



SUPPLEMENT

TO THE

VICTORIA

GOVERNMENT GAZETTE

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THURSDAY, JUNE 15.

[1905.

*Education Act 1890, No. 1086.
Teachers Act 1893, No. 1302.
Education Act 1901, No. 1777.*

REGULATIONS.

At the Executive Council Chamber, Melbourne, the seventh day of June, 1905.

PRESENT :

His Excellency the Governor of Victoria.

Mr. Davies
Sir Samuel Gillott
Mr. Sachse

Mr. McLeod
Mr. Mackey.

WHEREAS by section 23 of the *Education Act 1890* (54 Vict. No. 1086) it is enacted that the Governor in Council may from time to time make and rescind regulations for all or any of the purposes therein mentioned, and generally for carrying the said Act into effect: Now therefore His Excellency the Governor of the State of Victoria, by and with the advice of the Executive Council thereof, doth hereby repeal all previous Regulations made under the provisions of the *Education Act 1890*, section 23, of the *Teachers Act 1893*, section 18, and of the *Education Act 1901*, section 18, and in lieu thereof doth make the Regulations hereunder set forth; and His Excellency, with the advice aforesaid, doth direct that in the case of Regulation No. V., Staffs, Salaries, and Allowances, and of Clause (e) of section 1 of Regulation No. XVIII., Holidays, this Order shall take effect from the 1st July, 1905, and further, that for the financial year ending the 30th June, 1905, such holidays shall be allowed, not exceeding four in each full-time school, and two in each branch of a part-time school, as may be approved by the Board of Advice:—

REGULATION I.—COURSE OF FREE INSTRUCTION.

1. The secular instruction to be given in schools under the *Education Acts* shall be the subjects specified in the First Schedule to the *Education Act 1901*.

2. The programme of instruction for the various classes in State schools in the subjects specified shall be as from

time to time prescribed by the Director, and approved by the Minister.

REGULATION II.—EXTRA SUBJECTS.

1. Subjects not included in the First Schedule to the *Education Act 1901*, may, with the written consent of the Director, be taught in State schools as extra subjects.

For such extra subjects, fees may be charged at weekly rates not exceeding the sums mentioned in the following scale:—

Latin	...	One shilling.
French	...	One shilling.
German	...	One shilling.
Geometry	...	Sixpence.
Algebra	...	Sixpence.
Trigonometry	...	Sixpence.
Shorthand	...	Sixpence.
Typewriting	...	Sixpence.
Bookkeeping	...	Threepence.

For any approved subject not included in the above list, the fee to be charged will be at the discretion of the teacher, but must not, in any case, exceed One shilling per week.

2. It will be the duty of the district inspector to report annually upon the teaching of extra subjects in schools. Ten per cent. of all moneys collected as fees for extra subjects since the date of the last report by the district inspector will be retained by the head teacher until the inspector gives his certificate. If the inspector is satisfied that the work has been efficiently performed, the money will be returned to the teachers of extra subjects; otherwise it must be remitted to the Department, and be paid into the Consolidated Revenue.

3. Instruction in extra subjects must not be given during the hours fixed for ordinary school instruction in Regulation XIII. (t), and must not be associated in any way with any special instruction in the subjects of the free course, or with special classes for the preparation of candidates for scholarships.

4. The time devoted to any extra subject taught under this regulation shall be not less than one hour per week, and, in the case of any language, not less than two hours per week.

5. The head teacher shall forward to the Secretary at the end of each quarter, upon a prescribed form, the names of all children instructed in extra subjects, the fees charged, and the arrangements made for their instruction.

6. No teacher, whether employed by the Education Department or not, will be allowed, after the 1st July, 1905, to teach extra subjects in a State school unless the consent, in writing, of the Director has been first obtained. Permits to teach extra subjects will not be granted to persons other than State-school teachers, unless under very exceptional circumstances.

REGULATION III.—INSPECTION AND EXAMINATION.

1. If possible, at least two visits will be paid to each school during the year, one of inspection and the other of examination.

2. As a general rule, the examinations of schools by inspectors will not take place before the 1st April.

3. The annual examinations of any school will be held as nearly as possible in the same month of each year.

4. No teacher will be held fully responsible for the results of an examination unless he has been in charge of the school or class for at least six months.

5. The Director may exempt any school from examination in recognition of efficient work, or for other satisfactory reason.

6. The district inspector will, from time to time, furnish a list of the schools which he thinks it desirable to exempt from examination, and the teachers of schools to be exempted from examination will be notified of such exemption by letter as soon as practicable.

7. As a general rule, no school will be exempted from examination for more than two years in succession.

8. Exemption from examination will not apply—

(a) If the head teacher desires examination by an inspector, or

(b) If the district inspector reports at his visit of inspection that the school is not sustaining its character for efficient work.

9. Schools exempted from examination or not fully examined by an inspector must be examined in detail, at the customary time, by the head teacher, who will fully record the results in the *Teacher's Examination Register*, make the annual promotions, and begin the next year's work.

10. From two to four weeks before the time for the annual examination, the inspector may require the head teacher of any school to examine the whole school fully, in accordance with the instructions issued for conducting Departmental examinations. The head teacher will record, in detail, the result of the examination in the *Teacher's Examination Register*, and will also indicate which pupils he intends to promote.

11. Notwithstanding that any school is recorded as exempt from examination for any year, the district inspector shall be at liberty to examine any class in the school, in order to satisfy himself as to the quality of the instruction given in any or all of the subjects of the programme.

12. The result of an examination will not be held to be satisfactory unless the inspector is satisfied with the classification of the children; and, in judging of the classification, due regard will be had to the percentage of promotions since the last annual examination. The progress will not be deemed satisfactory unless of the children presented for examination, exclusive of those in the Infant Class and of those previously examined in the Sixth Class, not less than 60 per cent. are presented in a higher class than that in which they were examined in the preceding year. In calculating the percentage of promotions, however, the average percentage for two years (viz., for the year of examination and the preceding year) may be taken.

13. In the case of children presented for examination in a lower class than that in which they have been previously placed in another school, a special note must be made for the information of the inspector, and the grounds for reducing each child in classification must be clearly stated.

14. Except in cases provided for in the next section, all children who have attended during any part of the fortnight preceding the day of examination must be presented for examination. Provided that the inspector is satisfied with their classification, children who have been less than six months in their class, or have made less than half the number of possible attendances during the six months preceding the examination, need not be taken into account in calculating the class-mark.

15. The inspector may exempt from attendance at examination any children due under the preceding clause, if satisfactory evidence be forthcoming that absence is attributable to some cause beyond the teacher's control. He may also exempt from ordinary examination any child who is mentally or physically deficient.

16. For the purposes of examination by the inspector, subjects will, ordinarily, be divided into two groups—

(a) Subjects for individual examination, namely, reading, spelling, composition, arithmetic, writing, and grammar, and

(b) Subjects for class examination and observation, namely, the other subjects of the programme.

At the inspector's discretion individual examination may be substituted for, or supplemented by, class examination in any subject.

17. For the purpose of estimating the proficiency of a class in the whole programme of subjects, marks will be allotted to each subject examined, in accordance with a scale to be fixed from time to time by the Director. The inspector's examination will be directed towards estimating the class-mark or proportion of the maximum number of marks which the class as a whole merits in each subject.

18. At the inspector's discretion, groups from a class may be tested in all subjects, and the mark awarded to the group may be taken as the class-mark of the class. Subject to the approval of the inspector, the selection of the groups will be made by the head teacher. The inspector may also elect to examine only upon a certain

number of the subjects of the class. In all cases, however, where the inspector proposes to examine only portions of classes, or upon a limited number of subjects, he will previously send notice to the head teacher, requiring him to examine in full all such classes, and to record in detail, as directed in section 10 above, the results of his examination. Although the inspector may omit to examine a subject in a certain class, he will be careful that this subject is fully tested in other classes of the school. Candidates for the Merit Certificate will be examined individually in the subjects in which they must pass in order to obtain such certificate.

19. Children who are at least eleven and a half years of age at the date of examination, who are classified in the Fifth or Sixth class, and whose parents make application in writing for such examination, may be examined for a Certificate of Exemption from Compulsory Attendance, and the inspector will record fully the result of such examination. It will be the duty of the teacher to give due notice of the date of examination to the children of the Fifth and the Sixth classes.

20. Except in the subjects of the Merit Certificate and the Certificate of Exemption from Compulsory Attendance, the inspector, in the case of schools previously examined in detail by the head teacher, need not record individual passes or individual marks in the *Inspector's Examination Register*.

21. In all subjects in which discretion in selecting matter is allowed to the teacher, the examination must be upon the work set out in the work programme. In awarding the class-mark, however, the inspector will take into account the amount, the connexion, and the character of the work presented.

REGULATION IV.—THE CERTIFICATE OF EXEMPTION FROM COMPULSORY ATTENDANCE, AND THE MERIT CERTIFICATE.

1. A certificate of having been educated up to the standard required by the compulsory attendance clause of the *Education Act 1901* may be obtained by a candidate who is at least twelve years of age, and has passed an examination to the satisfaction of an inspector of schools in reading, writing, spelling, composition, and arithmetic, as prescribed for Class V. of State schools.

A candidate who has passed in the work of Class VI. will be held to have satisfied the above requirements.

2. A Certificate of Merit will be awarded to candidates who pass fully in the subjects prescribed for Class VI. of State schools under such conditions as may be approved by the Director.

3. Candidates other than State-school pupils will be afforded an opportunity, at the annual examination of the nearest State school, of being examined for the Certificate of Exemption from Compulsory Attendance or the Merit Certificate on due notice being given to the district inspector.

REGULATION V.—STAFFS, SALARIES, AND ALLOWANCES.

1. No person shall be permanently employed in a school as head teacher, assistant teacher, or relieving teacher unless he shall hold a Trained Teacher's Certificate, a First Class Certificate, a Second Class Certificate, a Certificate of Competency, or a Licence to Teach.

2. Staffs will be allotted in accordance with the provisions of Act No. 1642 and the schedules thereto, or any amendment thereof.

3. The number of teachers employed in any school will be increased or reduced from time to time as the average attendance for the two months immediately preceding may render necessary; but, in cases where the attendance has been reduced by the prevalence of sickness or other exceptional cause, a longer trial may be given before the staff is reduced.

4. Whenever and so long as the teaching staff of a school is reduced below its proper strength by the death, resignation, absence on leave, or transfer, of any assistant

or pupil teacher employed in a school, or by the withdrawal of a first-class pupil teacher to act temporarily as assistant or head teacher, the head teacher of the school may, subject to the approval of the Minister, appoint a temporary pupil teacher in the stead of each assistant or pupil teacher deceased, resigned, absent on leave, transferred, or withdrawn.

5. During the absence of, or pending the permanent appointment of, a sewing mistress, the head teacher may, subject to the approval of the Minister, and provided the average attendance is sufficient, appoint a temporary sewing mistress.

6. During the absence of, or pending the permanent appointment of, a monitor, the head teacher may, subject to the approval of the Minister, and provided the average attendance is sufficient, appoint a temporary monitor.

7. In the case of a new school, a staff of teachers will be allotted upon the expected attendance at the school.

8. In addition to their salaries, head teachers of day schools will be paid monthly allowances for maintenance expenses, according to the following scale subject to an equitable deduction in the case of schools that become connected with a sewerage system. NOTE.—Special payments will be made in the case of schools held in Orphanages.

FULL-TIME SCHOOLS.

In Schools with an Average Attendance of—	Rate per Annum.	
	£	s. d.
Under 20 scholars	7	5 0
20 but under 30	9	5 0
30 " 50	11	0 0
50 " 75	13	15 0
75 " 100	16	5 0
100 " 125	19	0 0
125 " 150	21	10 0
150 " 175	24	0 0
175 " 200	26	15 0
200 " 225	29	10 0
225 " 250	32	5 0
250 but under 275	34	10 0
275 " 300	37	5 0
300 " 325	40	0 0
325 " 350	42	15 0
350 " 400	46	0 0
400 " 450	49	10 0
450 " 500	53	0 0
500 " 550	56	5 0
550 " 600	59	15 0
600 " 650	63	5 0
650 " 700	66	15 0
700 " 750	70	5 0
750 " 800	73	10 0
800 " 850	77	0 0
850 " 900	80	10 0
900 " 950	84	0 0
950 " 1,000	87	5 0
1,000 " 1,050	90	15 0
1,050 " 1,100	94	5 0
1,100 " 1,150	97	10 0
1,150 " 1,200	101	5 0
1,200 " 1,250	105	0 0
1,250 " 1,300	108	0 0
1,300 " 1,350	111	5 0
1,350 " 1,400	114	15 0
Above 1,400 in proportion.		

NOTE.—Where a school is sewered the allowance will be reduced.

PART-TIME SCHOOLS.

In Schools with an Average Attendance of—	Rate per Annum.	
	£	s. d.
Under 30 scholars	10	5 0
30 but under 50	12	5 0

The average attendance during the six months ending the 30th April and 31st October in each year will be generally adopted as the basis for determining the allowances from 1st July and 1st January respectively next ensuing; but in cases where exceptional fluctuations in attendance have occurred, the average attendance of any other month or months may, with the sanction of the Minister, be adopted.

9. In consideration of the above allowances, the head teacher will be required—

- (a) To have the floors of all the school-rooms, class-rooms, porches, out-offices, &c., properly swept and thoroughly scrubbed out, the walls brushed down, and the paint washed with sufficient frequency to keep the rooms clean and healthy. To keep all eaves, spouting, down-pipes, and iron tanks free from leaves and dirt, and all drains clean and free from stoppages.
- (b) To provide water for the use of the children for drinking and washing; also drinking cups, soap, basins, and towels.
- (c) To keep the chimneys and windows clean, and all locks, latches, stoppers to basins, keys, and handles, &c., to doors and cupboards, and glass in windows, in proper repair.
- (d) To keep properly emptied, disinfected, and attended to, the pans in earth-closets, and the cess pits where there are no earth-closets, and also urinals.
- (e) To provide pens, penholders, ink, slate-pencils, chalk, sewing materials, and all stationery (except copy-books).
- (f) To provide fuel for warming the school-rooms, and to keep them properly warmed.

All articles must be provided, and the duties specified must be performed, to the satisfaction of any officer of the Education Department who may be authorized by the Minister of Public Instruction to visit and examine the schools. On leaving a school, the teacher will be required to furnish a report signed by his successor and himself as to the condition in which everything is left.

10. Teachers in charge of State schools, and in receipt of the allowance for maintenance expenses provided and fixed by section 8 above are required to keep a detailed account of the expenditure of the allowance for carrying out the requirements set forth under the various heads of section 9 above. This account should show fully the items and amounts of expenditure, and be accompanied, where practicable, by vouchers for each item, duly received by the persons entitled to payment. It should be available for the information and perusal of the district inspector or other authorized officer of the Department, and of the Board of Advice.

11. An allowance of 2s. 6d. per meeting will be made to head teachers of State schools in which Boards of Advice hold their meetings; and, in consideration of such amount, they will be required to provide lights and fires when necessary, and to supply pens, ink, &c.

REGULATION VI.—RESIDENCES.

1. When schools are provided with residences, rent will be charged to the head teacher. The amount in each case will be, from time to time, determined by the Minister on the report of an officer of the Department.

2. The head teacher will be required to occupy the residence, or to place in it a person approved by the Minister, and will be held responsible for the due protection of the property of the Minister upon the school site.

3. All repairs to residences, ordinarily called tenant's repairs, shall be effected by the head teacher, who, on leaving the school, will be required to furnish a report signed by his successor and himself as to the condition in which everything is left.

REGULATION VII.—APPOINTMENT AND TRANSFER OF PUPIL TEACHERS, MONITORS, AND SEWING MISTRESSES.

Pupil Teachers and Monitors.

1. Candidates for appointment as monitors and pupil teachers must, if boys, be not less than fourteen years of age, and, if girls, not less than fifteen years of age. They must (1) have obtained a Merit Certificate; or (2) have

passed the Matriculation examination, or the Primary examination, or any one of the Public examinations of the University of Melbourne; or (3) have been holders of State-school scholarships. They must furnish satisfactory evidence that they are of good moral character and of good general health. They must further produce a certificate from the head teacher of a State school or other approved school that they exhibit aptitude and general suitability for the work of a teacher.

Prior to appointment, candidates must furnish certificates from the Government Medical Officer or other approved qualified medical practitioner that they are of sound constitution, and are free from any physical defects, especially of vision and of hearing, likely to impair their usefulness as teachers.

2. As vacancies for pupil teachers occur in schools where monitors are employed, the monitors will be regarded as having the first claim to appointment as pupil teachers in the schools in which they have been appointed monitors, provided that they are recorded as eligible for such appointment, and provided that there are no pupil teachers recorded for transfer under the conditions laid down in section 8 below.

3. In the event of there being more than one eligible monitor employed in a school in which there is an existing or immediately prospective vacancy for a pupil teacher, or in the event of there being no eligible monitor, and of there being more than one qualified candidate, the order of precedence for appointment shall be determined by competitive examination.

4. The competitive examination referred to in the preceding section will be an examination to test the candidate's aptitude for teaching and general suitability for the work of a teacher. It may include, at the discretion of the inspector, an examination in one or more of the subjects prescribed for the Sixth Class (Regulation I.). In awarding the marks, the candidate's age, physique, general health, and freedom from physical defects, such as imperfections of sight or of hearing, will be taken into account. Due weight will be given to reports from head teachers as to the zeal, ability, and intelligence shown by candidates when working as monitors, or when assisting, in order to gain experience as teachers.

5. The inspector will place the names of the candidates in order of merit and the names of such candidates as are meritorious shall be entered in the *Employment Register* in the same order. Such order of merit and record shall remain in force, as regards the school or schools with respect to which such examination is held, for a period of six months, or for such further period not exceeding twelve months in all, as the Director may deem expedient.

6. Where there is no pupil teacher recorded for transfer, and only one qualified and eligible candidate for any vacancy, the name of such candidate shall be entered on the *Employment Register* for that vacancy. No such candidate shall, however, be appointed pupil teacher until he has received satisfactory reports as to his conduct and efficiency from his head teacher and the district inspector.

7. Candidates for any present or immediately prospective vacancy may be presented to the district inspector for examination for qualification at any ordinary visit of inspection.

8. Pupil teachers' names shall be arranged on the *Transfer List* for transfer in the following order:—

First division.—Pupil teachers in schools that have been closed or amalgamated, or who are in excess of the staff allowed.

Second division.—Pupil teachers recorded for transfer—

- (i) In the public interest;
- (ii) On the ground of ill-health, attested by satisfactory medical evidence;
- (iii) For some other satisfactory reason.

No pupil teacher whose name is entered in the second division of the *Transfer List*, as provided in this section, shall be transferred to any school in which there is an eligible monitor who has served as monitor for not less than two years.

Monitors:

9. Monitors will be appointed as vacancies occur, and every such appointment will be temporary.

10. The appointment may be terminated at any time at the discretion of the Minister, and will cease while the average attendance of the school in which the monitor is employed falls below the required number.

11. The salary for monitors, when appointed, will be at the rate of £12 per annum for males, and £10 per annum for females.

12. The qualifications for appointment as monitors shall be the same as those for appointment as pupil teachers.

13. The conditions and mode of filling up vacancies for monitors shall, so far as they are applicable, be the same as those prescribed in sections 3, 4, 5, and 6 above, except that candidates who, at the date of the competitive examination, have served for not less than six months in any school as paid or unpaid temporary monitors, shall, if they obtain at least 85 per cent. of the possible number of marks in the competitive examination, be regarded as having preferential claim over other candidates for a vacancy in that school.

14. Monitors shall receive instruction as provided for pupil teachers in Regulation XI., section 19, and, subject to Regulation XI., sections 16 and 17, may present themselves at the annual examinations in the literary work prescribed for the examinations for the several classes of pupil teachers.

15. Monitors who have passed the literary examination for any class of pupil teachers above the Fourth Class will be entitled, on their being appointed pupil teachers, to be recorded and paid as Fourth-class pupil teachers until the 1st January following the date of their appointment, when they will be entitled, on completing their examinations, to be classified in such higher class and to be paid accordingly, subject to the provisions of Regulation XI., section 17.

16. When the reduced average attendance at any school in which there are more monitors than one employed renders the removal of a monitor necessary, the order of seniority for retention shall be determined by the respective qualifications of the monitors as shown by literary attainments, reports of inspectors, and length of service.

17. Monitors may be recorded for transfer on their satisfying the Director that such transfer is necessary. They will not, however, as a rule, be recorded until at least twelve months after the date of their appointment.

Sewing Mistresses.

18. Candidates shall not be less than seventeen years of age, and must furnish, with their application, satisfactory evidence as to good character and suitability, and, prior to appointment, as to sound health.

19. When there is no person recorded for transfer and only one qualified candidate for any vacancy, the Director shall, if satisfied that the candidate is competent to perform the duties of the position, inform the Committee of Classifiers thereof, who shall enter the name of the candidate on the *Employment Register* for that vacancy.

20. When there is no person recorded for transfer, and there are more candidates than one, a competitive examination shall be held in reading, writing (including dictation and composition), arithmetic, grammar, and geography for the Third Class in State schools, as provided for by the regulations in force for the time being, in all kinds of needlework required from girls in State schools, and in teaching such needlework, and any of the other programme subjects for the First and Second Classes.

The inspector shall arrange the names of the candidates in their order of merit as determined by the examination, and report to the Director for the information of the Committee of Classifiers, who shall enter in the *Employment Register* the name of the first candidate, provided she prove duly qualified.

The names of sewing mistresses shall be arranged on the *Transfer List* for transfer in the following order:—

First—Sewing mistresses in schools that have been closed or amalgamated, or whose services have

been discontinued through alteration in the average attendance.

Second—Sewing mistresses recorded for transfer—

- (i) In the public interest;
- (ii) On the ground of ill-health, attested by satisfactory medical evidence;
- (iii) For some other satisfactory reason.

REGULATION VIII.—NIGHT SCHOOLS.

1. Night schools will be established by the Minister as necessity may arise.

2. All night schools must be held in State-school buildings, but they will not necessarily be conducted by the teacher of the day school held in the same building.

3. In every night school, three meetings, of not less than two hours each, must be held weekly, and the instruction must comprise at least the following subjects, as set forth in Regulation 1, viz.:—Reading, spelling and explanation, dictation, composition, writing, and arithmetic.

4. No teacher will be allowed to conduct a night school unless he shall have been reported by an inspector to be qualified to undertake such duty.

5. In every night school in which the average attendance exceeds 50, the teacher will be required to maintain a staff of approved assistants at least equivalent to that allotted to a day school of a similar size. The head teacher shall report, on the monthly return, the names and qualifications of all assistants employed.

6. An allowance, determined upon the basis of the average attendance, will be made to teachers of night schools for cleaning, providing fuel, light, and such other articles as may be required, according to the following scale:—

In schools where the average attendance is not less than 30, but under 40, £8 per annum.

In schools where the average attendance is not less than 40, but under 50, £9 15s. per annum.

In schools where the average attendance is not less than 50, but under 60, £11 5s. per annum;

And an increase of £1 10s. for every additional 10 in average attendance.

7. In estimating the average attendance, only such scholars shall be reckoned as are above thirteen years of age, and are not in attendance at, or employed as teachers, pupil teachers, or monitors in a State school.

8. All other regulations and rules relative to examination and inspection of schools will, so far as they are applicable, affect night schools.

REGULATION IX.—PART-TIME SCHOOLS.

1. In thinly-populated districts, a teacher may be employed to give instruction in schools at two or more places.

2. In part-time schools, instruction in the subjects of the free course will be given for at least two and a half hours on every school day, when school is held at each branch on the same day, and for at least five hours on every school day when school is held at each branch on different days, unless otherwise sanctioned by the Minister. When more than two schools are under the charge of one teacher, special arrangements will be made with regard to the time for instruction in each.

3. Teachers in charge of part-time schools, where the distance between the branches is not less than 3 miles, will be granted an allowance for travelling on the following scale:—

3 miles to 8 miles, at the rate of 1s. 6d. per mile per week.

9 miles to 11 miles, at the rate of 12s. per week.

12 miles and over, at the rate of 14s. per week.

An additional allowance at the rate of £12 per annum will be granted to teachers classified in the Seventh Class and in charge of part-time schools which are also classified in the Seventh Class.

REGULATION NO. X.—CONTINUATION SCHOOL FOR THE TRAINING OF JUNIOR TEACHERS.

1. In accordance with the provisions of section 2 of Act No. 1777, it shall be lawful for the Minister of Public Instruction to establish continuation schools for the instruction and training of candidates for the position of teacher and pupil teacher.

2. The qualifications for enrolment shall be as follow:—

- (a) Pupils must have obtained the Merit Certificate, or must have passed the Primary or some higher Examination of the Melbourne University; or must have satisfied an inspector of schools that they are qualified to profit by the course of study in such school.
- (b) They must furnish satisfactory evidence that they are of good moral character, and of good general health.
- (c) They must produce a certificate from the head teacher of a State school or other approved school that they exhibit aptitude and general suitability for the work of a teacher.
- (d) They must be at least 14 years of age at the date of enrolment.
- (e) In the event of there being a larger number of qualified applicants for admission than it is deemed desirable to enrol, a competitive examination may be held.

3. The course of study shall include such of the work prescribed by regulations for the instruction and training of pupil teachers as the Minister may from time to time determine.

4. (a) During their course in a continuation school, pupils will be required to attend lessons regularly and punctually in the subjects prescribed for their course, and may further be required to devote such time to the work of practical teaching as the head teacher may direct.

(b) The classification of pupils, whether at their entrance or at any subsequent period of their attendance at a continuation school, and the subjects to be studied by them, shall, with the approval of the Director, be determined by the head teacher of the continuation school.

5. The fees to be paid by pupils shall be £6 per annum, payable quarterly in advance.

6. No pupil shall be enrolled after the expiration of the first quarter, unless with the special sanction of the Director.

7. The Minister may grant in each year 25 scholarships, entitling the holders thereof to free tuition for two years in the course of study indicated in section 3 above. The selection of candidates shall be determined by competitive examination, and the conditions of selection, both as regards qualification of candidates and subjects of examination shall, so far as they are applicable, be those laid down in Regulation No. XXI.; but no scholarship shall be awarded to any candidate who does not produce satisfactory evidence from an inspector of schools that he displays marked aptitude for the work of teaching.

8. The Minister may withdraw all of the benefits of a scholarship from any pupil on the ground of idleness or misconduct.

9. An examination of pupils shall be held annually, and pupils who pass in the full course of study prescribed under section 3 above shall be recorded in order of merit for appointment as pupil teachers.

10. Notwithstanding anything contained in Regulations No. XI. and No. VII., pupils who have attended for two years at a continuation school for pupil teachers, and have passed the examination in the full course of study, shall be held to have preferential claim over all other candidates for appointment as pupil teachers, and, upon appointment, shall, without further examination, be classified and paid as pupil teachers of the Third Class.

11. Holders of scholarships under Regulation No. XXI. may be admitted as pupils in continuation schools, and shall receive instruction in such subjects as the Minister shall, from time to time, determine.

REGULATION XI.—EXAMINATION AND CLASSIFICATION OF TEACHERS.

1. (a) Licences to Teach will be granted to pupil teachers appointed prior to 1st January, 1900, who have completed their course in accordance with the provisions of Section 13 of Regulation V., of the Regulations heretofore in force, or who may hereafter complete their course in accordance with the provisions of these Regulations.

(b) Second-class Certificates will be granted—

- (i) To pupil teachers who have passed in the subjects prescribed in Section 11 below, and who have completed their course.
- (ii) To pupil teachers to whom a Licence to Teach has been, or may hereafter be, granted in accordance with the preceding sub-section (a) on their passing in Latin, Algebra, and Euclid, and in the theory and practice of teaching, as provided under Section 11 below.
- (iii) To candidates who pass in theory and practice of teaching, as prescribed in Section 11 below, for the First Class of Pupil Teachers; and also in Arithmetic, Part II. (including mensuration, whether the candidates are males or females); English, Part III.; Geography, Part II.; History, Part II.; Science, Part II.; Latin, Part II.; Algebra, Part II.; Geometry, Part II.; Drawing, Parts I. and II.; Music and (if females) Needlework, Part II., as prescribed in Section 11

2. First-class Certificates will be granted, subject to section 6 below, to candidates upon examination in the following subjects:—

FIRST-CLASS CERTIFICATE.

Reading and Recitation.—To read, with fluency and expression, prose and poetry, from a book or newspaper; to recite any passage from the 150 lines prescribed under English.

Writing.—To write half-text or text and running hands.

Composition and Spelling.—To compose a short essay on a given subject; exercises in word-building and the rules of spelling.

Arithmetic.—Arithmetic generally, including approximations, and the metric system of weights and measures; mensuration for all candidates as in Arithmetic, Part II., for pupil teachers, male candidates, with the addition of the calculation of the contents of dams and tanks; mental arithmetic. A knowledge of the principles of arithmetic will be required.

English.—A knowledge of a standard work, and of the life of the author; to write out any passage from about 150 lines of the same; analysis and parsing; the rules of syntax and their application; the prefixes, affixes, and roots given in the list issued by the Department; the derivation of words contained in the standard work prescribed. (Only words derived from important roots or whose etymological history is instructive will be required.)

Geography.—Descriptive geography of America, Asia, and Africa, to draw maps of North America, India, and Egypt, or portions thereof; the form, motions, and magnitude of the earth; latitude and longitude; the atmosphere; movements of air; movements of water; the oceans; climate; eclipses of the sun and of the moon.

History.—Outlines of British History from 1742 to the present day; the history and constitution of Victoria.

Elementary Science.—The chief forces of nature; the properties of solids, liquids, and gases; the phenomena of heat; physical and mechanical appliances, e.g., the thermometer, barometer, lever, pump, siphon, spirit-level, the wheel and axle, pulley, and inclined plane; the organs of digestion, circulation, and respiration; the elements of electricity, or of inorganic chemistry. N.B.—As regards such of these subjects as are prescribed for pupil teachers, a more detailed knowledge than that expected from pupil teachers will be required.

Latin.—(a) *Macmillan's Shorter Latin Course*—First Part, or equivalent.

(b) *Invasion of Britain* (Welch and Duffield), or equivalent; or

French.—(a) Accidence and the leading rules of syntax.

(b) Translation of French from book to be prescribed from time to time; translation into French.

(c) Reading and translation of easy passages at sight.

Algebra.—As much as is contained in such a work as Charles Smith's *Elementary Algebra*, Chapters I. to XIV. inclusive.

Geometry.—(a) Euclid, Book 1; deductions; or

(b) An equivalent amount of Geometry from such a work as Godfrey and Siddons' *Elementary Geometry*.

Needlework—(for Female Candidates).—To be able to cut out and to do any kind of plain needlework, including patching and mending; to darn and knit; and to give a class lesson in such work. (The specimens presented must include a full-sized shirt.)

Singing.—(a) To pitch and conduct a school song such as a national melody or other song suitable for a senior class.

(b) (1) All the details of notation, staff, clefs (treble and bass) notes, rests, dot, tie, bars, sharps, flats, &c., signature, time, and key.

(2) Tonality and key. A thorough knowledge of scales is required, including intervals and their inversions. Diatonic triads; relations of keys.

(3) Signs and terms in more or less frequent use; turn, appoggiatura, shake, staccato, expression marks, &c., rhythm.

(4) Ear tests and reading at sight.

N.B.—Candidates who have passed the examination for a Second-class Certificate, or who have passed in music at the Primary Examination of the Melbourne University will be exempted from examination in singing.

Drawing.—(a) Model drawing and brush drawing, as prescribed under Drawing, Part II., Section 11 below.

(b) Practice: To give a satisfactory lesson in model drawing from a single object, explaining measuring, and such terms as "vanishing," "eye level."

N.B.—(i) Candidates who have not passed in Drawing, Part I. (Section 11 below) must pass in that part of the subject also.

(ii) Candidates who, within three years of their obtaining a Second-class Certificate, present themselves for examination for a First-class Certificate, will be exempted from examination in drawing under (a) above. (See also sections 25 and 26 below.)

Theory and Practice of Teaching.—(a) To prepare notes of, and give, a lesson on a subject approved by the inspector; to answer questions on the methods of teaching the subjects of the "Course of Free Instruction" class drill.

(b) To answer questions in school organization and management.

(c) To draw up, and carry out, a time-table suitable for the school of which the candidate has charge; or, in the case of female teachers who are assistants, or who are not employed in State schools, to draw up, and carry out, a time-table suitable for two or more classes or divisions of classes.

3. Subject to Section 6 below, First-class Certificates will also be granted to candidates who hold a Certificate of Competency, and who pass in the subjects, Latin, Algebra, and Geometry, and in Singing and Drawing Practice as specified under 2 above, as prescribed above for a First-class Certificate. Subject also to Section 6, First-class Certificates will be granted to candidates who, having still to pass in one or more subjects to complete their examination for a Certificate of Competency, pass in such subject or subjects, including Theory and Practice of Teaching, and in Singing and Drawing Practice, as specified under 2 above, and also in Latin, Algebra, and Geometry, as prescribed for a First-class Certificate.

4. Candidates for a First-class or a Second-class Certificate who have passed the Matriculation examination or the Junior Public examination of the Melbourne University, in one or more of the following subjects:—Latin, Algebra,

Geometry, will, on satisfactory proof of the same, be exempted from examination in such subject or subjects.

5. Examinations of candidates for First-class Certificates will be held annually in December, at Melbourne, and at such other places as the Minister may appoint. Candidates must be eighteen years of age. Pupil teachers who have not passed fully in the literary work of the first class (singing and drawing for the purposes of this section not being regarded as part of the literary work) will not be permitted to present themselves at this examination.

6. No Certificate of Competency or First-class Certificate will be issued to any teacher until he has satisfactorily performed the duties of his position for not less than twelve months subsequent to his having completed his examination in the literary work for such certificate.

7. The requirements for classification in honours will be as under:—

A.—For Second Honours:

(i.) To hold a Certificate of Competency or a First-class Certificate, and to have also passed the Matriculation examination or equivalent at the Melbourne University; or

To hold a Certificate of Competency or a First-class Certificate, and also hold two of the Department's Science Certificates; or

To have obtained the Trained Teacher's Certificate subsequently to 31st December, 1875; or

To have obtained a Trained Teacher's Certificate of first or second class under the Board of Education;

and

(ii.) To hold a degree of the Melbourne or other approved University in Arts, Science or Laws; or to have passed at the Melbourne University the first ordinary examination for the Diploma of Education, or for the Degree of Bachelor of Arts or Bachelor of Science; or to have passed in four of the subjects prescribed for one of the ordinary examinations, in Arts or Science, at least two of which must be passed at one examination, and the remaining subject or subjects at one examination held in the same or the next succeeding year.

(iii.) To have passed a satisfactory examination in the theory of teaching, embracing—

(a) The leading principles of education; the faculties, their training and development; habit and character.

(b) School organization and management; methods of teaching; notes of lessons;

or

To have passed in the Theory and Practice of Education, Part 1, as prescribed for a Diploma of Education in the Melbourne University.

(iv.) To have satisfactorily discharged the duties of a head teacher in a sixth or higher class school for at least two years, and to be recommended for classification in Second Honours in a special report by the Director or Chief Inspector, or by some Inspector of schools deputed to report on the candidate's application for such classification.

B.—For First Honours:

(i.) To have obtained Second Honours, and to hold a degree of the Melbourne or other approved University in Arts, Science, or Laws, or to have passed at the Melbourne University the second ordinary examination for a Diploma of Education, or the

second or the third ordinary examination for the Degree of Bachelor of Arts, or Bachelor of Science, or to have obtained Second Honours, and to have passed in four of the subjects prescribed for the second ordinary examination in the course for the Degree of Bachelor of Arts, or of Bachelor of Science, at least two of which must be passed at one examination, and the remaining subject or subjects at one examination held in the same or the next succeeding year.

- (ii.) To have passed a satisfactory examination in the theory and history of education; or To have passed in the Theory and Practice of Education, Part II., as prescribed for a Diploma of Education in the Melbourne University.
- (iii.) To be recommended for classification in First Honours in a special report by the Director or Chief Inspector, or by some Inspector of schools deputed to report on the candidate's application for such classification, and, if males, to have satisfactorily conducted a school of the fifth or some higher class for at least two years.

Provided that the candidate, unless he holds a Trained Teacher's Certificate, shall have passed at some examination of the University of Melbourne—(a) in Latin or Greek or French or German, and also (b) in mathematics, as in any ordinary examination for the completion of a year, or in Algebra and Geometry, as in the Matriculation examination or equivalent. Provided also that no candidate shall be awarded First Honours on the same examination as that on which he has been awarded Second Honours.

Application for permission to attend the University examination at the reduced fee must be made to the Secretary on or before 7th September in each year, on a form which will be supplied on application at the Education Office.

8. Trained teachers and teachers classified in honours will have their additional qualifications entered upon their certificates.

PUPIL TEACHERS.

9. Pupil teachers will be divided into four classes.

10. Except as otherwise provided in Regulation X., pupil teachers will, as vacancies occur, be appointed to the Fourth or lowest class. (The requirements for the Fourth Class of pupil teachers are shown under Regulation VII.)

11. The requirements for the three higher classes of pupil teachers will be in the case of those appointed on and after the 1st January, 1900, as follows.—

THIRD CLASS.

English, Part I.—

- (a) A knowledge of about 300 lines of a standard work; analysis and parsing from the lines prescribed; to write from memory any passage from about 150 lines of the same; the rules of syntax and their application; the prefixes, affixes, and roots given in the list issued by the Department; derivation of words contained in the standard work prescribed (Only words derived from important roots or whose etymological history is instructive will be required.)
- (b) Reading and Recitation.—To read, with fluency and expression, prose and poetry, from a book or newspaper; to recite any passage from the 150 lines prescribed in the preceding sub-section (a).
- (c) Writing.—To write half text (or text) and running hands.

- (d) Composition and Spelling.—To write neatly and grammatically, with correct spelling and punctuation, a description of some common object, or the substance of a short essay read aloud; constructive exercises exemplifying the elementary rules in composition.

Arithmetic, Part I.—

As for Class VI. (including the work of the second year) in the "Course of Free Instruction."

Geography, Part I.—

Broad contrasts and the chief features of the land relief of the continents; chief features of the coastal outline and the river basins in relation to the relief. The descriptive geography of the British Empire. Map drawing—the British Isles, India, Canada, and South Africa.

Form, motions, and magnitude of the earth, meridians and parallels, zones and their characteristics.

Latin, Part I.—

Accidence and translation of easy passages from Latin into English, and *vice versa*; or

French, Part I.—

- (a) Accidence and the leading rules of syntax.
- (b) Translation of French from book to be prescribed; translation into French.
- (c) Reading and translation of easy passages at sight.

Algebra, Part I.—

Definitions, the four rules, use of brackets, simple equations, simultaneous equations of the first degree, factors.

Drawing, Part I.—

Freehand Drawing from the Flat.—The candidate should show a knowledge of such principles of growth as radiation, continuity of lines, &c. The examples will be of slightly greater difficulty than those recommended for Class VI. in the "Course of Free Instruction."

Practical Plane and Solid Geometry.—As for Classes III., IV., V., and VI.; together with more advanced problems in orthographic projection. Good instrumental work is considered essential.

Practice.—To give a class-lesson on one of the diagrams used in Class III. in the "Course of Free Instruction," explaining the use of the ruler, compasses, and set square.

Needlework, Part I. (for girls)—

- (a) As prescribed for Class V. in the "Course of Free Instruction."
- (b) Teaching.—To give a lesson in any kind of plain sewing.

Practice of Teaching—

To give a satisfactory lesson in the arithmetic prescribed in the "Course of Free Instruction" for Classes I. and II.; or in reading or writing to Classes I., II., or III.; class drill.

SECOND CLASS.

English, Part II.—

- (a) A knowledge of about 500 lines of a standard work, and of the life of the author; analysis and parsing from the lines prescribed; to write from memory any passage from about 150 lines of the same; the rules of syntax and their application; the prefixes, affixes, and roots given in the list issued by the Department. The derivation of words contained

in the standard work prescribed. (Only words derived from important roots, or whose etymological history is instructive, will be required.)

- (b) Reading and Recitation.—To read, with fluency and expression, prose and poetry, from a book or newspaper; to recite any passage from the 150 lines prescribed in the preceding sub-section (a).
- (c) Writing.—To write half-text (or text) and running hands.
- (d) Spelling.—Exercises in word-building and the rules of spelling.

Arithmetic, Part II.—

Arithmetic generally.—Also mensuration, as in Part I., with the addition, in the case of male candidates, of the calculation of the area of oblique-angled triangles; mental arithmetic.

Geography, Part II.—

Descriptive Geography of Europe and America. Map drawing—Germany, France, Russia, United States of America. The physical geography of Victoria; the chief trade and cable routes from Australia. The atmosphere, air pressure, winds, movements of water (waves, currents, tides), climate and its effects.

Latin, Part II.—

As for Part I., but of greater difficulty; or

French, Part II.—

As for Part I., but of greater difficulty.

Algebra, Part II.—

As for Part I., with the addition of highest common factor, least common multiple, fractions, and fractional equations.

Geometry, Part I.—

- (a) Euclid, Book I., to proposition XXVI. inclusive; easy deductions; or
- (b) An equivalent amount of Geometry from such a work as Godfrey and Siddons' *Elementary Geometry*.

Theory and Practice of Teaching, Part I.—

To give a satisfactory lesson in the reading, writing, arithmetic, grammar, or geography prescribed in the "Course of Free Instruction" for Classes I., II., and III.; to answer questions on the methods of teaching the same, and on the keeping of the school records; class drill.

FIRST CLASS.

English, Part III.—

- (a) A full knowledge of a standard work prescribed (including, in the case of candidates other than pupil teachers, parsing and analysis); to write out any passage from about 150 lines of the same; the life of the author; the leading figures of speech; and the chief characteristics of the diction of prose and of poetry.
- (b) Reading and Recitation.—To read, with fluency and expression, prose and poetry, from a book or newspaper; to recite any passage from the 150 lines prescribed in the preceding sub-section (a).
- (c) Writing.—To write half-text (or text) and running hands.
- (d) The principles of composition; to compose a short essay on a given subject.

*History, Part I.—

The coming of the English. Saxon Institutions. The Norman Conquest, and its Effects on the

English Language and the Social Life of England. The Feudal System. The Influence of the Clergy, King, and Nobles. Magna Charta. The Origin and the Development of Parliamentary Institutions. Parliament under the three Edwards. The Hundred Years War. The Decay of the Baronage. The Rise of Absolute Monarchy. The Growth of Sea Power. Social Condition of England under the Plantagenets and under the Tudors. Colonies and Colonization. The Puritans (Cromwell, Hampden, Milton, and Bunyan). Parliament and the Stuarts. The Civil War, the Commonwealth, and the Restoration. The Revolution.

Australian History.—Australasian Maritime Discovery.

*History, Part II.—

The Results of the Revolution (Bill of Rights, Act of Settlement, &c.). Cabinet and Party Government. Union with Scotland. The Struggle for Colonial Empire. The Seven Years' War. Chatham, Clive, and Hastings. The Philanthropic Movement (Howard, Willerforce). The Abolition of the Slave Trade and Slavery. The Independence of America (Washington). The Freedom of the Press. The French Revolution and the Napoleonic Wars (Pitt, Nelson, Wellington). English Industry under George the Third. The Union with Ireland, Catholic Emancipation. The Reform Bill of 1832 and consequent Social Legislation. The Leading Principles of the British Constitution. The Legislative and Executive Functions of Government. The Duties of a Citizen.

Australian History.—The Colonization of Australasia (Cook). The Explorations of Oxley, Hume and Hovell, Sturt, Mitchell, Eyre, Leichardt, Kennedy, Stuart, Burke and Wills, and Forrest.

Experimental Science, Part I.—

As prescribed for Classes IV. and V. in the "Course of Free Instruction."

Experimental Science, Part II.—

As in Part I., also sections 1 and 2 of the courses (including the alternative course) prescribed for Class VI. in "Course of Free Instruction."

Geometry, Part II.—

- (a) Euclid, Book I.; deductions; or
- (b) An equivalent amount of geometry from such a work as Godfrey and Siddons' *Elementary Geometry*.

Drawing, Part II.—

Linear model drawing as for Classes V. and VI. in the "Course of Free Instruction."—The exercise to consist of not more than three objects in combination. Candidates must show a knowledge of the effect of perspective in modifying the appearance of objects.

Brushwork.—Drawing simple exercises with the brush, as for Classes V. and VI., as in the "Course of Free Instruction." One colour only will be required.

Practice.—To give a satisfactory lesson in freehand drawing, from any example suitable for Class VI. in the "Course of Free Instruction." An intelligent use of the black-board will be essential.

Singing.—As prescribed for a First Class Certificate.

Needlework, Part II. (for girls)—

- (a) The work prescribed for Class VI. in the "Course of Free Instruction."
- (b) To give a class lesson in such work.

*The particular portions of the subject to be studied may be varied from time to time by the Director, due notice being given.

Theory and Practice of Teaching, Part II.—

To give a satisfactory lesson in the Arithmetic, Grammar, Composition, or Science of Class IV., or to prepare notes of, and to give, a lesson on a subject approved of by the inspector; to answer questions on the methods of teaching the subjects of the "Course of Free Instruction"; class drill.

12. (a) Candidates for examination in arithmetic will be required to show and explain how short exercises are to be solved mentally, and to understand the principles of arithmetic.
- (b) In judging the writing, composition, and spelling, the general character of the whole of the candidate's work in regard to these subjects will be taken into consideration.
- (c) Candidates who have passed the Matriculation or the Junior Public Examination of the Melbourne University in one or more of the following subjects—Latin, Algebra, or Geometry—will, on satisfactory proof of the same, be exempted from further examination in such subject or subjects as prescribed in 11 above.

13. Pupil teachers appointed prior to 1st January, 1900, may, if they so desire, present themselves for examination in the subjects prescribed for the several classes in 11 above. Otherwise such pupil teachers will be examined for promotion as follows:—

(a) CLASS II.

Candidates for promotion to Class II. will be required to pass in the subjects (except Latin and Algebra) prescribed for Class III. in 11 *supra*, and also in History, Part I.; Science, Part I.; Theory and Practice of Teaching, Part I.; and, if girls, in Needlework, Part I.

(b) CLASS I.

Candidates for promotion to Class I. will be required to pass in Arithmetic, Part II.; History, Part II.; Science, Part II.; Theory and Practice of Teaching, Part II.; Drawing, Part II.; and, if girls, in Needlework, Part II. In addition, they must pass in—English, Part II., or Part III.; Geography, Part II.; or Singing.

14. A general examination of pupil teachers will be held annually, and all pupil teachers who have been appointed not less than twelve months will be required to attend thereat.

15. At the annual examination, pupil teachers will be classed for the year. In order to obtain promotion, pupil teachers must pass in all the subjects prescribed for the classes for which they are respectively presenting themselves.

16. Except with the special permission of the Director, pupil teachers will not be allowed to present themselves for examination in more than one class in any one year, unless (a) they are not less than eighteen years of age on the first day of January of such year; or unless (b) they have in a previous year failed to obtain promotion. Provided that when, under the provisions of the preceding clause (b), a pupil teacher under eighteen years of age is allowed to present himself for examination in more than one class in any one year, he shall not be promoted in such year to a class higher than that to which he would have been promoted had he passed each successive yearly examination.

17. Notwithstanding anything contained in the preceding section, a candidate for Class III. will be allowed to present himself for examination in Part II., as well as in Part I., of Arithmetic, English, Geography, Latin, or Algebra, and if successful in passing in Parts I. and II. of any of these subjects, and in the literary work prescribed for Class III., such candidate will not be required, in order to obtain promotion to Class II., to present himself again in any of the subjects named above in which he has already passed in Part II. A candidate for promotion to

Class II. may also present himself in not more than five of the subjects prescribed for Class I., science and history being for this purpose each reckoned as two subjects. If successful in passing in any of these subjects, and in the literary work prescribed for Class II., he will not, at his examination for promotion to Class I., be required to present himself again in any subject in which he has already passed.

18. Pupil teachers will be liable to dismissal, on the recommendation of the Classifiers, for misconduct or failure to pass the annual examination.

19. (a) To enable pupil teachers to pass their examinations for promotion, for admission to training, and for a First Class Certificate, head teachers and assistants will be required to give to the pupil teachers in their schools instruction, outside of the ordinary school hours, as follows:—

In a school having but one pupil teacher, five hours per week; in a school having more than one pupil teacher, at least six hours per week. Of this instruction a satisfactory proportion shall be given by the head teacher. The time for such instruction, and the names of the teachers giving the instruction, must in all cases appear on the timetable.

The time actually given to the instruction shall be entered in the teachers' rolls by such head teacher or assistant, as the case may be. The exercise-books kept by the pupil teachers, showing the work done under the direction of the head teachers and assistants, shall be dated from day to day, and shall be produced to the district inspector at his half-yearly visits.

(b) Pupil teachers to complete their course shall serve for a period of one year subsequent to their promotion to Class I., and during such period shall receive from the head teachers and their assistants instruction in the subjects prescribed for admission to training, and for a First Class Certificate. Such pupil teachers will be required to present themselves for one or other of these examinations at the completion of their course.

20. Special classes for the instruction and training of pupil teachers may be formed where practicable in the principal centres of population. Pupil teachers employed in schools situated at convenient distances from the places in which these classes are, or may be, held will be required to attend such classes at such times as the Minister may from time to time direct.

21. Pupil teachers and paid monitors will not be reckoned as scholars, and their attendance at school must not be recorded in the school rolls.

22. At least once in each year the district inspectors will include in their reports on head teachers reports on the character of the instruction of the monitors and the pupil teachers, and on the arrangements made for their practical training in the art of teaching.

SINGING.

23. Licences to Teach and Certificates of Competency will be granted upon examination in the subjects specified below.

For a Licence to Teach.

(i.) Elements of music as prescribed from time to time by the University Conservatorium Board for the Senior Grade Certificate.

(ii.) Harmony—

(a) Common chords, major and minor; triads in the diatonic scale and chords of the seventh, diatonic and chromatic with inversions.

(b) Figured bass, using the chords referred to under (a), and requiring three and also two additional parts making four and three part harmony.

(iii.) General requirements—

(a) To name a diatonic interval struck on the piano-forte, with C (not necessarily middle C) for its lower note, and within the limits of an octave.

- (b) To recognise diatonic and chromatic intervals above a given note (not necessarily C) within the limits of a ninth.
- (c) Ear tests and reading at sight. (The tests for reading at sight will be well within the limits of the technical standard of a good school song.)
- (iv.) Art of Teaching.—To give a class a satisfactory lesson, including reading at sight.
- For a Certificate of Competency.*
- (i.) Elements of music, senior grade, as prescribed above for a licence to teach Singing. (Candidates who have passed the examination for the licence to teach will be exempted from examination in this subject.)
- (ii.) Harmony—
- (a) The "parsing" or description of given discords, with their proper resolutions.
- (b) Figured bass, to which three parts must be added, using all chords and discords—suspension and passing notes in addition.
- (c) Harmonization of melodic phrases and harmonization of melody.
- (d) Ear tests and reading at sight.
- (iii.) General requirements—
- (a) To name a diatonic interval struck on the piano-forte above or below C within the limits of an octave.
- (b) To name diatonic and chromatic intervals above or below a given note within the limits of a ninth.

Note.—In each case the note from which the interval must be calculated will be named and given first, and the two notes forming the interval will be struck simultaneously and also in succession.

- (iv.) Ear tests and reading at sight. (The test in reading at sight will not exceed in difficulty Beethoven's *Busslied*.)
- (v.) Art of Teaching.—To teach a class efficiently; to present a class taught by the candidate for a period of twelve months that shows satisfactory attainments in music.

24. Licences to Teach will be granted without examination to all teachers who passed for the Second or Third Class under, or who held a Second Division Certificate from, the Board of Education; and Certificates of Competency to all those who passed under the former National or Denominational Board, or who passed for First Class under, or held a First Division Certificate from, the Board of Education.

DRAWING.

25. Candidates for a First Class or Second Class Certificate, and pupil teachers, candidates for promotion, who, subsequent to the date of these Regulations, pass the Technical Schools' examination in subjects equivalent to those prescribed under Drawing in section 2 and section 11 above, will be exempted from examination in such subject or subjects.

26. The following table shows the subjects included in the examinations for Technical Schools, which will be recognised as equivalent to those prescribed in sections 2 and 11 above:—

Subjects prescribed in sections 2 and 11.	Equivalent Technical School Subjects.
Drawing, Part I.—	
(a) Plain and Solid Geometry.	(a) Geometrical Drawing (Art).
(b) Freehand Drawing.	(b) Drawing from a Flat Example—Elementary Stage. ("O.L. 1").
Drawing, Part II.—	
(a) Model Drawing.	(c) Drawing from Models or Objects. ("O.L. 2A").
(b) Brush Drawing.	(b) Drawing with the Brush. ("O.W. 1" and "O.W. 4").

27. Subject to the provisions of sections 28 and 29 below, Licences to Teach and Certificates of Competency to Teach Drawing will be granted to candidates who, subsequent to the date of these Regulations, pass in the following subjects, as prescribed from time to time in the syllabus for Technical Schools, viz.:—

I.—For a Licence to Teach Drawing.

- (a) Geometrical Drawing (Art).
- (b) Elementary Perspective.
- (c) Drawing from a Flat Example—Elementary Stage ("O.L. 1").
- (d) Drawing from Models or Objects ("O.L. 2A").
- (e) Drawing with the Brush ("O.W. 1" and "O.W. 4").

II.—For a Certificate of Competency to Teach Drawing.

- (a) Advanced Perspective.
- (b) Drawing Ornament from the Cast ("O.L. 2B").
- (c) Drawing in Light and Shade from a Cast ("O.S. 2").
- (d) Drawing Plant Forms from Nature ("L.N. 3").
28. In addition to passing in the subjects named in the preceding section, candidates must pass in the "practice" and "teaching" of drawing, viz.:—
- (a) Drawing from memory or otherwise, examples included under any of the heads named in I. or II. respectively in the preceding section.
- (b) Teaching a class satisfactorily.

29. A candidate for a Certificate of Competency to Teach Drawing must also have passed the examination for a Licence to Teach Drawing, and must present a class which has been taught by the candidate for twelve months, and which can pass a satisfactory examination.

MILITARY DRILL.

30. Certificates for Military Drill will be granted to teachers in the service of the Department on their passing a practical examination in Parts I. and II. of the *Infantry Drill* at the time in use by the Defence Department.

GYMNASTICS.

31. Certificates in Gymnastics will be granted, upon examination, in the following programme:—

- (1) Theory of Gymnastics, including a knowledge of so much anatomy and physiology as is required for explaining generally the uses of the various exercises, and the muscles and organs affected by them.
- (2) Practice of Gymnastics.—To perform exercises on any gymnastic apparatus, free exercises, exercises with dumb-bells and rods, running and jumping. (Female candidates will not be required to perform exercises on the horizontal and parallel bars).
- (3) Teaching.—To be able to teach a class satisfactorily any gymnastic exercises.

SCIENCE. †

32. Certificates will be issued to candidates who pass in any of the undermentioned subjects:—

A.—Technical School subjects, as prescribed from time to time in the Technical Schools' Syllabus.

- (1) Inorganic Chemistry, Theoretical, Grades I. and II. Practical, Grade I.
- (2) Agricultural Chemistry, Grades I. and II. (Grade I. is identical with Grade I. of Inorganic Chemistry, Theoretical and Practical.)
- (3) Metallurgy, Assaying, Grade I. Metallurgy, Grades I. and II.

N.B.—Candidates for a certificate in this subject must have passed in—

Inorganic Chemistry, Theoretical, Grade I.;
Inorganic Chemistry, Practical, Grade I.; and
Mineralogy, Grade I.

† To hold two of the Department's Science Certificates is one of the literary qualifications prescribed in Schedule 1 of Act No. 1642, for promotion to Class III.

- (4) Dynamics and Heat, Grades I. and II. (For Grade II., Applied Mechanics, Grade II., may be substituted.)
- (5) Sound and Light, Grades I. and II.
- (6) Magnetism and Electricity, Grades I. and II. (For Grade II., Electrical Technology, Grade II., may be substituted.)
- (7) Botany, Grades I. and II.
- (8) Geology and Mineralogy. Grade I. in each subject.
- (9) Agriculture, Grades I. and II.

B.—University subjects—

- (1) Any subject prescribed for candidates for a degree in Science in the Melbourne University.
- (2) The undermentioned subjects included in the course prescribed for candidates for a Diploma of Education in the Melbourne University—
 - (a) Theory and Practice of Education.
 - (b) Natural Science with Laboratory Work.
 - (c) Mental Philosophy.

33. Candidates for Science Certificates must, where necessary, produce satisfactory proof of their having passed in the subject or subjects for which they desire such certificate to be granted.

CERTIFICATES OF QUALIFICATION AS INFANT MISTRESS.

34. The certificates of qualification as Infant Teachers will be termed Infant Teacher's Certificate, Second Class, and Infant Teacher's Certificate, First Class.

35. Second Class Certificates will be issued to candidates who pass in the undermentioned subjects:—

- (1) Infant School Management (theory and practice).
- (2) Kindergarten Principles.
- (3) Kindergarten Gifts and Occupations (theory and practice).
- (4) Psychology.
- (5) Nature-study.
- (6) Drawing.
- (7) Singing.

36. Candidates who have passed in the subjects named in the preceding section, and who, for a period of not less than three years, have efficiently taught and conducted the infant department of a school of the fourth or some higher class, may, on the recommendation of the Chief Inspector, or some inspector of schools deputed to report on the candidate's application for such higher classification, be granted an Infant Teacher's Certificate of the First Class.

37. No Infant Teacher's Certificate will be issued to any teacher or pupil teacher employed in a State school (unless such teacher has been a student in training for not less than one year) until such teacher or pupil teacher possesses the literary qualifications prescribed under Act No. 1642, first schedule, for Fifth-class Teachers, or until she has passed in the literary work for a First Class Certificate.

38. Candidates for Infant Teacher's Certificates, other than teachers employed in State schools, must be not less than eighteen years of age at the date of examination, and must have passed the Matriculation examination of the Melbourne University, or some other approved examination, or produce evidence satisfactory to the Director that they have received a good education.

39. Candidates at examinations must defray their own travelling expenses.

40. The details of subjects to be studied for any of the above examinations may be, from time to time, varied by the Director, provided that due notice is given, and that in his opinion the standard is maintained.

REGULATION XII.—TRAINING COLLEGE.

1. The members of the Training College will be a Principal, two or more resident lecturers, visiting lecturers, and students.

2. Training will be conducted in the Training College by the Principal and the other officers of the College, or at the University.

3. The course of instruction in the Training College will be free, except as hereinafter provided, and will be for two years, except as hereinafter provided.

4. (a) Studentships will be awarded on competitive examination to classified teachers and first-class pupil teachers, or qualified persons who have been placed upon the *Employment Register*. Provided that no candidate who, for the two years immediately preceding the date of the examination, has not obtained from the district inspector satisfactory reports as to his conduct and efficiency as a teacher, will be eligible to compete, and that no studentship will be awarded to any candidate who fails to pass a meritorious examination.

(b) In determining the order of precedence of the candidates who pass a meritorious examination, consideration will be given to practical skill and length of experience. In the case of pupil teachers, length of experience will be limited to period of service as first-class pupil teachers.

5. (a) Holders of studentships under section 4 (a) above may be allowed to reside at the Training College upon the payment of £12 per annum towards the expense of their board and residence. In the event of the holder of such studentship not being in a position to pay the amount above stipulated, *viz.*, £12 for each year during the currency of his studentship, the Minister may allow him, or his entering into a bond by himself and an approved surety, to pay such amount at such time and in such instalments as the Minister may determine.

(b) Holders of studentships who may reside at home will be entitled to an allowance of £18 per annum towards board and residence.

6. Every student will be required to enter into an agreement, by himself and an approved surety, not to relinquish his course of training without the permission of the Minister, and, for four years after the termination of his studentship, to teach in any school to which he may be appointed.

7. (a) Holders of State-school exhibitions may be granted a studentship for any two years during the currency of their exhibition, but without allowance for board and residence (other than that payable to them as exhibitors).

(b) Studentships, not exceeding five in number in any one year, may be granted to persons who have passed the Matriculation examination of the Melbourne University, or an approved equivalent, who are at least eighteen years of age, and who have been classed as meritorious in the competitive examination under 4 above. Such students will be entitled to tuition in the course of instruction at the College free of expense, but without any allowance for board and residence. Such unpaid studentships will be awarded to such candidates in order of merit.

(c) Persons to whom studentships may be granted under sub-sections (a) and (b) of this section will be eligible for employment as classified teachers upon passing the examination for the Trained Teacher's Certificate.

8. The subjects of competitive examinations for studentships will be those prescribed for a First-class Certificate.

9. The course of instruction in the Training College for the Trained Teacher's Certificate shall be:—

FIRST YEAR.

Education, Part I.—

- (a) The history of education (period to be prescribed).
- (b) The leading principles of education and their application.
- (c) School organization and management.
- (d) Infant-school teaching and management.
- (e) *Practical*.—During the year, 175 hours to be spent in schools, including at least 60 hours in teaching, and a week to be spent in the Model Country School. Attendance at two criticism lessons weekly.

History.—

The leading sections of either half of Green's *Short History of the English People*, together with an outline of Australian history.

*Mathematics, Part I.—

Algebra—Symbolic Notation; addition; subtraction; multiplication; division; fractions; H.C.F.; L.C.M.; factors; simple equations; quadratic equations; easy simultaneous equations; easy examples in surds and indices; graphic solution of equations; problems.

Geometry—Books I. and II. of Godfrey and Siddons' *Elementary Geometry*, or approved equivalent.

*Latin, Part I.—

- (a) Accidence and the leading rules of syntax.
 (b) Translation of Latin from book to be prescribed.
 (c) Translation of easy passages at sight.
 (d) Easy prose composition; easy complex sentences.

N.B.—French or German of equivalent standard may be substituted.

Science, Part I.—

- (a) Elementary general science, including a course in physics and in chemistry with laboratory work; or
 (b) A course in nature-study with field work.

Music.—

Theory.—To understand the elements of the staff and the tonic sol-fa notations, the Great Staff, key signatures up to five sharps and five flats, time signatures C, $\frac{2}{2}$, $\frac{3}{4}$, $\frac{4}{4}$, $\frac{3}{8}$, $\frac{6}{8}$, ordinary marks of expression and musical terms in general use, modulation to dominant, sub-dominant and relative minor; also the terms Major, Minor, Relative Major, and Relative Minor.

Practice.—To pitch and conduct an easy school song; to sing at sight, in correct time and tune, a short, simple exercise, consisting of diatonic intervals which may be written in minims, crotchets, and quavers, with one easy modulation; to name or write four or five notes in any order, the key-note being first sounded; or

At the discretion of the Director, or his deputy, to give a satisfactory singing lesson to a class.

*Drawing, Part I.—

Practical plane and solid geometry, including drawing to scale and elementary isometric projection; elementary instrumental perspective; freehand drawing from the flat and from the round; blackboard drawing.

Practice.—To give a satisfactory demonstration or lesson in any subject specified under Drawing in Regulation I.

Manual Training, Part I.—

Paperwork or cardboardwork, modelling, or woodwork for men students.
 Needlework or cookery for women students.

Domestic Economy.

Gymnastics.

SECOND YEAR.

1. Education, Part II.—

As for Education, Part I., of the Diploma of Education, or as prescribed for Infant Teacher's Certificate.

Practical.—At least 70 hours in class teaching; including one week spent in the Model Country School; attendance at criticism lessons.

*Part II. of these subjects (Latin, mathematics, and drawing) may be taken by students in their first year, with the approval of the Principal.

2. English Language and Literature—

- (a) The history and structure of the English language.
 (b) The study of prescribed selections.
 (c) The history of English literature, so far as is necessary to appreciate the selections prescribed.
 (d) The laws of composition and style. Or English, Part I., or Deductive Logic (Melbourne University).

3. Mathematics, Part II.—

Algebra—Fuller treatment of the work for first year; the remainder theorem; ratio; proportion; variation; permutations and combinations.

Geometry—Book III. of Godfrey and Siddons' *Elementary Geometry*, or approved equivalent.

Trigonometry—Angular measurements; addition; formulæ.

Pure Mathematics, Part I. (Melbourne University);

or

Mixed Mathematics, Part I. (Melbourne University).

4. Latin, Part II.—

As for Part I., but of greater difficulty; or Latin, Melbourne University Matriculation Examination; or

Latin, Part I., Melbourne University.

5. Science, Part II.—

As for Part I., but of greater difficulty; or Natural Philosophy, Part I.; or Chemistry, Part I.; or Biology, Part I.; or Natural Science (Melbourne University).

6. Music, Part II.—

Attendance for choral practice.

7. Drawing, Part II.—

Drawing with the brush; drawing plant and other forms from nature; drawing in light and shade from casts and models; elementary decorative design and colour composition; elementary modelling; freehand perspective; blackboard drawing; and drawing from memory for illustrative purposes.

Practice.—To give a satisfactory demonstration or lesson in any subject specified under Drawing in Regulation I.

8. Manual Training, Part II.—

Cardboard modelling or woodwork for men students.

Needlework for women students.

N.B.—At the discretion of the Director, any subject of the Diploma of Education may be taken in lieu of any subject of the second year's course, except in the case of Education, Part II.

Students who are preparing for the Infant Teacher's Certificate will not be required to take the full course in mathematics or Latin.

10. (a) During their course in the Training College, students will be required to attend lectures at the college regularly and punctually, or, as prescribed in the preceding section, at the University, in the subjects prescribed for a Trained Teacher's Certificate, and in such other subjects as the Principal may direct.

(b) Schools will be selected as practising schools, at which students will attend and teach classes under the direction of the Principal. A special practising school similar to a small country school will also be provided to give students the necessary practice in the work of such schools.

11. At the end of each year, students will be examined in the subjects prescribed for the course of instruction for that year. Each student who passes a satisfactory examination in Education, Parts I. and II., History, Literature, Mathematics, Parts I. and II., Latin, Parts I. and II., Science, Parts I. and II., Drawing, Parts I. and II.,

and Manual Training, or the approved equivalents thereof, and shows satisfactory proficiency in Music and in Gymnastics, and who obtains in the aggregate a satisfactory number of marks, shall be entitled to a Trained Teacher's Certificate; provided that such certificate shall not be issued until such student has satisfactorily performed the duties of a teacher for the period of two years after the termination of his studentship. (In estimating the total number of marks, no credit will be given for less than 25 per cent. of marks in any subject).

12. Notwithstanding anything contained in the preceding section, any student who fails to pass in Part I. of any subject of the First Year, but who shows satisfactory progress during that year, may, upon passing in Part II. of such subject, be deemed to have qualified for the Trained Teacher's Certificate in that subject.

13. Students who exhibit special merit, as determined by examination and by report from the Principal, may attend such courses of lectures at the University and at the Training College as the Director may in each case determine; provided that each such student shall have passed in all of the subjects of his First Year, and that he has passed the Matriculation Examination of the Melbourne University. Such students will be entitled to a Trained Teacher's Certificate upon their completing their first year of the Diploma of Education.

14. (a) Students who, at the end of their Second Year of training, have failed to pass in any of the subjects prescribed for the Trained Teacher's Certificate, may, at the discretion of the Director, be allowed to present themselves in such subject or subjects at any examination for the Trained Teacher's Certificate.

(b) A student may, with the permission of the Director, relinquish his studentship at the end of his first year, and may be permitted to present himself for examination in the subjects of the First or the Second Year's course for the Trained Teacher's Certificate.

15. Students may be admitted under section 4 above for a course of one year's training for the purpose of obtaining the Infant Teacher's Certificate. If unsuccessful in passing for this certificate at the end of the year, such students may, at the discretion of the Director, be allowed to present themselves at any subsequent examination for such certificate, but they shall not be entitled to have their studentships extended beyond one year.

16. (a) Students will be liable to dismissal from the Training College for idleness or misconduct.

(b) Students who at the progress examinations, which shall be held periodically by the Principal, or who at the examination held at the close of the first year of training, fail to show satisfactory progress, either in the literary work or in the art of teaching, may, on the recommendation of the Principal, have their studentships withdrawn.

17. The Principal will furnish an annual report to the Minister on the students in training, and he will also, at the close of each year, furnish a report on the conduct of each student.

18. The Minister may, on the recommendation of district inspectors, grant teachers leave of absence without pay for such period as may be determined, in order that they may attend a course of instruction at the Training College in the Theory and Practice of Teaching or other approved subjects. Such instruction will be free, but all other expenses must be borne by such teachers.

19. Persons other than students may, on payment of a fee of £10 10s. per annum, be admitted to the course of instruction for the Trained Teacher's Certificate, or, on payment of a fee of £6 6s. per annum, be admitted to the course of instruction for the Infant Teacher's Certificate, or, on payment of a fee of £4 4s. per annum, to the course of instruction in Education only. Students admitted to a course of instruction in Education may, on payment of an additional fee of £1 1s. per annum, be admitted to a course of instruction in any one of the other subjects taught at the Training College.

20. Such persons must be at least eighteen years of age, of good character, must satisfy the Principal of the College that they are qualified to profit by the lectures, and must undertake to comply, while in attendance, with the rules of the College.

21. Such persons may be suspended from attendance at the lectures, or may be required to discontinue the course for repeated unpunctuality, absence from lectures, or breach of the rules of the College.

22. Persons who have paid the fee of £10 10s., and complied during two consecutive years with the conditions prescribed by clauses 10 (a) and (b) for students, will be admitted to the final examination for the Trained Teacher's Certificate without further payment.

23. Persons who have paid the fee of £4 4s. per annum will be admitted, without further payment, to the final examination in Theory and Practice of Teaching, on production of a certificate signed by the Principal stating that they have complied during two consecutive half-years with the rules of the College, as to attendance at the lectures in Theory and Practice of Teaching, and at the practising schools.

24. Persons other than students, who either pass the final examination for the Trained Teacher's Certificate or that in Theory and Practice of Teaching, will be awarded special certificates, specifying the subjects in which they have passed and the extent to which they have been trained; but such special certificates shall not entitle the holders to employment in State schools.

25. Persons who have obtained such special certificates may be awarded the Department's Trained Teacher's Certificate on producing satisfactory evidence that they have passed at some examination or examinations of the Department, or of the Melbourne University, in all the subjects in which students in training are required to pass, in order to obtain the same certificate, and that such examinations were of at least equal difficulty with those passed by students; but such special certificates shall not necessarily entitle the holders to employment in State schools.

REGULATION NO. XIII.—SCHOOL HOURS AND TIME TABLE.

1. Subject to the provisions of the *Education Act 1890*, the hours of work to be observed in each school shall, unless otherwise directed, be as follows:—

Morning Meeting—	9.15 a.m. to 9.25 a.m., assemble, inspection, and physical exercises.
	9.25 a.m. to 12.15 p.m., instruction.
Afternoon meeting—	1.40 p.m. to 1.45 p.m., assemble.
	1.45 p.m. to 4 p.m., instruction.

In schools with an average attendance of less than 250 pupils, the afternoon instruction may, subject to the approval of the Director, be given from 1.15 p.m. to 3.30 p.m. Provision should be made during the morning meeting for a recess of ten minutes for the elder children, and twenty minutes for the infants.

2. On days on which religious instruction in any school is given before the morning meeting, the school will assemble at the expiration of the time approved for religious instruction.

3. Independently of the provisions of section 19 of Regulation XI., all teachers are required to be on duty, at 9 a.m. and head teachers may assign school duties to members of their staffs to be performed between the hours of 9 a.m. and 4.15 p.m. on school days. Nothing herein contained shall entitle any teacher to take his departure at 4.15 p.m. in cases of special stress or emergency.

4. On days of heavy rain, the mid-day recess may, at the discretion of the head teacher, be taken from 12.15 p.m. to 12.45 p.m., and the afternoon meeting from 12.45 p.m. to 3 p.m. Whenever this is done (and it should rarely be necessary), the times of opening and closing the afternoon school meeting must be specially noted in the roll-sheets in the column for "Remarks."

5. The conduct of pupils in the playground must be carefully supervised by teachers, and the head teacher will be held responsible for making and carrying out the necessary arrangements for such supervision. A teacher in sole charge of a school will keep the pupils under supervision during the mid-day recess.

6. The time-table must be kept hung in a conspicuous place in the school room, and shall set forth the hours of opening and closing school, the employment of the several classes at any time, the teachers thereof in charge respectively, the time set apart for the instruction of the pupil teachers and monitors and for instruction in extra subjects, and the arrangements made for the supervision of children in the playground.

7. In every school in which the head teacher has not the direct charge and instruction of one or more classes, he shall devote not less than fifteen hours weekly to the work of actual class-teaching, independent of the general work of supervision and management. A weekly record of the time thus spent and of the lessons given is to be kept for the information of the district inspector.

8. The time-table should be so arranged that female teachers and pupil teachers may not be required to stand continuously for a longer period than one hour and a half.

REGULATION XIV.—RECORDS.

i. The head teacher of each school will be held responsible for the proper keeping of the following school records and documents:—

- (a) *School Register;*
- (b) *Class Rolls;*
- (c) *Teachers' Roll Sheets;*
- (d) *Register of Absence;*
- (e) *Inspector's Examination Register;*
- (f) *Teacher's Examination Register;*
- (g) Time-tables for current year;
- (h) Work Programmes for current year;
- (i) Portfolio of Official Documents;
- (j) *Register of Corporal Punishment;*
- (k) Acts and Regulations;
- (l) Invoices of grants of furniture, apparatus, books, and other requisites;
- (m) Files of the *Education Gazette and Teachers' Aid.*

2. All school records and documents shall be considered to be the property of the Minister, and must not be removed from the school without special direction.

3. The head teacher will be held responsible for the proper training of his assistants and pupil teachers in the keeping of records and in the filling up of returns.

4. *School Rolls*—

- (1) The roll, which must be original, and not copied from papers, slates, &c., will always commence on the 1st January and 1st July, and terminate on the 30th June and 31st December respectively.
- (2) The names of all children above four and a half years of age attending school are to be entered in the order of their classes, and the age of each child at the time of commencing the roll is to be given.
- (3) Children below six years of age shall be enrolled during the first fortnight only of each school quarter, unless such children are provided with transfer notes from other schools.
- (4) The roll is to be called and marked in ink, two hours previous to the time fixed for closing the school, morning and afternoon, and only those children who are present at roll-call and answer to their names may be marked as present. The time for roll-call must be stated in the time-table. The attendance of children under four and a half years of age must not be recorded. In night schools, the roll must be called and marked not less than one hour and forty minutes before the time fixed for closing the school.
- (5) If a child leaves before school is closed, and has not attended two hours, the mark denoting

presence must be cancelled in the manner prescribed in the directions for filling up the rolls printed on the face of the roll-sheet.

- (6) The number of attendances made by the school must be entered at the close of each school meeting.
- (7) When any day is observed as a holiday, the word "Holiday" should be written in the attendance column for that day.
- (8) The reasons assigned by parents for the absence of their children from school should be noted in the attendance columns.

5. *Teachers' Rolls and Attendances*—

- (1) Each member of the staff is to enter the time of his arrival and of his departure in the roll-sheets provided for the purpose. When any member of the staff arrives later than the prescribed time, or departs earlier, the reason for such action should be entered. If any teacher leaves the premises during the day, the interval of his absence should be recorded in the same manner. If the absence occurs during school hours, the cause of the absence should be stated. Visiting teachers will also enter the time they arrive at and leave school. When a member of the staff is frequently unpunctual, such unpunctuality should be reported.
- (2) The absence of any member of the staff shall be promptly reported and explained.
- (3) When leave of absence is required for a period exceeding two days, timely application must be made, accompanied, in the case of illness, by a medical certificate. Special forms are provided for such applications and for medical certificates, and these must be used.
- (4) In cases of transfer or exchange, head teachers must at once notify the respective district inspectors and correspondents of local Boards of Advice of the last date of duty in their old school and of the first date in the new.

6. *Registers*.—The registers are to be kept in accordance with the directions accompanying them, and they, with the other records, are, at all times, to be open to the inspection of officers of the Department and members of the Board of Advice when visiting the school.

REGULATION XV.—DISCIPLINE.

1. Teachers are required to do all in their power to form habits of right conduct in their pupils. They should inculcate the principles of morality, truth, and justice; should encourage and judiciously enforce personal neatness and cleanliness; and should train the children to habits of modest, orderly, and polite behaviour.

2. In the government of his school, the teacher must avoid all degrading punishments, or such as are likely to produce bodily harm to the children. His aim should be to prevent the necessity for punishment by effecting the improvement of the offender. The head teacher will be held responsible for the nature and extent of the punishment inflicted in the State school under his charge.

3. Corporal punishment shall be administered only by the head teacher, and by such teachers holding the rank of assistant as he may authorize. Corporal punishment by pupil teachers and monitors is strictly prohibited.

4. When more than one stroke is given, an entry, giving the date, the name, class, and age of the pupil, the nature of the offence, and the extent of the punishment, shall be made in a book kept for the purpose, entitled the *Register of Corporal Punishment*. Entries may be removed from such register two years after the date of entry.

5. The names of the assistant teachers authorized by the head teacher to inflict corporal punishment shall be entered, from time to time, by the head teacher on the first page of the *Register of Corporal Punishment*.

6. The instrument employed shall be a strap. Boxing ears or striking on the head is strictly prohibited.

7. Corporal punishment shall be inflicted upon boys only.

8. For the purposes of discipline, a pupil may be detained for short periods after school hours, but no child may be detained more than three-quarters of an hour at any time, and no child shall be given less than one clear hour for dinner recess.

9. No pupil shall be refused admission to, and no pupil shall be expelled from, a State school except with the express sanction of the Minister. In extreme cases, *e.g.*, want of cleanliness, immoral or disgraceful conduct, a head teacher may suspend the attendance of a pupil, at once reporting the matter to the Minister and the Board of Advice. If, after inquiry, the circumstances seem to call for expulsion, the Minister may so order. Otherwise the pupil shall be re-admitted.

REGULATION XVI.—HOME LESSONS.

1. Subject to due regard being paid to the reasonable wishes of the parents, head teachers are authorized to require the preparation of lessons at home by the pupils. These lessons must, however, be within the power of the pupils to perform without assistance, and should, as a rule, consist of a reproduction of the subject-matter of lessons previously treated in school.

2. Home lessons should not be given to children below Class II. The home lessons of children in Class II. should not take up more than half-an-hour each evening. The home lessons of children in Classes III., IV., and V. should not, ordinarily, take up more than one hour each evening.

REGULATION XVII.—SCHOOL BOOKS AND REQUISITES.

1. It is expected that children will supply themselves with books, slates, and other articles required to enable them to take part in the work of their class.

2. Children shall not be required to provide themselves with any text-books which have not been formally approved by the Director.

3. Grants of school requisites will be made only in cases of indigence, or for use in the school; but the requisites must, on no account, be taken out of the school-room without the special permission of the teacher, who will be held responsible for any loss or damage beyond fair wear and tear.

4. In places where school books and requisites can be purchased from tradesmen at ordinary rates, the sale of such articles by teachers is prohibited. Where there is an absence of other adequate means of supply, teachers are permitted to keep a stock of school requisites for sale, but the prices charged to the scholars must not be more than sufficient to cover the original cost with the expense of carriage added, and a list of such prices must be kept conspicuously exhibited on the wall of the school-room.

REGULATION XVIII.—HOLIDAYS.

1. The holidays observed in State schools, exclusive of Saturdays, shall be as follow, except in cases in which a different arrangement may be specially sanctioned by the Director:—

(a) Four weeks at midsummer. The holiday shall begin on the nearest Monday to Christmas day, except when Christmas day falls on Thursday or Friday, in which case work shall cease on the previous Wednesday or Thursday respectively, and the school shall not re-open till four clear school weeks from the Monday following. When Christmas day falls on Monday, the holiday shall begin on that day.

(b) Good Friday and Easter week.

(c) One week, including the first Thursday in September.

(d) The public holidays not included in the above, viz.:—Foundation Day, Eight Hours Day, King's Birthday, Prince of Wales's Birthday, and such other days as may be gazetted as public holidays, except those proclaimed in connexion with races, provided that no school shall observe more than one public holiday proclaimed for agricultural shows.

(e) One holiday in each financial year may be observed with the approval of the Board of Advice for the purpose of a school celebration or local festivity.

(f) With the approval of the Director, schools may be closed for an additional week in conjunction with the holidays in (a) or (c) above, in order that teachers may attend a two weeks' course of instruction in educational subjects under the direction of the Department.

2. No other holidays than those specified above shall be given without the express sanction of the Minister, except days on which the school building may be required for election purposes.

3. Whenever a school is to be closed on days other than those specified in Clause 1, the head teacher shall notify the same, with full particulars, to the Board of Advice and the district inspector.

4. Whenever a school is to be closed on a day proclaimed as a local public holiday, or for any other special reason, or when a holiday has been granted by the Board of Advice, under 1 (c) above, the head teacher shall give ample notice to the district inspector, and shall make a special report to the Department in his monthly return. In the case of a holiday granted by the Board of Advice, the written consent of the Board must be forwarded with the report.

5. In the absence of such special report and written consent, or in the event of any other days than those specified in clause 1 being observed as holidays, and no satisfactory explanation thereof being furnished in the monthly return, pay will be deducted, and no appeal against such deduction will be entertained.

6. Arbor Day shall be celebrated in each school each year. Arbor Day is not a school holiday, and the attendance of teachers and pupils must be recorded as on any other school day. In addition to tree-planting, and other horticultural work proper to Arbor Day, teachers shall draw up and carry out a programme, as outlined, from time to time, in the *Education Gazette*, including songs, recitations, addresses, &c., upon trees and flowers. If from any cause, outdoor work cannot be carried on, this programme should still be given. When it is not advisable to plant trees in the school reserve, Arbor Day may be celebrated by the planting of trees in public reserves, streets, &c.

REGULATION XIX.—SCHOOL ENTERTAINMENTS.

1. When, in connexion with any school, any entertainment is held, and the public charged for admission, the head teacher will forward to the Board of Advice a balance-sheet showing the receipts and expenditure of the entertainment, and also the expenditure of the balance.

2. When any entertainment is given to a school as such, or to any two or more schools in combination, with the sanction of the Board of Advice or of the Department, all members of the teaching staffs of the schools interested may be required to attend for the purpose of aiding in the maintenance of order, and of giving such other legitimate assistance as may be necessary.

REGULATION XX.—RELIGIOUS INSTRUCTION IN STATE SCHOOLS.

1. (a) With the view of affording facilities for giving religious instruction in State schools by persons other than State school teachers, half-an-hour may be set apart for the purpose on one or two school days in each week. The time for such instruction,

when, with the approval of the Minister, it is to be given in the morning, shall be from 9.15 to 9.45 a.m. When, by direction of the Board of Advice, and with the approval of the Minister, such instruction is to be given in the afternoon, the time shall be from 3.30 to 4 p.m., where the afternoon meeting begins at 1.30 p.m.; and from 3.15 to 3.45 p.m. where the afternoon meeting begins at 1.15 p.m.

(b) Notwithstanding anything contained in Regulation XIII., in schools in which religious instruction is given in the afternoon, the afternoon meeting shall begin on days on which such instruction is given at such an hour as will allow of not less than two hours being devoted to secular instruction before the time fixed for religious instruction.

2. No child will be required to attend for religious instruction unless his parent or guardian has signified in writing his willingness to allow his child to receive such instruction.

3. During the time when religious instruction is given in any school, no secular instruction shall be given to children not attending the classes for religious instruction.

4. On days of inclement weather, the religious instruction, unless it is given during the last half-hour of the afternoon meeting, shall be omitted in schools in which there is no adequate outdoor shelter for the children and the accommodation is not such as to admit of the children who do not receive religious instruction being drafted into rooms other than those in which such instruction is being given.

REGULATION XXI.—SCHOLARSHIPS.

1. The Minister of Public Instruction may annually award Scholarships in the manner and on the conditions hereinafter mentioned:—

(a) Forty Scholarships, or any less number, to pupils of State schools for the purpose of giving facilities to deserving students for obtaining higher education and proceeding to any University diploma or degree, or to any science course in a technical school.

(b) Forty Scholarships, or any less number, to pupils selected from State or other schools as suitable to receive higher education, and to proceed to a diploma or a degree in mining or agriculture at the University.

2. The scholars will be selected upon competitive examinations, held during December of each year. No Scholarship will be awarded to any candidate whose age, as attested by a certificate of birth, will exceed fourteen years and six months on the first day of January immediately succeeding the examination.

3. The subjects for examination will be:—

Arithmetic, Writing, Composition, Grammar, Geography, History, Science, Drawing,	}	As far as prescribed for Class VI. in State schools.
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4. Of the Scholarships to be granted under Section 1 (b) above thirty-four Scholarships shall be awarded to candidates who present themselves as pupils in State schools, and six of such Scholarships shall be awarded to candidates who present themselves as pupils in schools other than State schools. Provided that, should the number of meritorious candidates from State schools be less than thirty-four, the Scholarships unallotted may be awarded to meritorious candidates from schools other than State schools, and should the number of meritorious candidates from schools other than State schools be less than six, the Scholarships unallotted may be awarded to meritorious candidates from State schools.

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5. Scholarships under section 1 (b) will not be awarded to candidates unless they produce satisfactory evidence that they are likely to profit by a course of study in mining or agriculture, and are likely to succeed in the practical work involved in those occupations.

6. No candidate who presents himself as a pupil in attendance at a State school shall be awarded a Scholarship unless he shall, during the two years immediately preceding the first day of January succeeding the examination, have been continuously on the rolls of and in attendance at a State school.

7. No Scholarship will be awarded to any candidate who at the competitive examination does not pass a meritorious examination. The conditions determining what shall constitute a meritorious examination shall, with the approval of the Minister, be fixed from time to time by the Director.

8. Each Scholarship will be tenable for three years upon the following conditions:—

(a) That the scholar shall, at the commencement of the session following the award of the Scholarship and thereafter during the tenure of his Scholarship, become a student in a State continuation school or a secondary school or college, approved under the provisions of section 11 below.

(b) That the scholar shall obtain at the end of each year a satisfactory report as to his conduct and progress from the principal or head master of the school or college which he is attending.

The Minister may at any time cancel any Scholarship if the above conditions are not complied with, or if he is satisfied that the conduct of any scholar has been disorderly or immoral, and thereupon all advantages connected with such Scholarship shall cease and determine.

9. Where a scholar does not reside within five miles of a State continuation school or approved secondary school or college, the Minister may, if he considers the circumstances warrant it, allow him such sum (not exceeding £5 per annum) as will cover the cost of transit to and from school.

10. Where it is necessary, in order to carry out the conditions mentioned in section 8 above, that any scholar shall reside apart from his parents or guardians the Minister may grant in lieu of cost of the transit of such scholar an allowance at the rate of £26 per annum. Provided that no such allowance shall be paid to any scholar if the total net profits, income, and emoluments of his parents or guardians during the preceding year are equivalent to an annual income of over £250 per annum; and the Minister may require the parents or guardians of any scholar to send a confidential statement, on a form provided, of their total net profits, income, and emoluments, and the Minister shall decide whether such scholar is eligible to receive such allowance, and the decision of the Minister shall be final.

11. Where a scholar is allowed by the Minister to attend an approved secondary school or college, other than a State continuation school, his parent or guardian shall be granted an allowance of £8 per annum towards the expenses of tuition in such secondary school or college, but the Minister must be satisfied that the conditions in section 8 above are strictly complied with. Payments on behalf of Scholarships will be made quarterly. All payments, however, by the Minister will be conditional on moneys being placed at his disposal by the Legislature.

12. The examination held in December, 1904, and the conditions of competition shall be in accordance with the provisions of Regulation X. (1) and (2) made by the Governor in Council on 25th September, 1903, but in the awarding of Scholarships, all of the other conditions upon which the scholarship shall be tenable (including allowances for transit and other expenses) shall be those laid down in this Regulation.

13. Examinations of State school pupils for Scholarships, offered by secondary schools or colleges, may be held in December, 1904, under the supervision of the Department, provided that the conditions under which

such Scholarships are to be offered have been previously approved by the Minister of Public Instruction. Holders of these Scholarships will be eligible to compete for exhibitions, subject to the conditions of the Regulation relating thereto.

14. Holders of Scholarships may, when deemed necessary, be required to attend an examination, and those who fail to pass satisfactorily will have their Scholarships withdrawn.

Agricultural College Council Scholarships.

15. The Council of Agricultural Education offers five Scholarships triennially as provided for in section 19 of Act No. 1062, as quoted below:—

It shall be competent for the Agricultural College Council to cause to be held in each of the five agricultural divisions of Victoria a competitive examination of boys attending State schools in the said divisions, and the boys who shall excel in such subjects as may be submitted to them shall be entitled to be admitted free of charge to the agricultural college or experimental farm for a course of training, such examination to be held every three years.

The candidates must be over fourteen years of age.

The next examination will be held in December, 1906, and the subjects will be those specified in section 3 above.

REGULATION XXII.—EXHIBITIONS.

1. The Minister of Public Instruction may annually award exhibitions in the manner and on the conditions hereinafter mentioned:—

(a) Twenty exhibitions, or any less number, for the purpose of enabling students to proceed to any University diploma or degree, or to any science course in an approved technical school, provided that at least four of the exhibitions awarded shall be reserved for students desiring to enter on a science course at an approved technical school. The option of entering at the University or on a science course at an approved technical school will be given to candidates in their order of merit as determined by the competitive examination. Should any competitor, who has failed to secure an exhibition entitling him to attendance at the University, refuse an exhibition entitling him to enter on a science course at an approved technical school, the exhibition may be awarded to a competitor placed lower in the competitive examination, provided that the Director certifies that such candidate has passed a meritorious examination.

(b) Twenty exhibitions, or any less number, for the purpose of enabling students to proceed to a degree or a diploma in mining or in agriculture at the University.

2. Exhibitions will be awarded upon competitive examinations held each year, during the examination term of the Melbourne University. No exhibition will be awarded to any candidate whose age will exceed seventeen years and six months on the first day of January immediately succeeding the examination.

3. Candidates for exhibitions under section 1 (a) above must, previous to the competitive examination, have passed the Matriculation Examination or the Junior Public Examination of the University of Melbourne, and must have been holders of scholarships gained as State school pupils under regulations in force prior to the thirteenth day of December, 1904, or be holders of scholarships under section 1 (a) of Regulation XXI, or be recorded as "meritorious" at a competitive examination held in accordance with the provisions of that regulation. They must have attended regularly at a State continuation school or an approved secondary school as students for not less than two years immediately prior to the date of the examination, and must have annually obtained a good report from the authorities of the school or college which they have been attending.

4. Candidates for exhibitions under section (b) above must, previous to the competitive examination, have passed the Junior Public Examination of the University of Melbourne, including the subjects of English, French or German, Arithmetic, and Drawing, and must have been the holders of Scholarships gained under section 4 of Regulation XXI, or be recorded as meritorious at a competitive examination held in accordance with the provisions of that regulation. They must have attended regularly at a State continuation school, or an approved secondary school or college as students for not less than two years immediately prior to the date of the examination, and must have annually obtained a good report from the authorities of the school which they have been attending. They must further produce a certificate from the head master of the school or college that they have undergone a course of instruction in Sloyd woodwork, experimental science, and nature-study, including geography.

5. The subjects of the competitive examination for exhibitions, under section 1 (a) above will be the following subjects, as prescribed for the Senior Public Examination of the Melbourne University (pass standard) namely:—

Group A.—

- (1) English Language and Literature.
- (2) British History.

Group B.—

- (3) Greek (with outlines of Greek History).
- (4) Latin (with outlines of Roman History).

Group C.—

- (5) French (with outlines of French History).
- (6) German (with outlines of German History).

Group D.—

- (7) Algebra.
- (8) Geometry.
- (9) Trigonometry.

Group E.—

- (10) Physics.
- (11) Chemistry.

Candidates must present themselves for examination in four of the subjects named.

The maximum number of marks obtainable shall be the same for all candidates, and the Director shall have power to determine the proportionate number of marks to be awarded to any subject or group of subjects.

6. The subjects of the competitive examination for exhibitions under section 1 (b) above will be those for the Senior Public Examination of the Melbourne University (pass standard) namely:—

Group C.—

- French (with outlines of French History).
- German (with outlines of German History).

Group D.—

- Algebra.
- Geometry.
- Trigonometry.

Group E.—

- Physics.
- Chemistry.

Group F.—

- Anatomy and Physiology.
- Botany.

Group G.—

- Geography (Political, Physical, and Commercial).
- Geology.
- English Language and Literature.
- Drawing.
- Elementary Mechanics.

Candidates must present themselves for examination in any four of the above subjects, two of which must be taken from Groups E, F, and G.

The maximum number of marks obtainable shall be the same for all candidates, and the Director shall have power to determine the proportionate number of marks to be awarded to any subject.

7. Exhibitions under section 1 (a) above will be of the annual value of £40, tenable for three years at an approved technical school or for four years at the Melbourne University, under the following conditions:—

- (a) That the exhibitor shall, at the commencement of the term following the award of the Exhibition, enter as a student at a technical school or the Melbourne University, and that he shall, during the whole term of his tenure, be enrolled as attending lectures, and in each year keep courses of lectures in as many subjects as he must pass in to complete his year.
- (b) That at the end of the first year of his tenure, a student at a technical school shall, on examination, have been recommended for admission to the second year's course, and shall, at the end of the second year, have been recommended for admission to the third year's course.
- (c) That at the end of the second year of his tenure, a student at the Melbourne University shall have passed the first ordinary examination for any University degree or diploma, and that at the end of the third year, he shall have passed the second ordinary examination for such degree or diploma.

8. (a) Notwithstanding anything contained in the preceding section, an exhibitor desiring to enter as a student at the Melbourne University may, with the sanction of the Minister, be allowed to attend, during the year immediately succeeding the award of the Exhibition, a State continuation school, or an approved secondary school or college, provided that at such school or college instruction is given in the honour subjects of the Senior Public Examination, and that there is evidence that such subjects can be successfully taught thereat; provided also that, in the opinion of the Director, it is desirable that such exhibitor shall continue to receive instruction in these subjects.

(b) On good cause being shown, any intending student, either at the Technical College or the Melbourne University, may, on the certificate of the Director, have his Exhibition suspended for one year, and, if necessary, for a further period.

9. Exhibitions under section 1 (b) above will entitle exhibitors to free tuition at the Melbourne University in the subjects of degrees or diplomas in mining or in agriculture. Each such Exhibition will be tenable for four years under the following conditions:—

- (a) That the exhibitor shall, at the commencement of the term following the award of the Exhibition, enter as student at the Melbourne University, and that during the whole term of his tenure he shall, when so required, be enrolled as attending lectures, and comply with other University requirements for degrees or diplomas in mining or in agriculture, and that he shall in each year fulfil all University requirements in as many subjects as he must pass in to complete his year.
- (b) That at the end of the second year of his tenure he shall have passed the first ordinary examination for a University degree, or a diploma in mining or in agriculture, and that at the end of the third year of his tenure, he shall have passed the third ordinary examination for such degree or diploma.

10. (a) Notwithstanding anything contained in the preceding section, an exhibitor desiring to enter as a student at the Melbourne University may, with the sanction of the Minister, be allowed to attend, during the year immediately succeeding the award of the Exhibition, a State continuation school, or an approved secondary school or college, provided that at such school or college instruction is given in the honour subjects of the Senior Public Examination, and that, in the opinion of the

Director, it is desirable that the exhibitor should continue to receive instruction in these subjects, and that there is evidence that they can be successfully taught thereat.

(b) On good cause being shown, any intending student may, on the certificate of the Director, have his Exhibition suspended for one year, and, if necessary, for a further period.

11. An exhibitor under section 1 (b) above may, in addition to free tuition at the Melbourne University, be granted by the Minister an allowance at the rate of £26 per annum, provided that no such allowance shall be paid to any exhibitor if the total net profits, income, and emoluments of his parents or guardians during the preceding year, are equivalent to an annual income of over £250 per annum; and the Minister may require the parents or guardians of any exhibitor to send a confidential statement, on a form provided, of their total net profits, income, and emoluments, and the Minister shall decide whether such exhibitor is eligible to receive such allowance, and the decision of the Minister shall be final.

12. Exhibitors who are candidates for degrees in the Melbourne University, which entail the passing of more than three ordinary examinations may, if they have, at the end of the fourth year of their tenure, passed the third ordinary examination for such degree, have their Exhibitions continued for a fifth year; and exhibitors who are candidates for degrees which entail the passing of more than four ordinary examinations may, if they have passed the fourth of such examinations, at the end of the fifth year of their tenure, have their Exhibitions continued for a sixth year. In this section the degree of Bachelor only is referred to.

13. If at any time the Minister be satisfied that the conduct of any exhibitor has been disorderly or immoral, the Exhibition and the advantages connected therewith shall thereupon cease and determine.

14. Payments on behalf of exhibitors will be made quarterly. All payments will be conditional on moneys being placed by the Legislature at the disposal of the Minister.

15. In the competitive examination to be held in December, 1905, the subjects of examination will be:—

English	}	As prescribed for the Matriculation examination held in the Examination Term of that year;
Algebra		
Geometry		

and any two of the following subjects:—

Latin	}	As prescribed for the Matriculation examination held in the Examination Term of that year.
Greek		
French		
German		
Chemistry		
Physics		

REGULATION NO. XXIII.—COMPULSORY CLAUSE.

1. At the close of each quarter the head teacher of every State school shall furnish the Director with the following returns:—

- (a) A return showing the names and ages of and other particulars (as set forth in the form of return issued by the Department) in regard to all children of school age who attended the head teacher's school during the quarter, but who failed to attend that school the number of half-days required by the *Education Act 1901*, or any amendment thereof.
- (b) A return of all children of school age living within the statutory distance of the head teacher's school and not attending any school, or not under efficient instruction in some other manner. (The head teacher will be expected to use every endeavour to obtain information regarding these children.)*

* Note.—1. (b) In the case of schools not more than 2 miles from other State schools, this return need include only those children who reside nearer to the school concerning which the return is being made than to any other State school.

- (c) A return of all uncertificated children of school age who failed to attend during the quarter, but who were in attendance during the previous quarter.

All these returns must reach the Department not later than the seventh day of the calendar month succeeding the quarter to which they relate.

2. Should any child on the roll be absent on any school day, the head teacher shall, in writing, require the parent or guardian of such child to forward a written excuse for such non-attendance, and the excuse offered shall be entered in the quarterly return. All such excuses shall be filed by the head teacher for inspection by the truant officer. In the event of a parent or guardian, after being called upon to do so by the head teacher, neglecting or refusing to furnish such excuse, an entry to that effect must be made in the return.

3. Parents or guardians are to be permitted to transfer their children from a State school to any other State school at the commencement of the half-year ending the 30th June, or the 31st December, or at any time in the event of the parent or guardian removing his residence to another school district. Should, however, transfer be desired under any other circumstances, the written consent of the Board of Advice in whose district the school from which transfer is desired is situated must first be obtained, and head teachers shall not receive children presented for enrolment who fail to produce such written consent.

4. In the event of a child leaving a State school to attend any other State school during the currency of a quarter, and such child having complied with the conditions of section 3 above, the head teacher shall provide such child with a transfer note, showing the number of half-days attended by such child during the quarter and the number of half-days the school was open during such period, and the head teacher of the school to which transfer is desired shall not enrol any child who fails to produce a transfer note.

5. When a child is admitted to any school, the parent or guardian shall be required to fill up and sign the admission form supplied by the Department. It shall be the duty of the head teacher to enter the name of the child and all necessary information in the school register at once.

All admission forms are to be kept for inspection by the truant officer on his visits to the school. No child's name shall be removed from the roll unless a satisfactory reason has been given for the child's permanent withdrawal from the school. The truant officer must be notified of all names removed. Teachers must revise the addresses of parents frequently, so that the Register may contain accurate information for the truant officer.

REGULATION NO. XXIV.—CONVEYANCE OF CHILDREN TO SCHOOL.

1. Allowances for conveyance will be granted under the following conditions:—

- (a) For each day's attendance of children over six and under twelve years of age, and whose residences are beyond two and a half miles and under three miles from the nearest existing school by the shortest practicable road ... 3d.
- (b) For each day's attendance of children between the ages of six and thirteen years whose residences are not less than three miles from the nearest existing school by the shortest practicable road ... 4d.
- (c) Payments under the preceding sub-sections will be restricted to—
- (i) Cases where schools are closed through low average attendance.
 - (ii) Cases where the number of children in the neighbourhood would under ordinary circumstances warrant the Department in establishing a school.

- (d) For each day's attendance of children between the ages of six and thirteen years, residing in sparsely populated localities, whose residences are not less than four miles from the nearest existing school, and who, as certified by the Director, would without such allowance be unable to attend a school ... 4d.

2. Payments will be granted from the day on which children reach the age of six years, and will cease on the last day of the month in which they reach the age of twelve or thirteen years, as the case may be.

3. Such payments will be made monthly through the head teacher, who will certify that such children are duly conveyed in accordance with clauses (a), (b), or (d) in section 1 above.

4. Parents must make all arrangements for the conveyance of their children, and must accept all responsibility in connexion therewith.

5. Permission of the Department must be obtained before any names are added to the monthly claim.

6. Subject to the conditions of Section 1, special State school tickets will be issued by the Railway Department to and from certain stations, and these tickets must be paid for by the children at the time of issue. The return half will not be available unless initialed by the head teacher as a guarantee that the child has been in attendance.

(a) Head teachers will be required to keep a record of the number of tickets issued to each child, and to furnish a return monthly to the Education Department, upon receipt of which the parents will be reimbursed.

(b) The fares by rail are as follow:—Up to six miles, 2d. daily; from six miles and upwards, 4d. daily.

REGULATION XXV.—BOARDS OF ADVICE.

1. The duties of Boards of Advice as set forth in section 20 of Act No. 1086 are as follow:—

- (I.) To direct, with the approval of the Minister what use shall be made of school buildings after the children are dismissed from school or on days when no school is held therein:
- (II.) To report on the condition of the schools, as to the premises and their condition, whether new schools are required, and as to books, furniture, gymnastic appliances, or other requirements:
- (III.) To suspend any school teacher for misconduct and report the cause of such suspension to the Minister:
- (IV.) To visit the schools from time to time, and to record the number of children present, and their opinion as to the general condition and management of the schools:
- (V.) To use every endeavour to induce parents to send their children regularly to school, to compare the attendance of children at school with the roll for the school district, and to report the names of parents who fail or refuse to educate their children or to send them to school:
- (VI.) To recommend the payment by the Education Department of school fees or the grant of a scholarship or exhibition in the case of any child displaying unusual ability.

Use of School Buildings.

2. Under the direction of a Board of Advice, a school building may be used after the children are dismissed from school or on days when no school is held therein, subject to the conditions hereinafter mentioned.

3. A guarantee, in a form approved by the Director, must be given to repair any damage to the premises or school property.

4. If it is necessary to displace the furniture or school apparatus, this must be done at the expense and risk of

the persons using the room, and everything must be replaced at least one hour before the commencement of the next school meeting.

5. For the use of each room, when used for general purposes, five shillings must be paid to the head teacher, who will retain two shillings and sixpence towards the expenses of cleaning the room, and pay the balance to the Board of Advice towards a fund for obtaining school apparatus.

6. When school-rooms are used periodically for local purposes, the fee may, with the consent of the Board of Advice, be reduced to one shilling, to be paid to the teacher.

7. When school-rooms are used for religious instruction on school days, and immediately after the ordinary school hours, no charge will be made. When so used on other than school days, a fee of one shilling will be charged for each room, subject to the condition that the total charge shall not exceed two shillings and sixpence, whatever the number of rooms used. This fee will be retained by the head teacher towards the expense of cleaning the rooms.

8. No charge will be made for the use of school-rooms for meetings or elections of Boards of Advice.

9. The Minister will not approve of State school buildings being used for other than school purposes if such use is likely to interfere with the school, if the school property is likely to be injured, or if such use is objected to by the parents of the children attending such school.

10. Permission for the occasional use of a school building may be granted by the Director for the purpose of school entertainments for private profit, if he is satisfied as to the educational nature of the entertainments and of the personal character of the applicant. Persons making application should forward recommendations from Boards of Advice or from teachers. The names of persons receiving general permits for the purpose of holding entertainments will be inserted in the *Education Gazette* as authority to the head teachers.

Works that may be Done Under the Direction of Boards of Advice.

11. Boards of Advice are authorized to incur expenditure on the vested school buildings in the several districts according to the following scale:—

For First, Second, and Third Class schools within its district, £6 each per annum, from 1st July to 30th June.

For Fourth, Fifth, Sixth, and Seventh Class schools within its district, £4 each per annum, from 1st July to 30th June.

12. The whole amount available for expenditure at the direction of any one Board of Advice in any year may be expended on all or any one or more of the State school buildings within the school district of such Board of Advice.

13. Payments will be made by the Education Department upon the presentation of claims setting forth clearly the character of the work done, and certified by the chairman or the correspondent of the board.

14. The accounts for each board will be made up to the 30th June in each year, when all unexpended balances will lapse. The amount available for each school will be determined by its classification on the 1st July.

15. The following works may be done under the provisions of section 10 above:—

- (a) Small repairs to floors, door-steps, galleries, and furniture, especially where prompt action might prevent accidents to the teachers or children.
- (b) Repairs to tank-stands, tanks, and taps, well and pump, or other means of supplying the school with water.
- (c) Repairs to roofs, spouting, and down-pipes, so as to secure—(1) the building from damage, and (2) the proper storage of the rainfall. Repairs to drains.
- (d) Repairs to hobs, hearths, and backs of fire-places; re-setting ovens when necessary.
- (e) New door hinges, locks, or other fastenings when the old ones are missing or past repair.
- (f) New fastenings and cords to windows when necessary. Refrosting of windows.

(g) Repairs to out-offices and guard fences, also to urinals.

(h) Small repairs to fences and gates.

(i) Removing dangerous trees, stumps, or logs, and filling up holes in paths or near school building and out-offices.

(j) Generally, small repairs or works necessary to prevent further damage or dilapidation to the school property, or to prevent accidents to the teachers or children.

(k) New work, e.g., fencing and other permanent improvements, is not to be undertaken unless the express permission of the Department in writing has first been obtained.

16. To encourage Boards of Advice to improve the condition of the schools and grounds under their charge the Minister will be prepared to subsidize at the rate of £1 for £1 all moneys raised locally and expended wholly upon the improvement of the school property, e.g., by asphaltting grounds, renewal or erection of fencing of school premises, erecting shelter sheds, improvement of teachers' residences. A subsidy shall on no account be paid unless the Minister's sanction to the expenditure has been obtained prior to the works being carried out, and all applications for such sanction must be accompanied by a full statement of the proposed works and an estimate of their cost.

17. No member of a Board of Advice may be directly or indirectly interested pecuniarily in any work submitted by the board for the approval of the Minister.

Relations to Teachers.

18. Members of Boards of Advice are expected to foster the schools under their care by showing an active interest in and sympathy with the work of the teachers and scholars. While exercising general supervision over the school they should make it their especial care to see that the health and comfort of teachers and children are provided for, that the school is well equipped and well maintained, that regular and punctual attendance is insisted upon from both teachers and pupils, and that sympathetic relations are encouraged as between teachers and parents. It is no part of their duties to interfere with the curriculum of instruction or with the methods employed by the teacher. At their visits to schools members of Boards of Advice are entitled to inspect any of the records of the school, and they should check and sign the attendance registers at each visit. Any remarks they desire to make upon matters arising out of their visit should appear in the column for "remarks" upon the class rolls.

19. Teachers taking charge of schools will report the fact to the correspondent of the Board of Advice upon a prescribed form.

20. Boards of Advice 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. They must report to the Minister the result of their investigations.

21. A Board of Advice 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 take such action as he may deem necessary.

22. Members of Boards of Advice are authorized to make suggestions, but not to give orders to teachers.

Boards of Advice and their Elections.

23. School districts shall mean the districts which shall from time to time be constituted and defined by Order in Council.

24. The Board of Advice for each school district shall consist of such number of members, not less than five nor more than seven, as shall be specified in the order constituting the same.

25. For every school district the Governor in Council may from time to time, as occasion may require, appoint a person to be returning officer, and may remove every such person; and every such appointment and removal

shall be notified in the *Government Gazette*. The returning officer may appoint a deputy or deputies to assist him, or to act in his room, at any such election, and any such deputy may do all or any of the acts or things which the returning officer is hereby authorized or required to do.

26. "Ratepayer" shall mean any person whose name is on the roll of ratepaying electors for the whole or any part of a school district in force for the time being, and residing within such school district, or any person who shall prove to the satisfaction of the returning officer that he is a ratepayer residing within such school district although his name is not on such roll of ratepaying electors.

27. There shall be an election of Boards of Advice once in every three years, to be held in respect of each school district on the date for the time being fixed for the municipal elections in the City, Town, Borough, or Shire as the case may be within which the area comprised in the school district or a major part thereof is situated or included. The first of such triennial elections to be held on the date fixed for such elections in the present year.

Provided that if in any case, from any unforeseen cause, a poll shall not stand appointed for the date fixed for such municipal elections in a year in which a triennial election should be held, an election shall be held as soon thereafter as may be convenient, on a day to be fixed by the returning officer.

28. The first general election of a Board of Advice in any school district shall be held as soon as convenient after the appointment of the returning officer of the district, and every such election shall take place on a day to be fixed by the returning officer, and notified by him by advertisement, as hereinafter mentioned.

29. All members of Boards of Advice elected or appointed subsequently to the passing of these regulations shall retire at the conclusion of the next triennial election succeeding the date of their election or appointment.

Nomination of Candidates.

30. Twenty-one *clear* days before any election of members of any Board of Advice the returning officer shall give notice of such election, by advertisement in some newspaper circulating in the school district, notifying the same to the Department by letter, and by such notice shall require all candidates at such election to be nominated at some place to be named in such advertisement, in manner hereinafter mentioned, between the hours of ten o'clock in the forenoon and four o'clock in the afternoon on some day before the election, hereinafter called the day of nomination, being not less than four *clear* days from the time of giving such notice, and not less than fourteen *clear* days before the day of election; and any person desirous of nominating a candidate shall, before four o'clock in the afternoon of the day next preceding the nomination day, cause to be delivered to the returning officer or his deputy a nomination paper in the form in the First Schedule or to the like effect, stating therein the christian name and surname of such candidate, together with the other particulars required in and by the said schedule; and such nomination paper shall be signed by not less than ten persons duly qualified to vote at such election, and also by the person named therein as a candidate.

31. The returning officer shall, between the hours of nine o'clock in the forenoon and four o'clock in the afternoon, upon each day between the giving as hereinbefore provided for notice of any election and the day of nomination named therein, keep posted outside the place so as aforesaid named for the delivery of nomination papers the names of all persons who shall previously have become candidates for such election.

32. If at the expiration of the time limited as hereinbefore provided for the nomination of candidates the number of persons who shall have become candidates as aforesaid shall not exceed the number of members then to be elected, the returning officer shall then declare such candidates to be duly elected, and shall notify under

his hand the same to the Minister of Public Instruction, and the names of the members so elected shall be published in the *Government Gazette*.

Polling, &c.

33. Any State school building in a school district, and any other place which may be fixed by the returning officer, shall be a polling place for such district.

34. If at the expiration of the time aforesaid the number of candidates shall exceed the number of members to be elected, then the returning officer shall forthwith transmit the names of such candidates to the Department, and the Department will cause ballot-papers to be printed with the Christian names and surnames of all the candidates in full in the form in the Second Schedule. The names of the persons so nominated, and notice that a poll will be taken for the election of such members on the day appointed for holding the election under the provisions thereof, and named in such notice, at the polling place or polling places, shall be published in the *Government Gazette*, and such poll shall take place accordingly, and shall commence at eight o'clock in the forenoon and close at five o'clock in the afternoon. Provided that in the case of school districts situated within the Metropolitan Area as comprised within the City of Melbourne and the several other municipal districts specified in the Second Schedule to the *Melbourne and Metropolitan Board of Works Act 1890*, except the Borough of Brighton and the Shires of Boroondara and Caulfield, and in the case of such other school districts outside of the Metropolitan Area or in the Borough of Brighton, the Shire of Boroondara, or the Shire of Caulfield, as may obtain the sanction of the Minister for the extension of time, the hour of closing the poll shall be seven o'clock in the afternoon.

35. If after a poll shall stand appointed as aforesaid at any election, any person who shall duly have become a candidate for such election and five of the persons having signed the paper nominating him as aforesaid shall be desirous that he retire from such candidature, such candidate and the persons aforesaid, not later than four *clear* days before the day of polling, may sign and deliver to the returning officer between the hours of nine o'clock in the forenoon and four o'clock in the afternoon a notice in the form in the Third Schedule, stating that such candidate so retires; and the returning officer, on such receipt of such notice, if the number of candidates shall by such retirement be reduced to the number of members to be elected at such election, shall on the day appointed for the election declare the remaining candidates to be duly elected, and if the said number shall not be reduced shall omit the name of such persons so retiring from the ballot-papers to be used at the said election, and if such ballot-papers shall have been already printed shall erase such name therefrom, and such person shall not be capable of being elected at such election.

36. At every election the returning officer, if it shall appear to him expedient for taking the poll, may cause school buildings to be divided, and allotted into compartments as to the returning officer shall seem most convenient, and the returning officer may also appoint poll clerks to attend at such election.

37. The returning officer or his deputy, or some one to be appointed by writing under the hand of the returning officer or his deputy, shall preside at each polling booth for taking the poll.

38. Each candidate shall be entitled to appoint in writing one scrutineer to be present at each polling booth; and such scrutineers and the returning officer or deputy or other person and the poll clerks, and any voters not exceeding six in number actually engaged in voting and to be named if necessary by such returning officer or deputy or other person so appointed, shall alone be permitted at any one time to enter or remain in the polling booth.

39. The returning officer or his deputy or other person so appointed shall provide pencils in every polling booth for the use of the voters, and also a locked box, to be called the ballot-box, with a cleft or opening therein capable of receiving the ballot-papers; and such box shall

be opened and exhibited to the poll clerks and scrutineers before the polling begins, and shall stand on a table opposite the returning officer or deputy or other persons so appointed, who shall keep the key of such box.

40. The returning officer or his deputy or other person so appointed shall deliver to every voter who shall require the same one ballot-paper in the form aforesaid, and initiated by the returning officer; and every such voter shall, without leaving the booth, strike out from such paper the names of every candidate for whom he shall not desire to vote; and in case any voter shall be unable to read or write, the returning officer or his deputy or other person so appointed, if required, shall in view of such one of the scrutineers as such voter may desire, strike out the names of such candidates as such voter may designate, and after such names shall be so struck out the ballot-paper shall be forthwith deposited in the said box.

41. Before delivering a ballot-paper to a voter the returning officer or his deputy or other person so appointed shall write upon the back of such ballot-paper, as near as practicable to the lower edge thereof, the number corresponding to the number set opposite to the voter's name in the roll of ratepaying electors, if any, and if necessary some mark to designate such roll, and shall thereupon upon a copy of such roll check off such voter's name as having voted, and if such voter's name is not on the roll of ratepaying electors, he shall enter such name in a book to be kept for that purpose, and shall number such name and the ballot-paper with a corresponding number.

42. If any voter shall suffer to remain upon his ballot-paper a greater number of names not struck out than the number of members to be elected, the vote given on and by such paper shall be void and of no effect.

43. At all elections in any school district the returning officer, or his deputy or other person so appointed as aforesaid, may if he see fit, or if required so to do by any candidate or scrutineer, shall put to any person tendering his vote—

As being on a roll of ratepaying electors, the questions following:—

- (i.) Are you the person whose name appears as (A.B.) in the roll of ratepaying electors now in force for [naming the municipal division]?
- (ii.) Are you still a ratepayer residing in the school district.
- (iii.) Have you already voted at the present election.

And no person who shall refuse to answer any of such questions, or who shall not answer the first and second of such questions absolutely in the affirmative and the third of such questions absolutely in the negative, shall be permitted to vote.

Where the person claiming to vote as a ratepayer, and whose name is not on the roll of ratepaying electors, the questions following:—

- (i.) What is your name?
- (ii.) Are you the owner or occupier of property within this school district for which you are liable to be rated?
- (iii.) What is the property in respect of which you claim to vote, and the name and situation thereof, and to what corporation are you liable to pay rates in respect thereof?
- (iv.) Have you already voted at the present election?

And no person who shall refuse to answer any of such questions, or whose answer to the same shall not show his right to give such vote, shall receive a ballot-paper, or be permitted to vote.

44. Immediately upon the close of the poll the returning officer or his deputy, or such other person appointed at each polling booth, shall proceed, in the presence and subject to the inspection of the poll clerks and of so many of the scrutineers of the candidates as shall be pleased to be present, to ascertain the number of votes for each candidate; and such returning officer or deputy or other person respectively shall abstain from inspecting the

number written as aforesaid on any ballot-paper, and take care that the same is not seen by any person before being sealed up as herein provided; and the deputy or such other person shall immediately forward the ballot-papers sealed up, together with a list made up under the inspection of the said scrutineers of the total number of votes for each candidate, to the returning officer; and the returning officer shall in like manner seal up the ballot-paper deposited in the booth in which he shall have presided; and such returning officer shall as soon as conveniently may be on or after the day of the poll, give public notice of the number of votes given to each candidate, and shall declare the candidates not exceeding the number of vacancies to be filled up who have received at all the polling booths taken together the greatest number of votes to be duly elected as members of the Board of Advice, and shall notify under his hand, to the Minister of Public Instruction, the names of the members so elected, and such names shall be published in the *Government Gazette*, and if two or more candidates shall have received an equal number of votes, the returning officer shall in such case have the casting vote.

45. The returning officer shall forthwith after the declaration of the poll, cause all the sealed parcels of ballot-papers to be sealed up in a packet indorsed with the description of the contents thereof signed by the returning officer, and shall safely and secretly keep the same for six months; and shall after the expiration of such period of six months cause such ballot-papers to be destroyed in presence of three of the members of the Board of Advice so elected.

46. When the proceedings at any election of any Board of Advice shall be interrupted or obstructed at any polling place by any riot or open violence, the returning officer or deputy or person appointed as aforesaid, as the case may be, shall not finally close the poll, but shall adjourn the taking of the poll at the polling place at which such interruption or obstruction shall have happened to the following day; and, if necessary, such returning officer, deputy, or person aforesaid, shall further adjourn such poll until such interruption or obstruction shall have ceased, when such returning officer, deputy, or person aforesaid, shall again proceed with the taking of the poll at the place at which the same may have been so interrupted or obstructed.

47. If from any cause, not being such as the last preceding section mentioned, after a poll shall stand appointed for any election no such election shall take place on the day appointed for the same, the election shall stand adjourned until the same day of the following week, and the returning officer shall give not less than three days' previous notice thereof, by advertisement or by placards affixed in public places in the school district.

48. If at any election no members or a less number of members than is necessary to fill the vacancies to fill which such election was held shall be elected, the returning officer shall notify the same forthwith to the Minister of Public Instruction.

49. Whenever, during the period which elapses between two triennial elections, a vacancy occurs in any Board of Advice, and it may not be advisable or practicable to hold an election to fill up such vacancy, the Governor in Council may appoint some suitable person to fill up such vacancy, and the person so appointed shall hold office till the conclusion of the next triennial election.

50. When any vacancy takes place in any Board of Advice, and it is deemed advisable to fill up such vacancy by an election, the Minister of Public Instruction shall cause the same to be notified to the returning officer, who shall thereupon proceed to fill up the vacancy by an election in the manner hereinbefore provided.

51. No person who acts as returning officer, or as deputy returning officer, at any election shall be or become a candidate for the office of member of the Board of Advice at such election.

52. The death or resignation of any member of a Board of Advice shall be at once notified by such Board to the Minister of Public Instruction.

53. Any member of a Board of Advice who shall absent himself from the meetings of the Board for three months consecutively, having been duly summoned to attend, shall be liable to be removed, and may thereupon be removed accordingly.

54. The removal by the Governor in Council of any member of a Board of Advice for misconduct shall render every such person ineligible for re-election, and incapable of holding the position of a member of a Board of Advice for any school district for a period of three years from the date of such removal, or for such further period as may be determined on by the Governor in Council.

SCHEDULES.

FIRST SCHEDULE.

The day of 19
 We, the undersigned voters of the school district of
 do hereby nominate *stating Christian and surname*
 of as a candidate for the office of a member of the
 Board of Advice of the said school district, at the election to
 be held on the day of A.D. 19
[Here are to follow the signatures.]
 And I, the above-named do hereby consent to such
 nomination.
 (Signed)

SECOND SCHEDULE.

School District of
 Candidates' Names *[arrange in alphabetical order of surnames]*:—
 A.B.
 C.D.
 E.F.
 G.H.

DIRECTIONS.

The voter is to strike out the name of the candidate or candidates for whom he does not intend to vote, by drawing a line through the same with a pencil.
 He must be careful not to leave uncanceled the names of more than candidates, otherwise this ballot-paper will be invalid.
 The ballot-paper so marked by or for the voter is to be dropped by him into the ballot-box.
 The voter is not permitted to take his ballot-paper out of the ballot-room or polling booth.

THIRD SCHEDULE.

We, the undersigned nominators of A.B. as a candidate at the election of members of the Board of Advice, to be held on the day of in and for the school district of do hereby withdraw the said A.B. as such candidate.
[Here follow signatures of nominators.]
 And I, the said A.B., do hereby retire from being such candidate.
 (Signed) A.B.

SCHOOL DISTRICTS AND THE NUMBER OF MEMBERS WHICH THE BOARD OF ADVICE FOR EACH DISTRICT IS TO CONSIST OF.

No. of School District.	No. of Members.
1	7
2	7
3	7
4	7
5	7
6	7
7	7
8	7
9	7
10	7
11	7
12	5
13	5
14	5
15	5
16	5
17	7
18	5
19	5
20	7
21	5
22	7

SCHOOL DISTRICTS, ETC.—continued.

No. of School District.	No. of Members.
23	5
24	5
25	7
26	5
27	7
28	7
29	5
30	5
31	7
32	5
33	7
34	5
35	5
36	7
37	5
38	5
39	5
40	5
41	5
42	5
43	7
44	5
45	5
46	5
47	5
48	5
49	7
50	7
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90	5
91	5
92	5
93	5
94	5
95	5
96	5
97	5
98	5
99	7
100	5
101	5
102	5
103	5
104	5
105	5
106	5
107	5
108	5
109	5
110	5
111	5
112	5
113	5
114	5

SCHOOL DISTRICTS, ETC.—continued.			SCHOOL DISTRICTS, ETC.—continued.		
No. of School District.		No. of Members.	No. of School District.		No. of Members.
115	Shire of Buninyong—North and Middle Ridings	5	208	Shire of Mount Franklin—Southern Riding	5
116	" Buninyong—South Riding	5	209	" Mount Rouse—Penshurst Riding	5
117	" Buninyong—West Riding	5	210	" Mount Rouse—Chatsworth Riding	5
118	Town of Caulfield	7	211	" Mount Rouse—Dunkeld Riding	5
119	Shire of Colac—Beacac Riding	5	212	" Newham	5
120	" Colac—Corangamite Riding	5	213	" Newstead—South Riding	5
121	" Colac—Weering Riding	5	214	" Newstead—North and East Ridings	5
122	" Corio—Lara Riding	5	215	" North Ovens—Tarrawingee Riding	5
123	" Corio—Peak Riding	5	216	" North Ovens—Central Riding	5
124	" Corio—Moorpanyal Riding	5	217	" North Ovens—Estcourt Riding	5
125	" Cranbourne—Cranbourne Riding	5	218	" Nunawading	5
126	" Cranbourne—Lyndhurst Riding	5	219	Borough of Oakleigh and Shire of Mulgrave	5
127	" Cranbourne—Yallock Riding	5	220	Shire of Omeo	5
128	" Creswick—North Riding	5	221	" Oxley—Western Riding	5
129	" Creswick—South Riding	5	222	" Oxley—Central Riding	5
130	" Creswick—East Riding	5	223	" Oxley—Eastern Riding	5
131	" Dandenong	5	224	" Towong—Tallangatta Riding	5
132	" Epping—Epping Riding	5	225	" Pyalong	5
133	" Epping—Woodstock Riding	5	226	" Ripon—North Riding	5
134	" Whittlesea—Morang and Yan Yean Ridings	5	227	" Ripon—East Riding	5
135	" Dundas—South Riding	5	228	" Ripon—West Riding	5
136	" Dundas—East Riding	5	229	" Romsey—Monegeeta Riding	5
137	" Dundas—West Riding	5	230	" Romsey—Romsey Riding	5
138	" East Loddon—North and South Ridings	5	231	" Lancefield	5
139	" Mirboo	5	232	" Rosedale	5
140	" Dimboola—North Riding	5	233	" Rutherglen	7
141	" Eltham—North Riding	5	234	" Seymour	5
142	" Eltham—East Riding	5	235	" Springfield—North and Central Ridings	5
143	" Eltham—South Riding	5	236	" Springfield—South Riding	5
144	Town of Malvern	5	237	" Donald—South Riding	5
145	Shire of Gisborne	5	238	" Donald—Central Riding	5
146	" Glenelg—South Riding	5	239	" Kara Kara	7
147	" Glenelg—Central Riding	5	240	" Stawell—North Riding	5
148	" Glenelg—North Riding	5	241	" Stawell—East Riding	5
149	" Glenlyon—West Riding	5	242	" Stawell—West Riding	5
150	" Glenlyon—North Riding	5	243	" Strathfieldsaye—Axedale Riding	5
151	" Goulburn	7	244	" Strathfieldsaye—Strathfieldsaye Riding	5
152	" Grenville—North Riding	5	245	" Strathfieldsaye—Mandurang Riding	5
153	" Grenville—West Riding	5	246	" Dunmunkle—West Riding	5
154	" Grenville—East Riding	5	247	" Wycheproof—Tyrrell Riding	5
155	" Hampden—North Riding	5	248	" Kerang—North-West & South-West Ridings	5
156	" Hampden—East Riding	5	249	" Talbot—East Riding	5
157	" Hampden—West Riding	5	250	" Talbot—West Riding	5
158	" Heidelberg—Heidelberg and Ivanhoe Ridings	5	251	" Talbot—South Riding	5
159	" Huntly—West Riding	5	252	" Tullaroop—West Riding	5
160	" Preston	5	253	" Tullaroop—East Riding	5
161	" Keilor	5	254	" Tullaroop—North Riding	5
162	" Charlton	5	255	" Orbost—West Riding	5
163	" Birchip	5	256	" Waranga—Central and East Ridings	5
164	" Violet Town	5	257	" Waranga—Western Riding	5
165	" Heytesbury	5	258	" Rodney	5
166	" Kyneton—Tylden Riding	5	259	" Warrnambool—East Riding	7
167	" Kyneton—Carlsruhe Riding	5	260	" Warrnambool—North Riding	5
168	" Kyneton—Lauriston and Edgecombe Riding	5	261	" Berwick—Iona Riding	5
169	" Kyneton—Kyneton Riding	5	262	" Ferntree Gully—East Riding	5
170	" Leigh—West Riding	5	263	" Winchelsea—East and West Ridings	5
171	" Leigh—Middle Riding	5	264	" Winchelsea—Middle and Coast Ridings	5
172	" Leigh—East Riding	5	265	" Wyndham—North and East Ridings	5
173	" Lexton—North Riding	5	266	" Wyndham—South Riding	5
174	" Lexton—South Riding	5	267	" Yackandandah—Barnawartha Riding	5
175	" Lexton—West Riding	5	268	" Wodonga	5
176	" Lillydale—Eastern Riding	5	269	" Yackandandah—Kiewa and Yackandandah Ridings	5
177	" Lillydale—North-Western and South-Western Ridings	7	270	" Broadford	5
178	" Karkaroc	5	271	" Healesville—Southern Division	5
179	" South Gippsland	5	272	" Coburg	5
180	" Mansfield	5	273	" South Barwon—Connewarre Riding	5
181	" Marong—North-West Riding	5	275	" Heidelberg—Greensborough Riding	5
182	" Marong—North-East Riding	5	276	" Howqua—Howqua and Jamieson Ridings	5
183	" Marong—South Riding	5	277	" Howqua—Lauraville Riding	5
184	" Melton	5	278	" Chiltern	5
185	" Meredith—East Riding	5	280	" Phillip Island—Phillip Island Riding	5
186	" Meredith—North and South Ridings	5	281	" Templestowe	5
187	" Merriang—Beveridge Riding	5	283	" Whittlesea—Whittlesea Riding	5
188	" Merriang—Donnybrook Riding	5	284	" Yea	5
189	" Merriang—Wallan Wallan Riding	5	285	" Orbost—North and East Ridings	5
190	" Metcalfe—North and West Ridings	5	287	" Phillip Island—Corinella and Woolamai Ridings	5
191	" Metcalfe—South and Taradale Ridings	5	291	" Portland—East Riding	5
192	" Minhamite—North-East Riding	5	292	" Portland—South Riding	7
193	" Minhamite—South-East Riding	5	293	" Portland—West Riding	5
194	" Minhamite—West Riding	5	294	" Mortlake—Ballengeich Riding	5
195	" Moorabbin	5	295	" Poowong and Jeetho—Poowong Riding	5
196	" Frankston and Hastings	5	296	" Poowong and Jeetho—Jeetho Riding	5
197	" Mortlake—Woorndoo Riding	5	297	" Poowong and Jeetho—Korumburra Riding	5
198	" Mortlake—Mortlake Riding	5	298	" Poowong and Jeetho—Jumbunna Riding	5
199	" Mortlake—Darlington Riding	5	300	" Wannon—Coleraine Riding	5
200	" McIvor—South-Western Riding	5	301	" Wannon—Balmoral Riding	5
201	" McIvor—Eastern Riding	5	302	" Wannon—Nareen Riding	5
202	" McIvor—North-Western Riding	5	304	" Maldon—Maldon Riding	5
203	" Mount Alexander—Campbell's Creek Riding	5	305	" Maldon—Baringhup Riding	5
204	" Mount Alexander—Fryer's Riding	5	306	" Maldon—Walmer Riding	5
205	" Mount Alexander—Guildford Riding	5	307	" Towong—Mitta Mitta Riding	5
206	" Mount Franklin—Northern Riding	5	308	" Towong—Corryong Riding	5
207	" Mount Franklin—Central Riding	5			

SCHOOL DISTRICTS, ETC.— <i>continued.</i>			SCHOOL DISTRICTS, ETC.— <i>continued.</i>		
No. of School District.		No. of Members.	No. of School District.		No. of Members.
309	Shire of Towong—Murray Riding ...	5	360	Shire of Shepparton ...	5
310	" Echuca—Central Riding ...	5	361	" Lowan ...	5
312	" Numurkah—Moirra Riding ...	5	362	" Lawloit ...	5
313	" Echuca—North-West Riding ...	5	363	" Huntly—South Riding ...	5
314	" Ballan—West Riding ...	5	364	" Broadmeadows—Campbellfield Riding ...	5
315	" Ballan—South Riding ...	5	365	" Avon—North Riding ...	5
317	" Echuca—South-West Riding ...	5	366	" Kerang—North-East and South-East Ridings ...	5
319	" Stawell—North-East Riding ...	5	368	" Wycheproof—North, South, and West Ridings ...	5
321	" Mount Alexander—Vaughan Riding ...	5	369	" Traralgon—East and Central Ridings ...	5
322	" Dunmunkle—East Riding ...	7	370	" Morwell ...	5
324	" Narracan ...	5	371	" Walhalla ...	7
325	" East Loddon—East Riding ...	5	372	" Glenlyon—East Riding ...	5
329	Borough of Geelong West ...	5	373	" Euroa—North Riding ...	7
330	Shire of Warragul ...	5	374	" Kowree—North Riding ...	7
331	" Buln Buln ...	5	375	" Borung—West Riding ...	5
333	" Tambo—Bruthen Riding ...	5	376	" Dimboola—South Riding ...	5
334	" Tambo—Bumberrah Riding ...	5	377	" Dimboola—West Riding ...	5
335	" Tambo—Buchan Riding ...	5	378	" Yarrowonga ...	5
336	" Bairnsdale—South Riding ...	5	379	" Tungamah—Central Riding ...	5
339	Town of Northcote ...	5	380	" Tungamah—North-West & South-West Ridings ...	5
342	Shire of Huntly—North Riding ...	5	381	" Dunmunkle—North Riding ...	5
343	Borough of Flemington and Kensington ...	5	382	" Gordon—East Riding ...	5
344	" Horsham ...	5	383	" Gordon—Central Riding ...	5
345	Shire of Korong—North Riding ...	5	384	" Gordon—West Riding ...	5
346	" Korong—Central Riding ...	5	385	" Numurkah—West Riding ...	5
347	" Korong—South Riding ...	5	386	" Kowree—Eastern Riding ...	5
348	" Romsey—Riddell's Creek Riding ...	5	387	" Kowree—Central Riding ...	5
349	" Romsey—Rochford Riding ...	5	388	" Kowree—Western Riding ...	5
350	" Kilmore—Bylands and Glenburnie Riding ...	5	389	" Borung—North, East, and South Ridings ...	5
351	" Kilmore—Willowmavin & Moranding Riding ...	5	390	" Orbost—Central and South Ridings ...	5
352	" Flinders and Kangerong—East Riding ...	5	391	" Woorayl ...	5
353	" Flinders and Kangerong—Centre Riding ...	5	392	" Mildura ...	5
354	" Flinders and Kangerong—West Riding ...	5	393	" Upper Yarra ...	5
354	" Warrnabool—South Riding ...	5	394	" Tungamah—Southern Riding ...	5
355	" Wimmera—North Riding ...	5	395	" Healesville—Northern Division ...	5
356	" Arapiles ...	5	396	" Berwick—Beaconsfield Riding ...	5
357	" Wimmera—South Riding ...	5	397	" Doncaster ...	5
358	" Numurkah—Central and Eastern Ridings ...	5	398		
359					

And the Honorable Arthur Otto Sachse, His Majesty's Minister of Public Instruction for the State of Victoria, shall give the necessary directions herein accordingly.

ROBERT S. ROGERS,
Clerk of the Executive Council.