the State.

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

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

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

In computing service under this regulation, service prior to the making of this regulation shall be included. Service as Pupil Teacher, Monitor, or Student in the Training College shall not be included.

59. Teachers may be fined, at the discretion of the Minister, for misconduct or for breaches of the regulations; their pay will be stopped if they are absent without leave from School for the period of such absence. Schools may not be closed without leave, and a fine may be inflicted for such closing. Repeated breaches of regulations render the Teacher liable to loss of classification or dismissal.

60. Schools will be classified as follows:—

Class	Average attendance
Class I.	Average attendance of 400 and upwards.
Class II.	300 to 400.
Class III.	200 to 300.
Class IV.	100 to 200.
Class V.	50 to 100.
Class VI.	20 to 50.

Schools below 20 will be only Provisional.

61. When any State School fails to maintain the average attendance specified in Regulation 60, the Minister

may remove such School to a lower class. A School will only be transferred to a higher or lower class upon the average attendance for a period of not less than six months. The Department will not necessarily make such an alteration except on a full year's attendance.

62. Head Teachers may be required to possess Certificates as follows:—

When in Schools of Class	I.	II.	III.	IV.	V.	VI.
"
"
"
"
"
"

63. A Teacher may be removed from the School in which he is employed to another of a lower class should he fall through any default on his part to maintain the requisite number of pupils in average attendance, or to satisfy the conditions of the standard of proficiency, and the Minister shall be the sole judge of any such default.

64. Schools will be classified at the close of each calendar year, subject to the provisions of Regulation 61.

65. Whenever a school is raised from one class to the one above it, the Head Teacher is liable to removal or to transference to a school of the class he has previously held if he should, in the opinion of the Minister, make way for another teacher with qualifications more suitable for a School of the higher class. When a school is lowered in class, the Teacher, if his salary exceed that prescribed for the lower class, shall, as soon as practicable, be offered a transfer to a school in accordance with his salary, provided that his service has been satisfactory. Should he be permitted to decline the transfer, his salary shall be lowered to that prescribed for the lower class.

66. When Schools are first established they will be placed in such classes as may be decided by the Minister.

SCALE OF SALARIES.

67. The annual salaries of classified Teachers in charge of Schools shall be according to the following scale:—

For a Teacher in charge of a School of—

	Male.	Female.
Class I. ...	£370 to £450	£300 to £350.
Class II. ...	£320 to £370	£260 to £300.
Class III. ...	£270 to £320	£230 to £260.
Class IV. ...	£220 to £270	£180 to £230.
Class V. ...	£180 to £220	£150 to £180.
Class VI. ...	£140 to £180	£120 to £150.

Provisional.

	Male.	Female.
A. Schools over 15 ...	£100 to £140	£90 to £120.
B. „ below 15 ...	£80 to £100	£70 to £90.

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

The annual increments are awarded at the end of each calendar year. No Teacher is eligible for an increment unless he has been on the Staff for at least nine months.

(a.) A deduction of £5 may be made from the salaries of Female Teachers who are not qualified to teach sewing.

(b.) Quarters will, when possible, be provided. In other cases an allowance may be granted of £25 per annum for Schools in Classes I. to IV., and of £15 per annum in Schools of Classes V. and VI.

(c.) The following shall be the scale of allowances which may be granted to Teachers of Schools on Goldfields or in the North-West, where the cost of living is very high:—

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

NOTE.—M signifies married.
S. signifies single.

* This shall not apply to Teachers already serving on the Goldfields at the date when this Regulation comes into force and continuing their service on the Goldfields without a break.

(d.) In special cases the Minister may arrange, where there is a Girls' or Infants' School or both, that they shall be under the general supervision of the Headmaster of the Boys' or Senior School. The status of the Headmistress of such a School will be a subject of special arrangement, and the salary fixed at the discretion of the Minister.

68. No unclassified Teacher in charge of a School shall receive a higher salary than—Males, £110; Females, £90. Unclassified Teachers, whether Heads or Assistants, who have experience, may commence above the minimum of the scale, at the discretion of the Minister.

69. If a Teacher be appointed to a School for which by Reg. 62 a higher classification than that which he holds may be required, the salary to be paid to that Teacher shall be determined by the Minister. Such salary will, as a rule, be that fixed for the class of School which in Reg. 62 is shown opposite the classification of the Teacher in question.

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

71. The annual salaries of Assistants shall be:—

Assistants Holding—			Male.	Female.
A Certificate	£190 to £220	£170 to £200
B1	£170 to £190	£150 to £170
B2	£150 to £170	£130 to £150
C1	£130 to £150	£110 to £130
C2	£110 to £130	£90 to £110
Unclassified	£80 to £110	£60 to £90

Annual increments are made on the same conditions as for Head Teachers.

(a.) In large Schools, where the Minister may deem desirable, a first Assistant may be appointed, and such Assistant shall receive from £15 to £30 per annum in addition to the salary as laid down above, at the discretion of the Minister and in accordance with the size of the School and the extent of the Teacher's duties. In mixed Schools of Class I. a first male and a first female Assistant may be appointed at the discretion of the Minister.

(b.) The scale of allowances for Assistants in Schools on the Goldfields or in the North-West shall be the same as that for Head Teachers. See Reg. 67 (c).

72. Married Teachers and others may be appointed on supply, either during the absence of a Teacher or to fill a vacancy on the School staff, when no other Teacher is

available. Only the weeks during which the Teacher is actually employed in teaching will be paid for. There will be no pay for holidays. Engagements can be terminated at a week's notice at any time.

The scale of salaries will be as follows:—

Supply Teachers in Charge—	Male, per week.	Female, per week.
Class VI. ...	£3 4s. to £3 12s.	£2 16s. to £3 4s.
Provisional A ...	£2 5s. to £2 16s.	£2 2s. to £2 10s.
Provisional B ...	£1 18s. to £2 5s.	£1 12s. to £2

Salaries of Assistants on Supply holding—	Male, per week.	Female, per week.
B1 Certificate ...	£3 16s. to £4 6s.	£3 8s. to £3 16s.
B2 Certificate ...	£3 8s. to £3 16s.	£3 to £3 8s.
C1 Certificate ...	£3 to £3 8s. ...	£2 10s. to £3
C2 Certificate ...	£2 10s. to £3. ...	£2 2s. to £2 10s.
Unclassified ...	£1 16s. to £2 5s.	£1 10s. to £1 16s.

An additional sum, from 11s. 6d. to 18s., may be granted to Supply Teachers in the Goldfields and Special Schools where the cost of living is very high.

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

The higher salary in each class cannot be paid except where the Teacher has been acting on supply constantly for a period of two years in that class. The increment will only be awarded at the end of a calendar year.

MONITORS.

73. Monitors may be employed to serve in Schools where the average attendance is at least 30. They may be of two classes—Junior Monitors and Senior Monitors.

74. Candidates for the office of Monitor must be not less than 14 or more than 18 years old. They must be free from any bodily infirmity likely to impair their usefulness, and must be of good moral character. On appointment a satisfactory medical certificate must be furnished, on the form provided by the Department, and an agreement entered into. The first three months of appointment will be on probation.

75. Candidates will, as a rule, be required to pass the examination prescribed for Candidates for Junior Monitorship (see Appendix I.). Applicants whose age, qualifications, experience, etc., make them eligible to sit for the Senior Monitors' Examination may do so by special permission of the Department.

76. Candidates who have passed the Adelaide University Preliminary Examination may be excused from sitting in the Examination for Candidates for Junior Monitorship for those subjects in which they have passed.

Candidates who have passed the Junior or Senior Adelaide or some other equivalent University Examination, not more than one year previously, are eligible to be appointed Monitors without examination; they will, however, be required to serve one month on trial without salary. If their age is suitable, they may, at the discretion of the Department, be admitted to sit at the following Senior Monitors' Examination.

77. The remuneration of Monitors shall consist of (a) instruction to be given by the Head Teacher or by the staff of the Normal School, and (b) an annual salary. The Head Teacher will be responsible for seeing that the time prescribed for study is properly allocated, and the work diligently done, and for giving instruction and assistance.

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

	Males.	Females.
Junior, First Year	£18	£12
„ Second Year	£27	£18
Senior, First Year	£50	£36
„ Second Year	£60	£45

Before a Monitor can draw the Senior salary he must have passed the examination prescribed for Senior Monitors.

An additional sum not exceeding £5 per annum for Juniors or £10 for Seniors may be granted to Monitors in the Goldfields and Special Schools where the cost of living is very high.

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

80. Senior Monitors in their second year will be required to sit for the “C” Examination. Those who fail to pass may, if the Department is satisfied as to their competency, be appointed as unclassified teachers.

81. Junior Monitors will assist teachers in the Schools during five half-days in each week: the other five half-days will be devoted to study. Senior Monitors will be employed in teaching during eight half-days in each week: the other two half-days will be devoted to study.

82. Head Teachers are required to exercise strict moral supervision over their Monitors; to see that they attend regularly and punctually at their own lessons, whether in Central Classes or Ordinary School; and that they give proper attention to their lessons and to their private studies.

The Monitors' Lesson Book must be faithfully posted in accordance with the instructions therein contained. At least one Criticism Lesson should be given each week. Head Teachers must direct and supervise their Monitors' methods of teaching.

83. In country schools, when the attendance warrants the appointment of a Monitor, and a suitable applicant, under Regulations 73, 74, and 75 is not obtainable, a temporary “Monitor on Supply” may be appointed if the Inspector's report is satisfactory. The salary will be in accordance with Regulation 77, but whether on the Junior or Senior scale will rest entirely with the Department. Appointments made under this Regulation will, of course, lapse when a suitable person is obtained, unless the appointee has qualified in the meantime, and is of suitable age. Monitors on Supply may be employed in the School during the whole week, unless they are preparing to sit for a Departmental Examination. Those preparing for an Examination must be given at least two half-days in each week for their studies. The Head Teacher will be responsible for giving them instruction, and for supervising and directing their studies.

84. A limited number of candidates who have passed the Examination for Candidates for Junior Monitorship will be selected for a course of two years in the Perth Normal School. They will not be attached as Monitors to any State School. They will not receive any salary, but will be provided with the necessary books free of charge, and will have their necessary daily travelling expenses, if any, paid. Their parents or guardians will be required to sign an agreement, binding the selected candidates to enter the Training College, if the Department wishes them to do so, or, if not chosen for the Training College, to serve the Department, if required, for not less than three years from the expiration of their course in the School. Selected candidates whose homes are outside the Metropolitan District may, at the discretion of the Minister, be granted a lodging allowance of £20 per annum. At the end of the two years' course in the Normal School the scholars will be employed as Full Time Monitors with salaries at the rate of £36 per annum for females and £50 per annum for males. Those selected for the Training College may enter the College in the following September, if their

Practical Skill is considered satisfactory. Otherwise they may be required to wait until a subsequent year. The salaries of those who do not enter the College will, during the following year, if their service is satisfactory, be at the rate of £45 per annum for females and £60 per annum for males. They may be allowed to sit for the “C” Examination in the second year of their Monitorship.

85. Monitors may be appointed to Manual Training Classes. Such Monitors shall be subject to the usual conditions, except that they shall be required, in addition, to pass an examination in Woodwork, and that a special curriculum shall be specified in Practical Plane and Solid Geometry and Scale and Art Drawing. They may be allowed to omit Geography, History, Music, and Drill. At the expiration of their engagement these Monitors shall be required to pass an examination equivalent to that of the City and Guilds of London Institute, as well as the prescribed portion of the “C” Examination. They may then be employed as Teachers in Manual Training Classes, but shall attend lectures for further instruction in Manual Training. Half-time Manual Training Monitors shall receive their general instruction in the State School to which the Manual Training Centre is attached.

86. Monitors may also be appointed to Cookery and Laundry Classes. Such Monitors shall be subject to the usual conditions, except that Senior Monitors shall be required, in addition, to pass an Examination in Domestic Economy, Elementary Physiology, Cookery, and Laundry Work. They may be allowed to omit Geography, History, Music, Geometrical Drawing, and Drill. At the expiration of their engagement these Monitors shall be required to pass a special examination in Domestic Economy, including Elementary Chemistry, Elementary Physiology, Elementary Botany, Cookery, and Laundry Work, both in theory and practice, as well as the prescribed portion of the “C” Certificate. They may then be employed as Teachers in Cookery and Laundry Classes. Junior Monitors shall receive their general instruction in the State School to which the Cookery and Laundry Centre is attached.

TEACHERS OF SEWING.

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

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

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

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

TEACHERS OF MANUAL TRAINING.

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

Teachers holding the final certificates in Manual Training of the City and Guilds of London Institute, or the Educational Handwork Union, or a certificate in Swedish Sloyd, together with certificates in Science Subjects Nos. 1, 2, and 3, and allied subjects of the Board of Education, England, may be appointed as Teachers without examination, and will be classified according to the grade and number of their certificate and their skill in teaching.

The 1st Class Manual Training Centre is one in which more than one Teacher is employed.

The 2nd Class Manual Training Centre is one in which one Teacher is employed throughout the week.

Scale of salaries for Instructors in charge of Centres:—

1st Class Instructors (in 1st Class Centres),	£220 to £270,
2nd Class Instructors (in 1st or 2nd Class Centres),	£180 to £220.
3rd Class Instructors,	£140 to £180.

Assistants' Salaries.

1st Class	£170 to £190
2nd "	£150 to £170
3rd "	£110 to £150

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

The annual increments are awarded at the end of each calendar year.

A Teacher who has passed the required examination may be raised to the 2nd Class after three years' good service in the 3rd Class, and to the 1st Class after three years' good service in the 2nd Class.

Teachers who hold the Manual Training Certificate in accordance with the syllabus set forth in the *Circular* of May, 1902, and who teach Manual Training in their Schools, will receive additions to their salaries as follows:—

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

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

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

The higher salaries will be paid only after at least 12 months' satisfactory work.

Regulation 67 (b) and (c) shall apply to Manual Training Teachers also.

COOKERY AND LAUNDRY TEACHERS.

90. The salaries of Teachers engaged in Cookery and Laundry Classes will be as under:—

Organising Instructress	£200-£230
Instructress, first-class	£150-£170
Instructress, second-class	£130-£150
Instructress, third-class	£90-£130

Instructresses of the first-class will be in charge of Centres where more than one Teacher is employed; of the second-class where only one Teacher is employed.

The requirements for Classification are shown in Appendix IV.

The same Goldfields Allowance will be given to Instructresses in Cookery and Laundry Classes as to other Teachers.

Instructresses and Assistants will receive annual increments, as specified in Regulation 67.

SCHOOL STAFF.

91. The staff of Teachers, in addition to the Head Teachers employed in all the State Schools, shall, at the discretion of the Minister, and as far as practicable, be as follows:—In Schools where the average attendance is above 30, one Monitor; in Schools where the average attendance is between 50 and 75, one Assistant; if the numbers are between 75 and 100, an Assistant and a Monitor; in Schools of higher classes it will be reckoned that beyond 25 assigned to the Head Teacher, every 50 children in average attendance will require one Assistant. Monitors may be employed in addition, at the discretion of the Minister.

TRAINING COLLEGE FOR TEACHERS.

92. The Final Examination at the Normal School and the Senior Monitors' Examination will be the Entrance Examinations for the Training College. Candidates who have not been in the Normal School or served as Monitors, and who gain a sufficiently high place in the Examination, will be required to attend a State School for three months

without pay, and to give evidence of their fitness for the profession before entering the College. The Minister may, in special cases, allow other persons to attend the Training College as boarders or day-boarders at their own expense.

Evidence of teaching capacity may be required.

The minimum age at which candidates may enter the College is 17 years, and the course of training will, as a rule, be for two years. Scholarships will be provided to defray the cost of training of those highest on the examination list, who will receive board, lodging, and tuition free. Should winners of Scholarships be residing with parents or friends they may become day-boarders, and, in addition to free tuition, may receive a money Scholarship towards their maintenance of £30 per annum.

93. Examinations will be held at the end of each year of training, and if the progress or conduct of the students be not judged satisfactory by the Minister, or the reports of the Principal of the Training College be unfavourable, the Minister may require them to leave the Training College.

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

95. Students who obtain more than 50 per cent. in the Final Examination will be granted the Trained Teachers' Certificate. Those who obtain over 60 per cent. will be paid the minimum salaries prescribed for Teachers holding the "B2" Certificate, and will be classified as "B2" Teachers when they have gained the Practical Skill Pass. Those who obtain over 50 but less than 60 per cent. will be paid the minimum salaries prescribed for Teachers holding the "C1" Certificate, and will be classified as "C1" Teachers when they have gained the Practical Skill Pass. The salaries named will be liable to reduction if the Practical Skill Pass is not obtained within two years of the end of the year in which the Teachers left the College.

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

GENERAL INSTRUCTIONS.

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

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

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

100. 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.

101. All absences of Teachers are to be entered in the School Journal. The Head Teacher must inform the Minister and the District Board if a Teacher is absent from duty, or habitually unpunctual. If any Teacher is obliged, through sickness, to be away from his duties for more than three days, he must, wherever possible, forward at once to the Minister a certificate signed by a duly qualified medical man, stating the nature of such sickness, etc.

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

Teachers are not to allow collecting cards or subscription lists to be given to the children in the Schools for raising money from the public. Children should not be allowed to solicit or beg for money for any purpose.

GENERAL MANAGEMENT OF SCHOOLS.

103. In all Government Schools the daily routine shall be that specified below; but the Minister may give permission in special cases for variations to be made.

Secular Instruction from 9 a.m. to 12 noon. The Roll shall be called and marked at 9 a.m., and again called and finally closed at 9.50 a.m. There shall be a recess of 10 minutes for the elder children and of 20 minutes for infants, between 10.30 and 11.15. The School shall be dismissed at 12 noon and re-assemble at 1.30 p.m., when the Roll will be called and marked. The Roll shall be finally closed at 1.45. Secular instruction from 1.30 to 3.45 p.m., when the School will be dismissed. There may be a recess of five minutes for the elder children and fifteen minutes for the infants between 2.30 and 3 p.m.

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

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

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

With the permission of the Department, children over 16 years may be retained in the School. In each such case a fee of 6d. per week must be paid to the Teacher, which may be retained by him. A statement should be forwarded with Quarterly Summary showing the amounts so received. The attendance of these children should be noted on the Registers, but entered apart from the ordinary scholars, and not included in the totals.

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



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

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

Where the children are attending Manual Training, Cookery, or Laundry Instruction, a small letter, m, c, or l, should be placed in the top left-hand corner of the square opposite the child's name. The Registers must be totalled omitting all those so marked. When the teacher ascertains from the Instructor of the Centre that the child was present, the usual stroke must be placed in the square, and

the additional numbers placed (in red ink) above or below the previous figures at the bottom of the column. Teachers must see that the book containing the names of the children attending the classes is carried to the Instructor at each lesson and returned marked with the attendances after the lesson.

105. No erasures must be made in any School Register. If it is necessary to make a correction, a line must be ruled through the incorrect figures, and the correct ones placed by their side, or in the margin. All such corrections must be initialled and dated, and an explanation entered at the time on the page provided for the purpose. The Head Teacher is responsible for the safety, neatness, and accuracy of all School Registers and Records, but he may appoint Assistants and Monitors to keep the Registers of their respective class or classes. Teachers must be exact in marking and totalling their Registers at the times laid down above. A list of possible medal winners should be kept in a conspicuous place in each Class-room. The names of those who have been absent or late should be crossed off this list when the Registers are made up at the end of each week.

106. The District Board, in consultation with the Head Teacher, shall fix the time during which Special Religious Instruction, provided for by Section 18 of “The Elementary Education Act, 1871, Amendment Act, 1893,” shall be given; subject, however, to the approval of the Minister.

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

108. The discipline enforced in Schools must be mild and firm. All degrading and injurious punishments must be avoided. The “boxing” of children's ears is strictly forbidden, as is also the corporal punishment of girls of twelve years old and over. The Department does not view with favour the corporal punishment of girls below the age of twelve, except under very extreme circumstances.

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

110. When a child is admitted to any School the parent shall be required to fill up and sign an Admission Form as prescribed hereunder. It shall be the duty of the Head Teacher to enter his name and all necessary information in the Admission Register at once. All Admission Forms are to be numbered to correspond with the admission number, and filed for the information of the Inspector. The Religious Denomination to which the parents of the child belong will be sufficiently indicated by writing the letters in the column for Parents' or Guardians' name as under:—C.E., Church of England; R.C., Roman Catholic; M., Methodist; C., Congregational; P., Presbyterian; S., Salvation Army; N.O., no religious persuasion. When a child is re-admitted to a school a new admission number should be used, but the previous number must also

be entered in red ink above the new number. The new admission number must be entered in the index. The particulars as to withdrawal must be entered in ink immediately it is known that the child has been withdrawn. No child's name should be removed from the Registers unless satisfactory reason has been shown for the child's withdrawal from the School. The Compulsory Officer must be notified of all names removed.

INQUIRY FORM FOR ADMISSION REGISTER.

.....School,
1
 M.....
 Kindly supply me per Return with the following information respecting your.....
 Yours truly

Head Teacher.

Name of Child
Date of Birth (Year and Month)
Residence
Where born
School last attended
Standard last passed
Guardian or Parent's Name
Religious denomination of Parent or Guardian
Do you object to your Child receiving General Religious Instruction from the Teacher?

Signed.....(Parent or Guardian).

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

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

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

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

114. In the absence of the Principal Teacher, the Senior Assistant is empowered to take charge of the School.

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

- (1.) Admission Register.
- (2.) Register of attendance of all children from three to 16 years of age inclusive.
- (3.) Summary of Attendances.
- (4.) Time Table.
- (5.) Punishment Book.
- (6.) School Journal.
- (7.) Teachers' Time Book.
- (8.) Portfolio of Official Documents.
- (9.) Inspection Report Portfolio.
- (10.) Visitors' Book.

- (11.) Teachers' Quarterly Examination Book.
- (12.) Monitors' Book.
- (13.) Any other Register or Form ordered by the Department.

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

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

118. In mixed Schools the names of boys and girls should be separated in the Attendance Register (*e.g.*, boys' names to begin at No. 1 and girls at No. 21). All the columns must be fully posted up and dates placed in the necessary places. The names and full particulars as to age, etc., of every child must be entered in ink at the time of admission. Application must be made to the parents or guardian on the prescribed form, copies of which will be supplied.

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

120. Registers should be checked and signed, at least four times a year, by a member of the District Board, their delegate, or correspondent. Teachers are expected to bring the Registers before the members of District Boards at their visits, and remind them of the importance of this checking:—

- (a.) Registers may be destroyed after six years. Summaries and Inspection Report Portfolio should be retained.
- (b.) Registers should be sent to the Department to be checked at the time fixed by the Department.

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

- The Regulations.
- List of books used for secular instruction.
- Time Tables (General and Monitors'). (*See Regulations 158-9.*)
- Class Programmes. (*See Regulation 164.*)
- List of Members of the Local District Board.
- Authorised Price-list of Books for Sale.
- Conscience Clause.
- List of possible Medallists.

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

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

122. All official communications are to be addressed "Education Department." No name is to be placed on the envelope, but correspondence of a purely local character should be forwarded through the District Board. (*See Regulation 200.*)

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

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

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

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

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

128. Medals and Prizes are given to children for a punctual attendance every half-day on which the School has been opened during the year. No exceptions are allowed in the case of the medal. Unpunctuality or absence for more than 15 half-days during the year will disqualify for prizes. In the case of a half-time School the limit is reduced to eight half-days. Lists of children qualified must be sent to the Department with the Registers at the time fixed by the Department. Children who have attended School regularly and punctually for an unbroken period of three years will receive a bronze medal; those who have attended for four years will receive a gold-plated copper medal.

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

130. All School Records, Registers, and documents shall be considered the property of the Minister; and the principal Teacher shall not allow the same to be removed from the School.

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

Exceptions:

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

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

(2.) The Head Teachers of Boys' or Girls' departments must not admit children below seven years of age.

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

(4.) Children between the ages of seven and eight, who are not sufficiently advanced to be classified in the First Standard may be admitted into or retained in the Infants' School or Class. The names of such children must be entered on the special form provided, and submitted to the Inspector at his next visit.

(5.) No child shall be allowed to remain in the Infants' Classes after having attained the age of eight years, or in a Standard Class in an Infant School after having reached nine years.

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

133. In the absence of the Head Teacher, the Senior Assistant is empowered to make entries in the School Journal.

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

- (a.) Visits of Members of District Boards and others.
- (b.) Causes of low attendances.
- (c.) Absence of Teachers.
- (d.) Results of Test Examinations.
- (e.) Reasons for departures from the Time Table.

TEACHERS' TIME BOOK.

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

PORTFOLIO.

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

FREE STOCK.

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

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

139. Requisitions should be forwarded at such fixed time as is determined by the Department, and will not be

considered at other times unless they are of extreme urgency or could not have been included in the Annual Requisition.

140. All Requisitions, excepting the Annual Requisitions, unless very urgent or specially ordered by an Inspector, should be sent through District Boards or Correspondents.

141. Such books only as are supplied or sanctioned by the Minister shall be used in any School.

BOOKS, ETC., FOR SALE.

142. Pupils will be required to pay for all books and materials not mentioned in Regulation 137. The authorised price list of books and materials is to be exhibited in each School, and no Teacher is to charge more than is fixed therein.

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

SCHOOL ACCOMMODATION.

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

SCHOOL HOLIDAYS.

145. The vacations sanctioned by the Minister are:—Five weeks at Christmas, Good Friday, and Easter week, and one week from the last Monday in August. The holidays allowed other than these are—Australian Anniversary, January 26th; Anniversary of the Colony, June 1st; Proclamation Day, October 21st; and King's Birthday, November 9th. When any of these dates fall upon any day other than a Monday, the holiday shall be kept on the Friday or Monday following. The day chosen must be notified on the Salary sheet.

146. 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.

147. No School is to be closed upon any School-day without the written authority of the Department, except under Regulations 210, 228, or 229. An Inspector may grant a holiday, not exceeding one day, within a fortnight after one inspection in each year. Instructions even from medical officers must be received through the Department. Medical officers who think Schools should be closed will communicate with the Department, but Teachers must obtain authority from the Inspector General before closing.

SCHOOL PREMISES.

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

149. An allowance for the cleaning of Schoolrooms, etc., will be made to the Head Teachers of Schools as under:—

- (a.) S.P.D. Schools, £2 per annum (or 3s. 4d. per month).
- (b.) Provisional, £3 per annum (or 5s. per month).
- (c.) Schools with an average of 21-35, £4 per annum (or 6s. 8d. per month).
- (d.) Schools with an average of 36-50, £6 per annum (or 10s. per month).
- (e.) In Schools of over 50 an allowance at the rate of 2s. per room per week may be granted; closets to be counted as one room. Verandahs and shelter sheds to be counted at half the ordinary rate.
- (f.) All Goldfields Schools (irrespective of attendance) may be paid at the rate of 3s. per room per week.

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

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

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

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

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

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

SCHOOL INSTRUCTION.

151. The Programme of Secular Instruction shall be as specified in the Schedules published by the Department. As defined in the Amendment Act, 1893, Clause 20, such "secular instruction shall be held to include general religious teaching as distinguished from dogmatic or polemical theology."

152. 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, who will report to the Department the arrangements made for the instruction of the child in other subjects during the time of religious teaching.

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

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

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

When the same representative is duly delegated to act for various denominations, each denomination should be

considered as a separate class, and so noted in the Record of Attendances.

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

- (a.) The Religious Denominations giving Special Religious Instruction.
- (b.) The time at which such instruction is given.
- (c.) The names of clergymen or representatives of each denomination.
- (d.) The total number of visits paid on behalf of each denomination.
- (e.) The total attendance made at such visits and the average attendance per visit.
- (f.) The number of children withdrawn from Special Religious Instruction in accordance with parents' written wish.
- (g.) The number of children withdrawn from the General Religious Instruction, referred to in Regulation 152, in accordance with parents' written wish.

155. The Teacher must ascertain from the parents or guardians of the pupils attending his School the religious denomination to which they belong. (See Regulation 110.) If a parent notifies in writing that he wishes his child to attend the instruction given by the delegate of a denomination other than that which appears in the Register, the Teacher must retain the parent's letter as his authority for permitting such an attendance.

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

157. 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 business nor to interrupt it but simply to observe how it is conducted. If, however, their presence is subversive of the discipline of the School, the Teacher may request them to withdraw, but should report any such cases to the Department.

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

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

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

161. Where School concerts are held Teachers must forward to the Department, for printing in the *Circular*, a balance sheet showing the receipts and expenditure of the concert or entertainment, and also the expenditure of the balance. All receipts must be attached. Preparations for a concert must not be allowed to interfere with

the Time Table in any way without the special permission of the Department.

162. If School Banks are started by the Teachers, the form of book-keeping and the arrangements for auditing the books must be submitted to the Department for approval.

163. No Home Lessons are to be given to children attending Infants' Classes. The giving of Home Lessons to the Standard children is left to the discretion of the Teacher, but Home Lessons should not take more than half-an-hour to complete in Standards I. to III. inclusive, nor more than an hour in Standards IV. to VII.

164. The Head Teacher of any School should divide the work of each class as prescribed in the Programme into monthly parts. These monthly parts must be entered on the Programme Forms supplied by the Department. The Class Programme must be hung on the wall of the Class-Room in a prominent place, and signed by both the Head and Class Teachers.

INSPECTION.

165. A Government School shall, as a general rule, be visited at least twice in each year by an Inspector.

166. Quarterly Examinations shall be held by the Head Teacher in order to test the progress of each class and of each scholar. In these examinations the subjects of Scripture, Geography, Drawing, History, Object Lessons, Drill, Music, and Manual Work may be considered as Class or Collective Subjects, and progress in them marked by the terms, Excellent, Good, etc. The results of the examinations shall be entered in the Teacher's Quarterly Examination Book. Whenever a child is promoted, the fact should be recorded in the column set apart for that purpose in the Quarterly Examination Book.

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

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

- (a.) List of children over seven years of age taught in Infants' Classes.
- (b.) List of Object Lessons or Nature Study Lessons given to each Class or Group, with dates.
- (c.) List of Recitations taught to each Class or Group.
- (d.) List of Lessons on the Laws of Health given to each Class or Group, with dates.
- (e.) List of children who have been in the same Standard for more than twelve months in any Government School.

168. The Inspector may accept the Classification of the Teacher, as shown in the Quarterly Examination Book, or he may, if he sees fit, exercise the right referred to in Regulation 169 of holding an individual examination, in which case the Teacher shall draw up a list of all the children in the various Standards, and the Inspector shall record the results of the examination of each child. These results he may direct to be substituted for those obtained by the Head Teacher.

169. In order to satisfy himself of the general efficiency of the instruction given in the School, the Inspector shall examine a due proportion of the pupils in each standard in such subjects as he shall choose. He may, if he think fit, examine all the pupils of the School, or of any standard, to ascertain their individual progress, and he may at his discretion direct that the results of such examination shall be substituted for the results shown in the Quarterly Examination Book.

170. The Head Teacher shall be held responsible for the promotion of his pupils. Such promotions will of necessity be most numerous after the fourth Quarterly

Examination in December, but they may be made at any time during the year, whenever the Head Teacher considers that the interests of the child call for such promotion.

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

172. In all standards and subjects a “good” pass should be marked by a cross (x), and a “bare” pass by a stroke (/), and a failure by a cypher (0).

173. The Head Teacher or Inspector may at any time examine the scholars in the work of any lower standard than that in which they are taught. In all subjects intelligent answers, even though somewhat incorrect, should be counted more valuable than mere verbal accuracy.

174. In making his report the Inspector will also take into account—

- (a.) The intelligence of the Methods of Instruction.
- (b.) The fitness of the classification, according to the age and capability of the scholar.
- (c.) The behaviour of the children while under inspection, and the general tone pervading the School.
- (d.) Success in the Training of Monitors in Practical Skill in Teaching.
- (e.) Success of pupils in approved Examinations.
- (f.) The preparation and observation of the Programmes and Time-Tables.
- (g.) The neatness and accuracy of the School Registers.
- (h.) The neatness and cleanliness of the Schoolroom and all appliances, also of the playground and out-buildings.
- (i.) School libraries and the use made of them.
- (j.) School gardens and the use made of them.

175. Any Teacher who may have reason to complain of the manner in which an inspection has been conducted by an Inspector must report the circumstances to the Department within 48 hours of the conclusion thereof.

176. The Head Teacher may, with the approval of the District Inspector, group two or more classes for instruction in any subject, except arithmetic. The approval of the Inspector to such grouping must be in writing. Care must be taken in arranging such grouping to see that no child omits any part of the curriculum in any subject.

177. The Head Teacher shall issue a certificate to each pupil who has passed in Reading, Writing, Spelling, Arithmetic, and English at the Quarterly Examination in December. In cases where the Inspector, at the annual inspection, reports that the Teacher's examination has not been up to the required standard, the Inspector shall decide which scholars shall receive certificates.

178. The average age of the children in each standard must be entered in the Teacher's Examination Book at the end of each quarter.

179. The classification of new scholars who have received their education in other States or countries should be made with due discretion. The Head Teacher should take into account the attainments of such children, but due regard should also be paid to their general intelligence and aptitude. Scholars transferred from one School in this State to another must not be placed in a lower class than that shown on the Transfer-Note without the special permission of the Department in writing.

DUTIES OF INSPECTORS OF SCHOOLS.

180. Inspectors of Schools shall, subject to the approval of the Minister, do all that is necessary for the enforcement of these Regulations.

181. The duties of an Inspector are to visit and inspect all Government Schools, and to forward, within six days of the inspection, a Report of each School to the Department.

182. A summary of each of these reports will be forwarded by the Department to the Secretary of the District Board.

183. A more detailed report of each inspection will be forwarded by the Department to the Teacher.

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

185. Teachers will remember that Inspectors are their superior officers, and as such will treat them with respect and courtesy; and Inspectors, in their intercourse with Teachers, will be guided by a feeling of respect for their office and sympathy with their labours. Errors are to be pointed out as kindly as possible, and not in the hearing of the pupils.

186. Every School is to be visited at least twice in each year, unless distance or some unavoidable cause shall make two visits impracticable.

187. When a School is visited the Inspector will enter the time of his arrival and departure in the School Journal.

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

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

SCHOOLS CERTIFIED TO RECEIVE BOYS OR GIRLS COMMITTED UNDER “THE INDUSTRIAL SCHOOLS ACT, 1874” (38 VICTORIA, No. 11), “THE INDUSTRIAL AND REFORMATORY SCHOOLS ACT OF 1893” (56 VICTORIA, No. 5), AND “THE PUBLIC EDUCATION ACT, 1899” (63 VICTORIA, No. 3).

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

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

191. The children shall be examined in accordance with Schedule I. The examination shall be individual in Reading, Writing (including Spelling and Composition), and Arithmetic, and collective in other subjects.

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

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

DUTIES OF DISTRICT BOARDS.

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

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

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

195. Members of a Board who are absent from two-thirds of the meetings, or have failed to pay three visits to a School within the District during a whole year, cease to be members.

196. A District Board may, by resolution passed at a duly constituted meeting thereof, appoint any member or members to perform the duties prescribed by the 16th Clause of "The Elementary Education Act, 1871," of visiting any of the Schools under the supervision of the Board; and it shall be the duty of the member or members so appointed to report the results to the Board, who will, if necessary, report to the Minister. In the case of an isolated School, distant from the residence of any member of the Board, the Board may appoint one or more persons, not being members, to act on their behalf, subject always to the approval of the Minister.

197. Each School should have a member of the Board or other delegate specially attached to it.

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

199. The duty of members of District Boards is to foster the Schools under their care by every means in their power; to see that the rules laid down for the guidance of Teachers are adhered to; to smooth down the difficulties of Teachers by constant encouragement and sympathy; to have at heart the mental, moral, and physical welfare of the scholars, and to see that they are brought up in habits of punctuality, of good manners and language, of cleanliness and neatness; and also that the Teachers impress upon the children the importance of cheerful obedience to duty, of consideration and respect for others, and of honour and truthfulness in word and act. They will generally supervise the Schools, but it is no part of their duties to interfere with the curriculum of instruction, or with the Teacher's authority in the School, as long as he carries out the Regulations. Members are asked to check the Registers and sign them at least four times a year (*see* Regulation 120). They should make themselves acquainted with the rules for registration (*see* Regulations 104 and 105), and their signatures will be supposed to show that the times of closing the rolls have been properly observed by the Teacher.

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

Correspondence relating to—

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

Applications for the use of School buildings;

Any closings of the School;

Notifications that a Teacher has commenced or returned to duty;

Complaints of parents;

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

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

201. The District Boards are specially charged with the duty of seeing that the School buildings are kept in proper repair.

202. Urgent repairs, calling for immediate action, may be carried out by the District Board without previously submitting tenders for the same, but the Minister's permission to proceed must be first obtained by telegram or letter.

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

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

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

206. Should any Teacher be found by the Board to have infringed the Regulations, the circumstances are to be immediately reported to the Minister.

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

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

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

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

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

210. The Chairman of the District Board is empowered to grant not more than two days' holiday in each year. These holidays are not to be granted for the personal convenience of Teachers, and the permission must be given in writing on the prescribed form. The Teacher must inform the Department of such holiday at least a fortnight in advance. They should, as a rule, be given for the most important local *fête* or show in the year, when the majority of the children would be likely to be absent. They must not be given at the beginning or end of the term to supplement the regular holidays. District Boards should use their influence to see that Sunday School picnics or minor *fêtes* take place in the holidays or on Saturdays.

211. In recommending the time for Special Religious Instruction, the District Board should take care that the daily routine of the School, as laid down in the Regulations, is not unduly interfered with.

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

213. Applications for the use of the School Buildings for other than School purposes should be made to the District Board (or Warden or Resident Magistrate where Boards are not established), and by them remitted, with their remarks, to the Minister for his consideration.

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

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

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

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

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

218. The charge for the occasional use of a School building shall be not less than 5s., paid in advance. The same provision as to the cleaning, etc., of the School-rooms, mentioned in Regulation 214, shall also be complied with.

Note.—The payments due under Regulations 215 and 218 must be paid to the Teacher before the key is handed over, who must immediately remit the same to the Minister. The Teacher will be held responsible in case of failure in payment.

219. District Boards shall also perform the following duties:—

- (a.) See that the School buildings and premises are protected from damage and trespass.
- (b.) Take precautions for excluding from the School, during the ordinary business, all books not sanctioned by the Minister.
- (c.) Inspect without notice, at least once a quarter, the School Registers and Records. They should check and initial or sign them.
- (d.) See that the School is open on all the usual School-days, and that the Teacher is present at his work.
- (e.) Forward to the Minister a Half-yearly Return (30th June and 31st December), showing the times and places when and where the meetings of the District Board have been held, and the number of attendances made by each member of the Board.

COMPULSION.

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

A School will not be declared efficient or published on the list of Efficient Schools if it has less than eight pupils in attendance. Persons instructing a less number of children can be reported upon in order that the Minister may decide that the instruction is such that it may be deemed a reasonable excuse for exemption from School. Teachers of such Schools must be over 18 years of age.

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

222. Children must attend School between the ages of six and 14. Teachers are expected to inform the Compulsory Officer or local authority of any children within their area who are not attending School. This area comprises all children over nine years of age within a distance of three miles by the nearest road or other reasonable means of access. This distance is reduced to two miles for those less than nine years old. Children between the ages of nine and 14 are compelled to attend if there is an Efficient School within twelve miles of their homes, if there is a suitable train service, where the distance to be travelled by train does not exceed ten miles, and the total distance to be walked does not exceed two miles. The Department has no objection, if the parents wish their children to be instructed when they are between the ages of four and six, to have them placed on the roll and taught in the ordinary way. No child under four can be admitted. Children over 14, but below 16, may remain in the School if of good behaviour, and unless their influence on the younger children is likely to be bad. Children over 16 can only remain in the School on payment of a fee of sixpence per week, which should be retained by the Teacher, but accounted for to the Department.

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

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

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

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

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

Names are to be withdrawn from the roll when the children have left the district and gone to another School, when they have been exempted from School attendance by reason of their age, or when they have left the State. In the case of children residing beyond the compulsory radius of the School who do not attend for over a quarter, their names should be omitted from the roll.

224. Sickness or other unavoidable causes may be taken as a reasonable excuse for absence, if the parent has given the Teacher written notice within seven days. In the case of the absence of a child for four half-days in a week, not so excused or exempt from School, the Teacher must, on every alternate Friday, notify the fact to the Compulsory Officer of the District or other local authority charged with carrying out the compulsory clauses of the Act. When sending the names of children to the Compulsory Officers Teachers must be careful to verify the addresses of the children.

225. Teachers should keep written excuses in a file for reference if necessary. Teachers must also furnish lists of all children who leave their Schools, and the names of all those admitted, with the name of the School previously attended, if in the State. In the case of sickness, the Minister may require a medical certificate at his discretion.

HEALTH REGULATIONS.

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

- (a.) That the whole premises are properly ventilated, both during school hours and after the children have left.
- (b.) That any bad smells arising from closets, lavatories, etc., are reported at once to the Department.
- (c.) That the disinfectant supplied by the Department is used upon any urinals, closets, etc., where it is necessary.

INFECTIOUS DISEASES.

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

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

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

The Health Act also provides that—

- (a.) The legally qualified medical practitioner in attendance at any house in which there is any person suffering from tuberculosis of the lung, leprosy, beri-beri, small-pox, cholera, plague, yellow fever, diphtheria, membranous croup, erysipelas, the disease known as scarlatina or scarlet fever, and the fevers known by any of the following names: typhus, typhoid, enteric, relapsing, continued, low, colonial, or puerperal, and as respects any particular district any

infectious or contagious disease to which this Act has been applied by a Local Board in manner provided by this Act, shall at once report the fact to the nearest Local Board; and the occupier of such house shall also report the existence of such disease in such house to the nearest Local Board not later than twenty-four hours after the same shall come to his knowledge; and if any person fails to comply with the provisions of this section he shall be deemed to be guilty of an offence under this Act, and shall, on conviction thereof, be liable to a penalty not exceeding forty shillings for every such offence.

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

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

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

A pupil may rejoin the school after—

Chicken-pox.—When every scab has fallen off.

Diphtheria.—In not less than three weeks when convalescence is completed, there being no longer any form of sore throat, or any kind of discharge from the throat, nose, eyes, ears, etc., and no albuminuria.

German Measles (Rötheln) and Epidemic Roseola.—In two or three weeks, the exact time depending upon the nature of the attack.

Measles.—In not less than three weeks from the date of the appearance of the rash.

Mumps.—In three to four weeks from the commencement, allowing one clear week from the subsidence of all swelling.

Ophthalmia.—Any case of purulent or contagious ophthalmia should be at once isolated, and the child should not be allowed to rejoin the school until there has been a complete absence of discharge for at least one month, or until the inner surfaces of the eyelids are found, on inspection, to be quite free from granulations.

When purulent ophthalmia appears in a school the under surface of the upper eyelids of every pupil should be turned up and examined, and all those that have any granulations visible should at once be properly isolated.

Ringworm (of the head).—When, the whole scalp having been examined in a good light, and any suspicious spot scrutinised with lens, no broken-off stumpy hairs (which show the ringworm fungus when carefully examined under the microscope) are to be detected.

It is sometimes considered that ringworm is cured when the hair commences to grow on the diseased places; but this is a mistake, for it frequently happens that diseased broken-off hairs remain, and the disease may thus exist for months or years. It is often very difficult to detect the short stumps which protrude only a sixteenth or an eighth of an inch; and it is quite useless to examine short cut-off healthy hairs from a suspicious spot, under the microscope, for the ringworm fungus.

Any child suffering from ringworm should be excluded from school, and before he is re-admitted a medical certificate should be produced stating that the child is cured; but wherever such a certificate is not readily procurable, the teacher should exercise his discretion in re-admitting the child.

Scarlet Fever.—In not less than six weeks from the date of the appearance of the rash, if desquamation has completely ceased, and there be no appearance of sore throat.

Small-pox.—When every scab has fallen off.

Whooping Cough.—After six weeks from the commencement of the whooping, provided the characteristic spasmodic cough and the whooping have ceased; or earlier, if all cough has completely passed away.

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

SYMPTOMS OF INFECTIOUS DISEASES.

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

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

The onset of DIPHTHERIA is less sudden. The sore throat comes on rather gradually. White patches can usually be seen on the tonsils when the tongue is depressed. It is not necessary that an exact diagnosis should be made, because *every child suffering from sore throat should be regarded as dangerously infectious*. If the glands of the neck below and behind the lower jaw are enlarged, the case is still more suspicious. Diphtheria is, unfortunately, regarded by the public as being necessarily a disease which

must give rise to very serious symptoms; and if a scholar with a sore throat is not very ill with it, this is considered to be good evidence that there is no diphtheria. Nothing could be more fallacious. Diphtheria may be so slight that the patient himself complains but little. Hence the importance of the rule that every sore throat should be regarded as infectious until proved not to be so.

It is important to remember that the infection of diphtheria may lurk in the throat, and still more in the nose, of convalescent diphtheria patients, and be capable of being passed on to healthy children, for some weeks, and occasionally even some months, after all evidence of illness has disappeared. This is particularly apt to occur after those slight attacks which have not been regarded as diphtheria, and in which the appropriate treatment has not been adopted. Cases regarded as "sore throat," a "bad cold," or an "ulcerated throat," may really mean diphtheria. Hence no scholar should be allowed to return to school after any form of sore throat until a medical certificate has been obtained of freedom of infection; and in towns where the means are available, this should not be given until a bacteriological examination of some of the mucus from the patient's throat or nose, or both, has been made. This may necessitate the absence of the infected child from school for a protracted period, sometimes three months or even longer.

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

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

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

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

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

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

cough is violent and repeated, and is followed by a sudden, noisy crowing in breathing, known as a "whoop."

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

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

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

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

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

APPENDIX I.

MONITORS' EXAMINATIONS.

EXAMINATION FOR JUNIOR MONITORSHIP.

SYLLABUS.

125. *English*:
The School syllabus up to and including Standard VI.
100. *History*:
(i.) The outlines of English History to 1485.
(ii.) Long's *Australian Exploration*: Introduction and pp. 12-59. Whitcombe & Tombs, Ltd.; 1s. 6d. net.
100. *Geography*:
(i.) The general geography of Australasia and of Europe, including the British Isles.
(ii.) The commercial geography of the same.
(iii.) Elementary Physiography, as in School syllabus up to Standard VI.
125. *Arithmetic*:
The School syllabus up to and including Standard VI.
50. *Algebra* (optional):
The four simple rules. Use of brackets. Simple Equations.
50. *Geometry* (optional):
The School syllabus for Standard VI.

50. *Drawing*:
(i.) *Freearm*; on blackboard or brown paper.
(ii.) *Freehand*. Simple exercises, with straight lines and curves in various directions. Familiar common objects.
50. *Reading*:
Any advanced Reader.
50. *Writing*:
Large and Small Hand, and Figures, on paper; also a time-test in Transcription.
50. *Spelling*:
Dictation Exercise.
Marks are deducted for errors in worked papers.
75. *Needlework* (Females):
The school syllabus up to and including Standard V.
Test-Books recommended.
- Algebra*:
Baker and Bourne's *Elementary Algebra*, Part I. Bell and Sons, 3s.
- Geometry*:
Baker and Bourne's *Elementary Geometry*; complete. Bell and Sons, 4s. 6d.; or Hall and Stevens' *School Geometry*. Macmillan and Co., 4s. 6d.; 1904 Edition.

EXAMINATION FOR SENIOR MONITORSHIP.

SYLLABUS.

150. *Education*:
Candidates will be required to show a knowledge of the main aims to be observed in the teaching of the ordinary school subjects, and to describe the chief methods of conducting class-lessons. Questions will be given to test the candidates' practical knowledge of the chief difficulties of class-teaching, and the best means of over-coming them. As a rule, questions will bear on the work of the lower classes, but the examiners may ask questions on any points in general school management that should have come under the notice of an intelligent beginner.
150. *English*:
(i.) The fundamental rules of Grammar bearing on Composition, Parsing, and Analysis.
(ii.) Essay Writing.
(iii.) A Selected Work, to be notified by the Department each year in the *Circular*.
100. *Latin*:
Abbott's *Via Latina*, to page 78. Seeley & Co., 3s. 6d.
125. *History*:
(i.) English History to 1603.
(ii.) The outlines of European History to the Renaissance.
(iii.) The History of Australian Exploration.
125. *Geography*:
(i.) The Geography of the British Empire.
Attention should be directed to the broad contrasts and chief features of the land relief; the chief features of the coastal outline as related to those of the relief; the disposition of the water-partings and of the chief river basins; climatic contrasts, and the resulting agricultural contrast; the districts of exceptionally dense or rare population considered in relation to their position, natural resources and industrial activities; the analysis of the position of the great towns. Time need not be spent in elaborate map-drawing. The answers in the examination should be illustrated where possible by simple diagrams, correct in general proportions, but without detail. Candidates may be expected to identify maps without names, to insert upon such maps the position of geographical features, and to work problems as to local time.
(ii.) *Physiography*: Holden's *Real Things in Nature* (Macmillan, 3s. 6d. net).
150. *Arithmetic*:
Arithmetic generally, including Fractions and Decimals; Metric System; Ratio and Proportion; Averages; Percentages; Brokerage and Insurance; Profit and Loss; Interest and Discount; Stocks

* Used in the Monitors' Classes.

and Shares; Square Root; Approximations to a specified degree of accuracy; Mensuration.

("True" Discount and Complex Fractional expressions will not be required.)

75. *Algebra* (optional for women except those working with the "Monitors' Classes"):

The four simple rules; Use of Brackets; Symbolical Expression; Simple equations; Simultaneous Equations; Factors of Simple Binomial or Quadratic expressions; Highest Common Factor and Lowest Common Multiple; Fractions; Elementary Graphs.

75. *Geometry*:

Euclid, Book I., 1-34, as treated in the most recent text-books on Geometry.

75. *Music*:

The Theory of Music (in the tonic Sol-Fa Notation only), including—The Major and Minor Modes; Bridge notes and first removes of Key; Chromatic Names; Relative Pitch of Keys and Notes; Diatonic and Chromatic Intervals; Pulses; all the Measures in common use; Transcription of values by doubling, halving, etc., Syncopation; Compass of Voices; Musical Terms in common use.

125. *Drawing*:

- (i.) *Freearm*. Copy from a design. Original design.
 (ii.) *Freehand*. Exercises with straight lines and curves in various directions. Familiar common objects. Original designs based on simple Geometrical forms.
 (iii.) *Model*. Common objects based on the Cube, Square-Prism, and Sphere.
 (iv.) *Brush Drawing*. Decorative design based on Natural Forms.

50. *Reading*:

Any standard author.

25. *Recitation*:

Recitation of at least 100 lines of poetry to be prescribed by the Department and announced in the *Circular*.

50. *Writing*:

Specimens of writing on the Blackboard and on Paper, including Figures; also a time-test in Transcription.

50. *Spelling*:

Dictation Exercise.
 Marks are deducted for errors in worked papers.

75. *Needlework* (Females):

The School syllabus up to and including Standard VI.

Text-Books Recommended—

Education:

Landon: *Principles and Practice, etc.* Meiklejohn & Holden, 5s.

English:

Meiklejohn: *Grammar*. (Part I.). Meiklejohn & Holden, 2s. 6d.

Meiklejohn: *Art of Writing English*. Meiklejohn & Holden, 2s. 6d.

History:

Meiklejohn: *History of England and Great Britain* Meiklejohn & Holden, 4s. 6d.

Wilmot-Buxton: *Makers of Europe*. Methuen & Co., 3s. 6d.

Long: *Australian Exploration*. Whitcombe & Tombs, 1s. 6d. net.

Geography:

Meiklejohn: *British Empire*. Meiklejohn & Holden, 3s.
The London School Atlas. Ed. Arnold, 1s. 6d.

Arithmetic:

Pendlebury: *New School Arithmetic*. G. Bell & Sons, 4s. 6d.

Algebra:

Baker and Bourne: *Elementary Algebra*. Bell & Sons. Part I., 3s.; Part II., 2s. 6d.; complete, 4s. 6d.

Geometry:

Hall and Stevens: *School Geometry** (1904 ed.), Macmillan, 4s. 6d.; or Baker and Bourne's *Geometry*, G. Bell & Sons, 4s. 6d.

Music:

Nelson: *Music for Pupil Teachers*, 2s. 6d.

* Used in the Monitors' Classes.

APPENDIX II.

TEACHERS' EXAMINATIONS.

Note.—In order to pass the "C" or "B" Examination a candidate must obtain at least 60 per cent. of the aggregate marks, and not less than 45 per cent. in each subject. Candidates who fail to obtain 60 per cent. of the aggregate marks will not be required to sit again for those subjects in which they have gained 60 per cent.

In order to pass either part of the "A" Examination a candidate must obtain at least 60 per cent. of the aggregate marks for that part, and not less than 50 per cent. in each subject. Candidates who fail to obtain 60 per cent. of the aggregate marks will not be required to sit again for those subjects in which they have gained 60 per cent.

EXAMINATION FOR "C" CERTIFICATE.

SYLLABUS.

250. *Education*:

Aims to be observed in teaching the various subjects of the School curriculum. Methods of teaching.

Class Organisation.

Discipline.

The Records that have to be kept by a Class Teacher.

(Candidates will be required to show a detailed knowledge of the aims to be observed in teaching the ordinary school-subjects, and to describe the various methods of conducting class-lessons. Questions may be asked to test the candidate's resourcefulness. The value of a candidate's answers will depend very much on the extent to which they reveal the intelligence brought to bear on his actual classroom practice. Questions will be asked on the Laws of Health as applied to school premises, scholars, and teachers.)

250. *English*:

(i.) Grammar: Syntax and Composition.

(ii.) Outlines of the History of the English Language.

(iii.) Outlines of the History of English Literature.

(iv.) Essay Writing.

(v.) Two Selected Works (one for detailed study, one for general reading), to be notified by the Department each year in the *Circular*.

150. *Latin*:

Abbott's *Via Latina*, to page 124. Seeley & Co., 3s. 6d.

125. *History*:

(i.) English History from 1603.

(ii.) The outlines of European History from the Renaissance.

(iii.) The History of Australasia.

125. *Geography*:

(i.) General Geography of Europe, with special attention to the British Isles.

(ii.) Commercial Geography.

(iii.) *Physiography*: Maps and Map Reading; Springs and Rivers; Clouds and Rain; Nature and Origin of Dew, Snow, and Ice; Composition of the Atmosphere; Temperature and Pressure of the Air; The Composition of Pure and Natural Waters; The Work of Rain and Rivers; Ice and its Work; The Sea and its Work; Movements of the Land; Structures and Activities of Living Matter; Deposits formed by the Remains of Plants; Coral and Coral Land; Submarine Deposits and Related Rocks; Geological Structure and History; Figure of the Earth; The Movements of the Earth; The Sun and Gravitation.

(For general directions as to study, see under this subject the syllabus for the Senior Monitors' examination.)

150. *Arithmetic*:

More advanced treatment of the subjects set for the Senior Monitor's examination, together with Cube Root.

100. *Algebra* (optional for Women, except those working with the "Monitors' Classes").

The same subjects as set for the Senior Monitors' examination, and, in addition, Square and Cube Root; Quadratic Equations, including Simultaneous Quadratics; Equations in an Irrational Form; Use of Graphs.

100. *Geometry*:

Euclid, Book I., as treated in the most recent text-books on Geometry.

75. *Music* :

The Theory of Music (both in the Staff and in the Tonic Sol-Fa Notations).

Staff Notation :

- (i.) Notes.—Their position on the Treble and Bass Staves. All the Major and Minor Scales. Diatonic and Chromatic Intervals. Transposition.
- (ii.) Time.—The value of notes, dotted notes, tied notes, and rests. Signatures of all the simple and compound times. Accent and Syncopation. Contents of bars. Transcription from one time to another.
- (iii.) Musical terms in common use. The compass of voices. Translation of a short passage into the Tonic Sol-Fa Notation, and *vice versa*.

Tonic Sol-Fa Notation :

The same syllabus as for the Senior Monitors' examination.

150 *Drawing* :

- (i.) *Freearm* (on the Blackboard, or on Paper fixed on boards). Copy from a design. Original design.
- (ii.) *Freehand*. Drawing from Copies and Simple Casts.
- (iii.) *Model*. Common objects based on the Cube, Square-Prism, Sphere, Cylinder, Hexagonal Prism, Cone, and Pyramid.

Note.—In both *Freehand* and *Model*, flat tinting to be introduced, to be rendered by means of parallel lines, generally at an angle of 45 degrees.

- (iv.) *Brush Drawing*. Decorative design based on Natural Forms.

50. *Reading* :

Any standard author.

25. *Recitation* :

Recitation of at least 100 lines of poetry, or of prose to be prescribed by the Department and announced in the *Circular*.

50. *Writing* :

Specimens of writing on the Blackboard and on Paper, including Figures; also a time-test in Transcription.

50. *Spelling* :

Dictation Exercise.
Marks are deducted for errors in worked papers.

50. *Drill* :

I. Sections 2-42, inclusive, Education Department's Manual—

- | | | |
|--|---|------------------------------------|
| <ul style="list-style-type: none"> 1. Arm raising and swinging, Practices 1-6. 2. Arm bending and stretching, Practices 1-3. 3. Trunk and arm movement, Practices 1-4. | } | Chesterton's
Physical Exercises |
| <ul style="list-style-type: none"> II. 4. Leg, hip, and arm, Practices 1-3. 5. Lunging, Practices 1-3. 6. Shoulder, Practices 1-4. 7. Side lunging, Practices 1-2. | } | Chesterton's
Physical Exercises |

III. The Theory of Physical Education: Chesterton's Theory of Physical Education.

IV. Male Teachers will be examined, in addition, in "Company Drill," "Rifle Drill," and "Physical Drill with Arms."

75. *Needlework (Females)* :

The whole course as laid down for Standards I. to VII.

Text-Books recommended—

Education :

Landon: *Principles and Practice, etc.* Meiklejohn and Holden, 5s.
Nabarro: *The Laws of Health.* Ed. Arnold, 1s. 6d.

English :

Meiklejohn: *Grammar (Parts I-IV.)*. Meiklejohn and Holden, 4s. 6d.
Meiklejohn: *Art of Writing English.* Meiklejohn and Holden, 2s. 6d.

History :

Meiklejohn: *History of England and Great Britain.* Meiklejohn and Holden, 4s. 6d.

Wilmot-Buxton: *Makers of Europe.* Methuen and Co., 3s. 6d.

Jose: *Australasia (Temple Primers).* J. M. Dent and Co., 1s. net.

Geography :

Meiklejohn: *Comparative Geography (Part I.)*. Meiklejohn and Holden, 2s. 6d.
The *London School Atlas.* Ed. Arnold, 1s. 6d.
Lyde: *Man on the Earth.* Blackie, 2s.
Huxley and Gregory: *Physiography.* Macmillan, 4s. 6d.

Arithmetic :

Pendlebury: *New School Arithmetic.** (G. Bell and Sons), 4s. 6d.; or the Text-books by Lock, Macmillan, and Loney, 4s. 6d.; Sonnenschein and Nesbit; A. and C. Black, 4s. 6d.; or Workman, Tutorial Press, 4s. 6d.

Algebra :

Baker and Bourne: *Elementary Algebra.* G. Bell and Sons, 4s. 6d.

Geometry :

Hall and Stevens: *School Geometry** (1904 ed.). Macmillan, 4s. 6d.; or Baker and Bourne's *Geometry (Books I. and II.)*. Geo. Bell and Sons, 1s. 6d.

Music :

Nelson: *Music for Pupil Teachers,* 2s. 6d.

EXAMINATION FOR THE "B" CERTIFICATE.

SYLLABUS.

300. *Education* :

Questions will be asked on Class Teaching, School Management, and Organisation, and on the Education Acts and Regulations.

For Special Study: Fitch's *Lectures on Teaching*; Cambridge Press, 5s. James' *Talks to Teachers on Psychology*; Longman's, 4s. 6d. Nabarro's *The Laws of Health*; Ed. Arnold, 1s. 6d.

300. *English* :

- (i.) Grammar: Syntax and Composition.
- (ii.) History of the English Language, omitting the History of Inflections.
- (iii.) Essay Writing.
- (iv.) "Masters of English Literature." Gwynn-Macmillan, 3s. 6d.
- (v.) Two Selected Works, to be notified by the Department each year in the *Circular*.

150. *Latin* :

- (i.) Abbott's *Via Latina*, to page 328. Seeley's, 3s. 6d.
- (ii.) Special Books, to be notified by the Department each year in the *Circular*.
- (iii.) Easy unprepared translation.

125. *History* :

- (i.) English History,
- (ii.) Seeley: *Expansion of England.* Macmillan, 4s. net.

200. *Geography* :

- (i.) General Geography of the World.
- (ii.) For Special Study:
Australasia.
The Commercial Geography of the British Empire.
- (iii.) Physiography.

200. *Arithmetic* :

The whole, including Mensuration.

100. *Algebra* :

The syllabus for the "C" examination, and, in addition, Indeterminate Equations; Harder Factors; Homogeneous and Symmetrical Expressions; Surds; Indices.

(Female candidates will be required to take either Algebra or Geometry, but not both.)

100. *Geometry* :

Euclid, Books I. to IV., as treated in the most recent text-books on Geometry.

* Used in the Monitors' Classes.

75. *Music* :
The Staff, and Tonic Sol-Fa, Notations.
150. *Drawing* :
(i.) *Freearm and Freehand*. Any exercise, from copies or from nature. Drawing from casts, with simple shading.
(ii.) *Model* (on the Blackboard and on Paper). Any group of the ordinary models, or of common objects. The drawings to be lightly shaded to show the gradation of tints.
50. *Reading* :
Any standard author.
50. *Writing* :
Specimens of writing on the Blackboard and on Paper, including Figures; also a time-test in Transcription.
75. *Drill* :
I. Sections 2-42, inclusive, Education Department's Manual—
II. { 1. Balance movements, Practices 1-4.
2. Side lunging with arm movement, Practices 1-4.
3. Direct lunging with arm movement, Practices 1-2.
4. Shoulder movements, Practices 1-8.
5. Part III. (Exercises when on the March).
6. Part V. (Swimming Exercises). } Chesterton's Physical Exercises.
III. { The Theory of Physical Education; Chesterton's Theory of Physical Education.
IV. { Male teachers will be required to take, in addition, "Company Drill," "Rifle Drill," "Firing Exercises," and "Physical Drill," as laid down in the Educational Department's Manual.
75. *Needlework (Females)* :
Revision of work required for "C" Certificate.
Candidates for a "B" Certificate are also required to take one of the following subjects :—
150. *French* :
Macmillan's French Course (Fasnacht), Parts I. and II. Part I., 1s.; Part II., 2s.
Special book or books, to be notified by the Department each year in the *Circular*.
Easy unprepared translation.
Easy composition.
150. *German* :
Meissner: *Public School German Grammar*. Hachette & Co., 3s. 6d.
Special book or books, to be notified by the Department each year in the *Circular*.
Easy unprepared translation.
Easy composition.
150. *Physics* :
Aldons: *Elementary Course of Physics* (to end of "Heat"). Macmillan, 7s. 6d.
150. *Chemistry* :
Roscoe-Lunt: *Inorganic Chemistry for Beginners*. Macmillan, 2s. 6d.
150. *Botany* :
Gillies: *First Studies in Plant Life in Australasia* (Whitcombe & Tombs, 1s. 3d. net); Percy Groom: *Elementary Botany* (the appendix may be omitted); Geo. Bell & Sons, 3s. 6d. Candidates will be required to show a practical acquaintance with the following Orders:—Violaceæ, Geraniaceæ, Papilionaceæ, Rosaceæ, Compositæ, Scrophularineæ, Lilaceæ, and Orchideæ.
150. *Physiology* :
Forster and Shore: *Physiology for Beginners*. Macmillan, 2s. 6d.
150. *Geology* :
Jerome Harrison: *Geology*. Blackie, 3s. 6d.
150. *Agriculture* :
Fream: *Elements of Agriculture*. Murray, 3s. 6d.
Text-Books recommended ("B.")
- The text-books mentioned above, and in addition :—
- English* :
Advanced English Syntax (Parallel Grammar Series). Sonnenschein, 2s. 6d.

- Meiklejohn: *Art of Writing English*. Meiklejohn & Holden, 2s. 6d.
- Lounsbury: *History of the English Language*. (Part I.) Bell & Sons, 5s.
- History* :
Oman: *History of England*. Ed. Arnold, 5s.
- Geography* :
Meiklejohn: *Comparative Geography*. Meiklejohn & Holden, 2s. 6d.
Meiklejohn: *British Empire*. Meiklejohn & Holden, 3s.
Mill: *The Realm of Nature*. Murray, 5s.
- Arithmetic* :
Goyen. Macmillan, 3s. 6d.
O'Dea (to p. 447). Macmillan, 4s. 6d.
Workman (Tutorial Press, 4s. 6d.) or other similar text-book.
Mensuration : Stevens'. Macmillan, 1s. 6d., or Todhunter's (Macmillan, 2s. 6d.) elementary text-book.
- Algebra* :
Baker and Bourne: *Elementary Algebra*, Part I. and Part II. 34-37. G. Bell & Sons, Part I. 3s., Part II. 2s. 6d.
Deakin's *New Matriculation Algebra* may also be consulted.
Tutorial Press, 3s. 6d.
- Geometry* :
Hall and Stevens: *School Geometry* (1904 ed.). Macmillan, 4s. 6d., or
Baker and Bourne: *Geometry* (Books I. to IV.). G. Bell & Sons, 3s.
- Music* :
Sutton: *Elements of the Theory of Music*. Cocks, 2s.
Curwen: *Standard Course* (to Step IV., inclusive), 3s. 6d.
Nelson: *Music for Pupil Teachers*, 2s. 6d.
- Needlework* :
Heath: *Pattern-making by Paper-folding*. Longman, 2s.
- EXAMINATION FOR THE "A" CERTIFICATE.
SYLLABUS.
Part I.
400. *Education* :
Questions will be asked on Class Teaching, School Management, and Organisation.
For special study :—
Quick: *Educational Reformers*. Longmans, 3s. 6d.
Lloyd Morgan: *Psychology for Teachers*. Ed. Arnold, 3s. 6d.
McMurry: *Elements of General Method*. Macmillan, 5s.
MacCunn: *Making of Character*. Cambridge Press, 2s. 6d.
Notter and Firth: *Domestic Hygiene*. Longmans, 2s. 6d.
200. *English* :
Selected works, to be notified by the Department each year in the *Circular*.
200. *History* :
Outlines of the History of the World (Sanderson). Blackie, 6s. 6d.
200. *Physiography* :
Morgan: *Advanced Physiography* (Longmans, Green, & Co.), 4s. 6d.
250. *Arithmetic* :
The whole, including Mensuration. Special attention should be given to the Theory.
Books recommended: Workman's *Tutorial Arithmetic* (Tutorial Press, 4s. 6d.), the works by Goyen (Macmillan, 3s. 6d.), O'Dea (Macmillan, 4s. 6d.), Haugh (Gill & Sons, 3s. net), or similar text-books.

200. *Drawing* :

Freearm.—Drawings to illustrate any one of 12 class lessons. Previous to the examination the candidate will be required to submit a list of the lessons he is prepared to illustrate.

Freehand.—Advanced exercises. Design. Simple pencil studies of light and shade in casts of ornament and fruit.

Model.—Application of the principles of Model drawing to groups of objects in any position, the drawings to be in Freehand or Freearm as required, and to be shaded to show gradation of tints.

Part II.

Candidates will be required to pass in *three* subjects, chosen from the following groups, not more than *two* subjects being chosen from any one group :—

Language-Group.	Mathematics-Group.	Science-Group.
Latin	Algebra	Physics
French	Trigonometry	Chemistry
German.	Geometry.	Botany
		Physiology
		Geology.

Candidates, in addition, must pass in *one* of the following four subjects as detailed below :—

Education.
English (I.).
English (II.).
History.

*Syllabuses and Text-Books.*200. *Latin* :

Accidence, Syntax, and Composition.

Translation of passages from unprepared authors.

Special Books, to be notified by the Department each year in the *Circular*.

Books recommended :—Postgate's *Latin Grammar* (Cassell & Son, 2s. 6d.); Bradley; *Arnold's Latin Prose Composition*. Longman's, 5s.

200. *French* :

Grammar and Composition.

Translation of passages from unprepared authors.

Special Books, to be notified by the Department each year in the *Circular*.

Book recommended :—Fasnacht: *French Grammar for Schools* (Macmillan), 3s. 6d.

200. *German* :

Grammar and Composition.

Translation of passages from unprepared authors.

Special Books, to be notified by the Department each year in the *Circular*.

Book recommended :—Meissner: *Public School German Grammar* (Hachette & Co.), 3s. 6d.

200. *Algebra* :

The syllabus for the "B" examination and, in addition, Ratio, Proportion, and Variation; Logarithms; Progressions; Scales of Notation; Permutations and Combinations; Binomial Theorem; Interest and Annuities; Exponential and Logarithmic Series; Indeterminate Coefficients; Partial Fractions. Use of Graphs.

Book recommended. — Baker & Bourne's *Elementary Algebra*, complete (G. Bell & Sons), 4s. 6d.

200. *Trigonometry* :

Up to and including the Solution of Triangles, with numerical examples involving the use of Logarithmic and other Tables.

Books recommended.—Borchardt & Perrot (G. Bell & Sons), 4s. 6d.; Hall & Knight (Macmillan), 4s. 6d.; Lock (Macmillan), 4s. 6d.; Hobson & Jessop (Pitt Press), 4s. 6d.; Briggs & Bryan (Tutorial Press), 3s. 6d.; or other similar text-book.

200. *Geometry* :

Euclid, Books I-VI., as treated in the most recent textbooks on Geometry.

Books recommended :—Hall and Stevens: *School Geometry* (1904 ed.) Macmillan, 4s. 6d. Baker and Bourne's *Geometry* (Books I. to V.). G. Bell & Sons, 3s.

200. *Physics* :

Mechanics, Properties of Matter, Hydrostatics: Heat; Wave-Motion, Sound, Light; Magnetism, Electricity.

Book recommended :—Aldous: *Elementary Course of Physics*. Macmillan, 7s. 6d.

200. *Chemistry* :

Remsen: *An Introduction to the Study of Chemistry* (American Science Series). Macmillan, 6s. 6d.

200. *Botany* :

Dendy and Lucas: *Introduction to the Study of Botany*. (Melville, Mullen, & Slade, 5s.)

Special attention should be paid to Native Plants of the following Orders: Dilleniaceæ, Droseraceæ, Casuarineæ, Leguminosæ, Myrtaceæ, Proteaceæ, Compositæ, Candolleaceæ, Epacridæ, Orchideæ, Gramineæ.

(Teachers in remote districts, who have difficulty in procuring specimens of the Orders mentioned, should consult the Department. The Department is also ready to be consulted on any difficulties arising in connection with the subject.)

200. *Physiology* :

Huxley: *Physiology*. Macmillan, 4s. 6d.

200. *Geology* :

Geikie: *Geology*. Macmillan, 5s.

400. *Education* :

Plato: *Republic*, translated by Davies and Vaughan, Books V.-VII. (Macmillan, 2s. 6d. net.)

Bowen: *Fræbel*. (Heineman, 5s.)

Welton: *Logical Bases of Education*. (Macmillan, 3s. 6d.)

Adams: *Herbartian Psychology*. (Isbister, 3s. 6d.)

Judd: *Genetic Psychology*. International Education Series, 6s. net.

Warner: *The Study of Children*. (Macmillan, 4s. 6d. net.)

400. *English (I.)* :

Specimens of English, ed. Morris and Skeat, Part II. (Clarendon Press). 7. 6d.

Chaucer: *Prologue; The Knight's Tale; The Nun's Priest's Tale*. (Ed. Morris. Clarendon Press.) 2s. 6d.

Lounsbury: *History of the English Language*. (Bell & Sons, 5s.)

400. *English (II.)* :

(a.) History of English Literature, 1558-1637.

The Age of Shakespeare, 2 vols. (Bell.) 3s. 6d.

Sidney. (Macmillan's "English Men of Letters.") Macmillan, 2s. net.

Bacon. (Macmillan's "English Men of Letters.") Macmillan, 2s. net.

(b.) Works for special study :

Shakespeare: *Julius Cæsar; Macbeth; Midsummer Night's Dream; Twelfth Night; Richard II.; Merchant of Venice*. (Verity's edition recommended; Pitt Press.) 1s. 6d.

Spenser: *The Globe Edition* (Macmillan):—*Introduction* by Prof. Hales, and the *Faery Queene*, Book I. (Macmillan, 3s. 6d.)

Bacon: *Life of Henry VII.* (ed. Lumly, Pitt Press). 3s.

Sidney: *Apology for Poetry* (Arber's Reprint). Constable, 1s. net.

Ascham: *Schoolmaster* (Arber's Reprint). Constable, 1s. net.

400. *History* :

General History of Europe and of England, 1700-1815.

For special study :

Sir W. Butler: *Marlborough* (Macmillan), English Men of Action Series. 2s.

Lord Rosebery: *Pitt* (Macmillan). 2s. 6d.

G. Hooper: *Wellington* (Macmillan). 2s. 6d.

Macaulay: *Essays on Warren Hastings*, 2s. 6d.; *Frederick the Great*, 1s. 9d.; *Clive*, 2s.; *The Succession War in Spain* (Macaulay's Essays and Lays, etc.), Longman's popular edition, 2s. 6d.

Burke: *French Revolution* (Clarendon Press), 5s.
 Seeley: *Napoleon* (Seeley & Co.), 5s.
 Southey: *Nelson* (Warne & Co.), 2s.
 Buckle: *History of Civilisation*, Vol. 2, Ch. VII.
 (The World's Classics, 1s.), Grant Richards.

For reference:

Europe: Sanderson's *Outlines of the World's History* (Blackie, 6s. 6d.), or similar text-book.
 England: Bright, Gardiner, Oman, Green, etc.
 Bright (Longman's), vol. 3, 7s. 6d.
 Gardiner, Students (Longman's), 12s.
 Oman (Ed. Arnold), 5s.
 Green, *Short History* (Macmillan), 8s. 6d.

APPENDIX III.

EXAMINATION FOR TEACHERS OF MANUAL TRAINING (WOODWORK).

SYLLABUS OF EXAMINATION FOR THE THIRD-CLASS CERTIFICATE.

The "C" examination as for other teachers, save that the candidates may omit Drawing, History, Geography, Music, and Drill.

PRACTICAL WOODWORKING.

Construction of simple joints such as housing, half-lap, dovetail-halving, etc., and of models involving simple combinations of these joints. Nailing, Screwing, Gluing. The use of the bow-saw in simple curved work. The use of the spokeshave in finishing simple exercises such as a circular or elliptical mat.

DRAWING.

The construction and use of plain and diagonal scales, scales of chords, angles, triangles, and polygons of n number of sides.

Clear ideas regarding plans, elevations, sections, etc.

Representation of solids by orthographic and isometric projection.

Given the isometric projection of a solid, to draw its orthographic projections; and, conversely, given the orthographic projections, to draw its isometric representation.

Candidates must also show ability to make neat freehand sketches of any of the joints enumerated above, and of the various tools, and parts of the tools, used in the manual training room.

Theory.

General knowledge of the growth and structure of conifers and broad-leaf woods; their characteristic properties and uses and geographical distribution.

The ordinary methods of seasoning timber.

Effects of warping and shrinking.

The questions on timber will be limited to the woods mentioned in the text-book recommended, and the more common woods of the State. Particulars of these can be obtained from the book published by the late Mr. Ednie-Brown, entitled "The Forests of Western Australia and their Development."

The construction, functions, and methods of using ordinary woodworking tools.

Grinding and sharpening tools used in the manual training room (saws not included).

Clear notions concerning the difference between Technical and Manual Training.

Preparation of notes of lessons.

Calculating quantities of timber from merchants' notes.

Text-books recommended:—

Pressland's Geometrical Drawing.

Gill's New School of Art Geometry.

Barter's Woodwork.

Barter's Drawing.

SYLLABUS OF EXAMINATION FOR THE SECOND CLASS CERTIFICATE.

PRACTICAL WOODWORKING.

In addition to the requirements enumerated in the syllabus for the 3rd Class Certificate, candidates will be required to show proficiency in more advanced work, e.g., edge and lap dovetailing, secret dovetailing, splayed jointing, parquetry work, inlaying, and any ordinary combination of these tool operations, and mortising and tenoning.

DRAWING.

Plane Geometry.

Construction of the ordinary and isometric scales.

Proportional division of lines.

Mean, third, and fourth proportional to given lines.

Elementary construction relating to lines and circles required in drawing geometrical patterns and simple tracery.

Reduction and enlargement of plane figures and mouldings.

Construction of regular polygons on a given side.

Inscription of regular polygons in a given circle.

Construction of irregular polygons from given data.

Reduction of irregular figures to triangles or squares of equal area.

Elementary constructions relating to ellipses.

SOLID GEOMETRY.

The principles of projection. Definition of terms in general use, such as projector, plan, elevation, section, sectional plan, sectional elevation, trace, etc., etc.

Simple problems relating to lines and planes.

Plan, elevation, section, etc., of cube, pyramid, prism, cylinder, and sphere, singly or in combination in simple positions.

Determining the true shapes of sections of simple solids, singly or in combination in simple positions.

Graphic Arithmetic.

The representation of numbers by lines.

The multiplication of numbers by construction.

The division of numbers by construction.

The determination of the square roots of numbers by construction.

Freehand Drawing.

Candidates will be required to make neat and well-proportioned sketches, on paper and on the blackboard, of any of the tools and apparatus used in the manual training room.

Oblique and Isometric Projection.

Candidates will be expected to have a complete knowledge of the theory and practice of these subjects as far as dealt with in the works of reference recommended.

Theory.

In addition to the general knowledge of timber, etc., as set forth in the syllabus for the "C" Certificate, the candidate will be required to show more particular knowledge of the following timbers:—

Red deal (*Pinus sylvestris*).

White deal (*Picea excelsa*).

Oregon pine (*Abies Douglasii*).

Californian redwood (*Sequoia*).

Clear pine (*Pinus Strobus*).

Sugar pine (*Pinus Lambertiana*).

Beech (*Fagus sylvatica*).

Ash (*Fraxinus excelsior*).

American Walnut (*Juglans nigra*).

Oak (*Quercus*).

Jarrah (*Eucalyptus marginata*).

Karri (*Eucalyptus diversicolor*).

Kauri Pine (*Dammara Australis*).

Huon Pine (*Dacrydium Franklinii*).

Queensland Red Cedar (*Cedrela Toona*).

The conversion of timber to marketable forms.

Diseases and defects in timber.

Methods of seasoning timber.

Designing original models suitable for inclusion in an educational course of manual training.

Planning and equipment of a manual training room.

APPLIED MECHANICS.

Properties of matter. The centre of gravity. Measure of velocity. Curves and co-ordinates. Graphical method. Resolution of force and velocity. Parallelogram of velocities. The laws of motion and the measure of force.

Parallelogram of Forces.

The parallelogram of forces. The triangle of forces. The polygon of forces. Concurrence of three balancing forces.

The Lever, Parallel Forces, Couples.

The principle of the lever. Moment of a force. Levers of different kinds. Moment of any number of forces. Parallel forces. Couples. Resultant of parallel forces. Centre of parallel forces.

The Centre of Gravity.

Descending tendency of the centre of gravity. Equilibrium of a body on a horizontal plane. Stable and unstable equilibrium.

The Principle of Work—Friction.

The measure of work done. The principle of work. The laws of friction. The angle of friction. The angle of resistance.

Simple Machines.

The wheel and axle. Different systems of pullies. Toothed wheels. The inclined plane. The screw. The screw-press. The endless screw and worm-wheel. The wedge.

The Laws of Falling Bodies—Energy.

Acceleration. Laws of falling bodies. Energy or accumulated work. The fly press. The fly-wheel. The simple pendulum. The compound pendulum. Centres of oscillation and suspension.

Elementary Mechanism.

The crank and connecting-rod. Cams. Ratchet wheels. The ratchet brace. The wheel and compound axle. Weston's pulley-block. The steelyard. The balance. A lifting jack. Bell crank levers.

Truth of Surface—Strength of Materials.

A surface plate. Stress and strain. The limit of elasticity. The modulus of elasticity. Cast iron. Wrought or malleable iron. Steel. Copper. Transverse stress.

Text-books and works of reference :—

- Wake's The New Education (Chapman & Hall). The Theory of Educational Sloyd (Geo. Phillip & Son). Angel's Practical Plane and Solid Geometry, Elementary (Collins). Cryer & Jordan's Elementary Applied Mechanics (Heywood). Young's Manual Training for the Standards.

SYLLABUS OF EXAMINATION FOR THE FIRST CLASS CERTIFICATE.

WOODWORKING.

Candidates will be expected to show thorough proficiency in making any of the ordinary joints and combinations of joints used in the woodworking trades. Different methods of scarfing. Simple curved work. Working, fitting, and scribing ordinary mouldings and beads. Splayed and secret dovetailing.

Plane Geometry.

The division of a line in extreme and mean ratio. Construction for mean, third, and fourth proportionals, and for harmonic mean.

The construction of polygons from adequate conditions of sides, angles, area, or perimeter.

The constructions required in dealing with lines which intersect at points practically out of reach. Miscellaneous problems relating to lines, circles, and plane figures.

The delineation of plane curves: ellipse, parabola, hyperbola, cycloid, spirals, etc.

The construction of curves from adequate data. The construction of simple loci, both from geometrical and mechanical data.

Solid Geometry.

More advanced problems relating to lines and planes.

Projections of the cube, prism, pyramid, tetrahedron, and octahedron having given—

- (a.) A plane connected with the solid, and a line lying in that plane.
- (b.) Two lines connected with the solid.
- (c.) Two planes connected with the solid.
- (d.) The heights of three corners of the solid.

Sections of the above solids by vertical, horizontal, and inclined planes.

Problems relating to the sphere, cone, and cylinder—

- (a.) Representation of the solids in given positions and in contact.
- (b.) Determination of tangent planes to them.
- (c.) Determination of their sections by planes under given conditions.
- (d.) Intersection of their surfaces when variously combined or "interpenetration."

The screw; delineation of the simple helix. The square and V threaded screw.

Simple cases of cast shadows, the rays of light being supposed parallel.

N.B.—The solid geometry problems may be worked either by means of projection on two co-ordinate planes, or by horizontal projection with figured indices, which will often simplify the construction. Either mode of representation will be employed for the data of the questions, as may be most convenient.

Graphic Arithmetic and Statics.

Determination by construction of lines representing the values of such expressions as :—

$$\sqrt{m} \sqrt[n]{m} \sqrt{\frac{1}{m}} \text{ etc., } m \text{ and } n \text{ being given numbers.}$$

Representation of areas and volumes by lines.

Resolution of a given force in two directions.

Determination of the resultant of any number of forces acting at a point or parallel.

Graphic determination of the moment of a force, and of the resultant moment of several forces.

Theory.

Fittings and cost of equipment of a manual training centre or room. Arrangement of pupils, character of instruction, and sequence of lessons. The special characteristics of Sloyd.

General principles of teaching including methods of stimulating observation and self-reliance in pupils. Correlation of manual work with that of the standards.

Methods employed in seasoning and preserving timber. Mode of planning and converting timber, so as to avoid undue waste and shrinkage, and to obtain the best results in regard to grain, strength, and stiffness.

Mouldings, their forms and names, intersection of mouldings at different angles, also of straight and circular mouldings. Enlarging and diminishing mouldings. Method of obtaining the true section of raking mouldings over square or oblique plans, also when the given moulding is on the rake.

Bevels.—Finding bevels for splayed and oblique work generally.

Different methods of scarfing timber.

Text-books and works of reference :—

- Manual Instruction : J. C. Pearson.
- Manual Instruction : Jerome Wallace.
- Practical Plane and Solid Geometry, Advanced : H. Angel.
- Graphic Arithmetic and Statics : Gray & Lowson.
- Carpentry and Joinery : Jay Evans.
- Timber and Timber Trees : Laslett.
- Timber and some of its Diseases : H. Marshall Ward.
- Hurst's Architectural Handbook.

APPENDIX IV.

EXAMINATIONS FOR TEACHERS OF HOUSEHOLD MANAGEMENT.

CLASSIFICATION OF INSTRUCTRESSES.

First Class	Salary	£150	...	£170
Second Class	"	£130	...	£150
Third Class	"	£90	...	£130

Before a Certificate is confirmed an instructress will be required to give a test lesson before the Chief Inspector and the Organiser of Household Management.

QUALIFICATIONS OF INSTRUCTRESSES.

FIRST CLASS CERTIFICATE.

High Class Cookery, Advanced Laundry-work, Hygiene, and Physiology.

Three years' satisfactory service in Second Class.

SECOND CLASS CERTIFICATE.

Housewifery and Sick Nursing, St. John Ambulance Medallion, Elementary Hygiene, Physiology, and Chemistry of Common Objects.

Three years' satisfactory service in Third Class.

THIRD CLASS CERTIFICATE.

The "C" Examination, save that candidates may omit Geography, History, Music, and Drill, and must take Household Cookery and Laundry-work, and Chemistry, Physiology, and Hygiene, as connected with Cookery and Laundry-work.

SYLLABUS OF EXAMINATION FOR THE THIRD CLASS CERTIFICATE.

The "C" Examination, omitting Geography, History, Music, and Drill.

COOKERY.

Theory and practice of cooking, including making of artisan and household soups, puddings and cakes; cooking and reheating meat and fish. Choice, preservation, classification, and uses of food.

- Drawing of common objects and utensils.
- Notes of Lessons, Blackboard writing and illustrating.
- Lecturing and demonstrating to children.
- Management of Children's class.

LAUNDRY-WORK.

Theory and practice of Laundry-work, including source and preparation of materials and utensils required; preparation for washing-day; washing and ironing garments made of cotton, linen, silk, and wool. Various methods of stiffening the same materials.

Preparation of Notes of Lessons, Blackboard writing and illustrating.

- Lecturing and demonstrating to children.
- Management of children when at practical work.

PHYSIOLOGY.

The skeleton, position of muscles and organs, functions of skin and kidneys. Digestion, circulation and respiration.

HYGIENE.

Soils, sites, and buildings. Ventilating, lighting, warming, and cooling the house. Water supply and drainage. Parasites, yeast, bacteria, etc.

CHEMISTRY.

Water, air, chlorine, acids, alkalis, lime, clay, fats, oils, glycerine, soap, sugar, starch, gluten, and spirits.

Text-books recommended:—Simple Hints on Choice of Food and Recipes (Miss Angwin); Economic Cookery Book (Mrs. F. Storey); Laundry-work for Scholars (Mrs. Lord); Plain Cookery Recipes (Mrs. Clark); Domestic Economy (Newsholme & Scott).

SYLLABUS OF EXAMINATION FOR THE SECOND CLASS CERTIFICATE.

HOUSEWIFERY.

Management of the income; choice and furnishing of a house; arrangement of daily and weekly work; rules for shopping, planning meals, cooking a complete dinner, and preservation of food.

- Cleaning rooms, paint, windows, brass, tin, silver, copper, etc.
- Care and management of infants and young children.
- Preservation of health.
- Simple treatment of common ailments.
- What to do in cases of emergency.
- Household making and mending, and simple upholstery.
- Notes of lessons on and method of teaching above subjects to children.

ST. JOHN AMBULANCE MEDALLION.

This necessitates passing twice in First Aid and once in Sick Nursing. At least one year must elapse between the two examinations in First Aid.

ELEMENTARY HYGIENE.

- Sources, varieties, storage, and distribution of water.
- Impure water and its effects; purification of same.
- Properties and composition of air; impurities present and their effects upon people.
- Ventilation and methods of ventilating.
- Nature and uses of food; principles of diet and cooking food. Diseases due to improper food. Beverages.
- Soils, sites, and habitations. Removal and disposal of refuse and excreta. Disposal of sewage.
- Personal hygiene; parasitic and infective diseases.

ELEMENTARY PHYSIOLOGY.

General build of the human body, skeleton, ligaments, cartilage, and joints. Composition and structure of bone and muscle. Organs of chest and abdomen. Chemistry of the body. The structure of the alimentary canal; digestion and absorption. The heart, blood vessels, and circulation. The trachea, lungs, and art of breathing. Structure and uses of liver, skin, and kidneys. The brain, nerves, and spinal cord. The sensations of touch, taste, smell, vision, and hearing.

CHEMISTRY OF COMMON OBJECTS.

Matter and energy, scope of chemical study, classification of matter, solutions, and solvents. Physical and chemical properties of water. Oxygen, Nitrogen, Hydrogen, Carbon and its oxides. Sulphur, chlorine, acids, alkalis, lime and clay, metals, carbon compounds, glycerine, soap, sugar, starch, gluten, and spirit.

Text-Books recommended.

- Manual of Household Work and Management (Butterworth).
- The Making of the Home (Mrs. Barnett).
- Elementary Physiology (J. J. Pilley).
- Chemistry of Common Objects (J. J. Pilley).
- Domestic Hygiene (Notter & Firth).

SYLLABUS OF EXAMINATION FOR THE FIRST CLASS CERTIFICATE.

ADVANCED COOKERY.

High-class soups, dressed fish, curries, entrées, sauces, salads, vegetables, savouries, omelets, puddings, soufflés, creams, jellies, ices, cold sweets, fancy bread and cakes.

ADVANCED LAUNDRY-WORK.

Dry cleaning of silk, wool, and fur. Washing and cleaning real and expensive lace. Use and abuse of machinery in connection with laundry-work.

Planning suitable buildings for Household Management instruction. Furnishing and arranging the Centres. Drawing up a Syllabus of Instruction for children or adults.

Method of teaching Household knowledge to adults.

ADVANCED HYGIENE.

More thorough knowledge of subjects set for Second Class Certificate Examination; also knowledge of climate and weather, vital statistics, sanitary law, and laws of health in relation to school life.

ADVANCED PHYSIOLOGY.

- The microscopical structure of the human body.
- For detailed syllabus see page 432 of Thornton's Physiology.

Text-Books recommended.

- High Class Recipes (Mrs. Clark).
- Hygiene (Notter & Firth).
- School Hygiene (Newsholme & Pakes).
- Physiology (Thornton).

APPENDIX V.

SECONDARY SCHOOL SCHOLARSHIPS.

1. Three or more Scholarships of the value of £50 each per annum tenable for four years, are annually offered for boys and girls attending Government or other efficient primary schools.
2. Candidates for these Scholarships must—
 - (a.) Be over eleven and not more than thirteen years of age on the 1st October of the year in which the examination for the Scholarships is held.
 - (b.) Have attended one or more of the Government or other efficient primary schools of the State continuously for at least two years immediately preceding the above-named 1st October, and have made not less than three hundred half-day attendances (unless prevented by illness) in such school or schools during their last year.
 - (c.) Produce a certificate of industry and good conduct from the head teacher of the last school attended.
3. The Scholarships are awarded upon a competitive examination conducted by the Education Department.
4. No candidate is eligible for a Scholarship who fails to obtain a minimum of two-thirds of the maximum number of marks.
5. Application for admission to the Scholarship examination must be made on the prescribed form to the Education Department on or before the 1st October of each year.
6. The conditions upon which the Scholarships are tenable are—
 - (a.) That the successful scholar shall, at the commencement of the first term following the award of the Scholarship, become a resident pupil at a school in which higher

education, as approved by the Minister, is given. If the scholar does not become a resident pupil, he will receive his tuition fees, the cost of the necessary books, and his necessary travelling expenses, provided that the total amount shall in no case exceed £50. The Minister may require that the school be inspected.

(b.) That he shall continue to attend such school, and must, at the end of each term, obtain from the authorities of the school, and forward to the Education Department, a certificate stating that his conduct and attendance have been satisfactory. If an unfavourable report is received, or if at any time his conduct be disorderly or immoral, the Scholarship and the advantages connected therewith shall, with the consent of the Governor, thereupon cease and determine.

(c.) It will be expected that at the end of each year the Scholarship holder's school examination papers should be sent to the Department for perusal. At the end of the second year some University examination must be taken.

7. The schools of higher education at which these Scholarships are tenable cannot themselves send any candidates for the Scholarships, which are, as stated above, offered for scholars attending primary schools.

8. The subjects of examination will be:—Arithmetic (200 marks); English (100 marks); History (100 marks); Geography (100 marks); Dictation and Writing (100 marks); Reading (50 marks); and Drawing (100 marks).

The examination will be on the course as laid down for Standard V. in the Regulations for the curriculum of the Government Schools.

9. Under special circumstances arrangements might be made for examining candidates locally, but the examination will, as a rule, be held in Perth, and candidates will be expected to attend there.

APPENDIX VI.

ELEMENTARY SCHOOL BURSARIES.

1. Bursaries of the value of Ten pounds each, tenable for one year only, will be annually offered to boys and girls attending the Government or other efficient Schools of the State, provided that the average fee laid down for the school does not exceed one shilling per week.

2. Candidates for these Bursaries must—

(a.) Have attended one or more of the Government or other efficient Schools continuously for at least two years immediately preceding, and have made not less than three hundred half-day attendances in such schools during their last year.

(b.) Procure a Certificate of Industry and Good Conduct from the head teacher of the last school attended.

(c.) Be not more than fifteen years of age on the day of examination.

3. The Bursaries are awarded upon a competitive examination.

4. No candidate is eligible for a Bursary who fails to obtain $\frac{2}{3}$ (two-thirds) of the maximum number of marks.

5. An examination of candidates will be held once a year. The examination will be held in Perth, and should it be found expedient, for the convenience of candidates residing in the distant parts of the State, the Minister may arrange for examinations being also held in "local centres."

6. Application for admission to the Bursary Examination must reach the Department by such date as may be notified in *Government Gazette* or *Education Circular*.

7. Half the payment will be made at the expiry of six months after the examination, and the remainder on the completion of a year, if the following conditions have been fulfilled:—

(a.) That the holder of the Bursary shall have attended a Government or other efficient School regularly, making at least three-quarters of the possible attendances for the six months in question.

(b.) That he shall produce a certificate of good conduct from the teacher.

Note.—The parents of the successful candidates shall have the right to choose the Government or other efficient schools in which their children shall be educated during the 12 months of holding the Bursary.

8. The examination will be on the subjects of instruction laid down for the Seventh Standard.

9. Candidates must compete at the next examination held after they have passed the Sixth Standard, or, in the case of Schools other than Government, such equivalent examination as may have been held.

A limited number of Bursaries will, at the discretion of the Minister, be reserved for candidates from small schools, provided that they obtain at least $\frac{2}{3}$ (two-thirds) of the maximum number of marks, although they may not be among the highest on the list.

Where a candidate attends an efficient School other than a Government one, the Department may require an Inspector to report upon, and, if necessary, examine such children as are stated to have passed the Sixth Standard or an equivalent examination.

The following are the subjects in which papers will be set:—

Reading.
Arithmetic
Geography
History
English
Writing and Spelling
Drawing.

(All candidates will take Freearm Drawing. Girls will take Brushwork. Boys will take Geometry or Geometrical Drawing.)

Needlework—(Girls only).

APPENDIX VII.

GOVERNMENT UNIVERSITY EXHIBITIONS.

1. Two Exhibitions, to be held at any recognised University in the British Empire, shall be open for competition to any boy under the age of 19 years on the first day of November in the year in which the examination is held, whose parents or either of them shall be *bona fide* residents in the State of Western Australia, and who himself shall have been a resident therein for a period of three years at least previous to the holding of the examination provided for by these rules.

2. The said Exhibitions shall be tenable for a period of three years, and shall each be of the value of £150 for each of the said three years.

3. All competitors for the said Exhibitions shall pass an examination, to be held at such place and by such examiner or examiners as may be appointed by the Education Department.

4. The said examination shall be held and the said Exhibitions awarded annually, and, until other arrangements are made, shall be so awarded on the results of the Higher Public Examination of the Adelaide University. One of the Exhibitions will be awarded, at the discretion of the Minister, for proficiency in Science and Mathematics, provided that a candidate of sufficient merit present himself.

5. Every competitor shall give to the Education Department not less than eight weeks' notice of his intention to compete at such examination, such notice to be computed from the date of the examination as may be fixed from time to time and notified in the *Government Gazette*, and, together with such notice, shall forward to the Education Department (a) a certificate of birth, and (b) two certificates attesting the good character and repute of such competitor. Of these two latter, one shall be given and signed by the Headmaster of such competitor's school, and the other by the clergyman, priest, or minister of the religious denomination to which such competitor shall belong, and of the district in which such competitor shall be residing, or by the Resident Magistrate of that district.

6. The Exhibitions shall be held subject to the following conditions, namely:—

(a.) The holder of an Exhibition shall, within twelve months after the date of the notice in the *Government Gazette* of the award of the Exhibition, gain admission to a recognised University of the British Empire.

(b.) He shall begin residence at the University to which he may have been admitted as soon after such admission as the Regulations of such University shall allow.

7. The holder of an Exhibition shall be entitled to receive the said sum of £150 by three equal instalments, payable in April, August, and December, so long as he continues in residence at such University, subject to the production of such certificates or other evidence as the Education Department may from time to time direct. Payment may be made in advance, at the discretion of the Minister, if satisfactory security is given for a refund of the amount should the scholar fail to enter the University or complete his first term satisfactorily.

8. The Education Department may from time to time, with the approval of the Governor, revoke, add to, or amend these rules.

APPENDIX VIII.
GOVERNMENT EXHIBITIONS.
REGULATIONS.

1. The Exhibitions will be divided into Senior and Junior Classes.

Five Senior Exhibitions, of the value of £25 each, will be offered for candidates of either sex who have not reached the age of 18; and Eight Junior Exhibitions of the value of £15 each, tenable for one year, will be offered for candidates of either sex between the ages of 14 and 16 years.

2. The course of examination for seniors and juniors will be, respectively, that laid down for the Senior and Junior Adelaide University Examinations, or equivalent examinations conducted by examiners appointed by the Education Department. Candidates for the Senior Exhibitions may also take any subject or subjects in the Adelaide Higher Public Examination, and the marks received (subject to the provision in the following clause) will be added to the marks obtained in the Senior Examination.

3. Only seven subjects in the Senior and Junior Examinations respectively will be taken into consideration. If a candidate sits for a larger number of subjects, the seven in which he obtains the best results will be counted.

4. Candidates must not be less than 14 nor more than 18 years of age on the first day of November in the year in which the examination is held, and must have resided in the State for two years on the first day of the month in which the examination is held.

5. A preliminary examination will be held by the Department, in the previous month, in the following subjects:—

English.
English Composition.
Arithmetic.
Dictation.

6. The Department will pay the fees for the first ten junior candidates and for the first six senior candidates who pass the preliminary examination. In the case of candidates who have previously passed the Junior Adelaide Examination, the fees may, at the discretion of the Minister, be paid without their attending the Department's preliminary examination.

7. Candidates who qualify will be required to produce birth certificates, or satisfactory proof of age, before the exhibition or certificate is issued.

8. Applications for admission to the examinations must be made on the prescribed forms, which may be obtained from the Education Department. Applications will not be received after the 15th September.

9. Payment for the Senior Exhibition will be made within one month from the publication of the results of the Examination in the *Government Gazette*.

10. Payment for the Junior Exhibition shall be made in two moieties, the first payment to be made on the expiry of six months and the second on the expiry of twelve months from the date of the award, as notified in the *Government Gazette*; such payment to be subject to the provisions—

(a.) That the holder of the Exhibition shall have been in regular attendance at school, and shall produce a certificate from his or her head teacher testifying to such regular attendance. Regular attendance implies that the holder of the exhibition shall have made at least three-quarters of the possible attendances.

(b.) That the holder must produce a certificate of good conduct from his or her head master.