



SUPPLEMENT
TO THE
VICTORIA
GOVERNMENT GAZETTE

OF FRIDAY, MARCH 13, 1896.

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MONDAY, MARCH 16.

[1896.]

Education Act 1890 and Teachers Act 1893.

REGULATIONS.

At the Executive Council Chamber, Melbourne, the sixth day of March, 1896.

PRESENT :

His Excellency the Governor.

Mr. Peacock
Mr. Williams

Mr. Taverner
Mr. McCulloch.

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 : And whereas by section 18 of the *Teachers Act 1893* (56 Vict. No. 1302) it is also enacted that the Governor in Council may make regulations for the purposes therein mentioned, and for carrying out any of the provisions of the said Act : Now therefore his Excellency the Governor of Victoria, with the advice of the Executive Council thereof, doth hereby repeal all previous regulations made under the provisions of the Acts aforesaid, and of Part III. of the *Public Service Act 1890* (54 Vict. No. 1133), and doth make the following Regulations in lieu thereof, that is to say :—

REGULATIONS UNDER THE EDUCATION ACT 1890.

REGULATIONS.

I.—The Course of Free Instruction shall be as follows :—

CLASS I.

(The average age of scholars presented for *individual* examination should not exceed eight years.)

Reading and Spelling.—Reading tablets, the First and Second Australian Primers, and the Introductory Reader, or approved equivalents.

Recitation.—Approved poems, at least 150 lines.

Writing.—To be learning to form on slates small letters, short words, and capitals from copies on the black-board and from dictation ; the elder and more advanced children to be learning to write in copy-books with pen or pencil, as in Australian Copy-books, Set A I, or approved equivalent ; and to transcribe on slates.

Arithmetic.—To be learning to count up to 100 ; to read and write numbers up to 100 ; oral addition and subtraction of numbers each less than 11.

General Lessons.—Object lessons, and lessons on common facts such as—

- (a) Familiar objects of the home and the school-room, *e.g.*, table, window, fireplace, loaf of bread, cup of tea, a clock, telling the time.
- (b) Such animals as are mentioned in the Reading Books.
- (c) Form and colour, days of the week, &c.

And, where practicable, appropriate and varied occupations (*e.g.*, kindergarten work).

Needlework.—Needle drill, placing a hem, learning to hem, fastening a new thread on. Boys, where practicable, to have instruction in this subject.

*Singing.**—Infant-school songs. In addition to regular lessons suitable school songs should be sung at changes in class.

Drawing.†—Suitable exercises on slate or paper, plain, or ruled as for kindergarten work.

Marching, Disciplinary and Physical Exercises.‡

CLASS II.

(Average age of scholars should not exceed nine years.)

Reading, Spelling and Explanation.—The Second Royal Reader, or approved equivalent.

Recitation.—Poetry from the Reading Book, at least 150 lines.

Writing.—Short words in copy-books, as in Australian Copy-books, Set A 2, or approved equivalent; copying on slates, in manuscript, sentences from the Reading Book; and writing on slates from copies set on the black-board.

Arithmetic.—Numeration and notation of numbers less than 10,000; simple addition, subtraction of numbers not higher than 100,000, and the multiplication table.

Mental Arithmetic.—Easy exercises in the addition, subtraction, and multiplication of abstract and concrete numbers.

Geography.—Explanation of a map and of simple geographical terms; geography of the locality; and to point out on a map the continents, oceans, and larger seas.

General Lessons.—Object lessons. Twelve to be given on natural and manufactured products from prepared notes.

Needlework.—Hemming (including beginning a hem), placing a fell, learning to seam, knitting-pin drill. Boys, where practicable, to have instruction in this subject.

Singing.*—Easy school songs.

Drawing.†—As for Class I., but work to be of better quality.

Drill.—Class Drill, including the Physical Exercises.‡

CLASS III.

(Average age should not exceed ten years and six months.)

Reading, Spelling and Explanation.—The Third Royal Reader, or approved equivalent. From 1st February, 1896, until further notice, the *School Paper* will be used instead of the Reader.

Recitation.—Poetry from the Reading Book or *School Paper*, at least 150 lines.

Dictation and Composition.—Dictation from the Reading Book or *School Paper*.

Composition: To form simple sentences.

Writing.—In copy-books, text or half-text or small hand, with capitals, as in Australian Copy-books, Set B 1, 2, and 3, or approved equivalent.

Arithmetic.—Numeration and notation; the four simple rules and the money tables; compound addition and subtraction of money.

Mental Arithmetic.—Easy exercises in the four simple rules, and calculations involved in such simple money transactions as come under a child's notice.

Grammar.—To distinguish nouns, verbs, adjectives, and personal pronouns in easy sentences, abstract nouns not being required.

Geography.—Definitions; the principal physical features and the chief towns of Victoria; the principal inlets, straits, islands, peninsulas, and capes of Australasia as indicated in lists supplied by the Department; the relative positions of the Australasian Colonies, and their capitals.

General Lessons.—Object lessons. Twelve should be given on natural and manufactured products from prepared notes.

* See Directions, Appendix I.—† See General Note (g).—‡ See Appendix II.

- Needlework (for Girls).*—Hemming and seaming; casting on and knitting with two needles, plain and purled (ribbed); stitching on coarse material (*e.g.* forfar).
- Singing.**—Theory: For details see Appendix I.
Practice: For details see Appendix I.
- Drawing.*†—Freehand: Forms based on straight lines and circular curves.
Practical Geometry: Applied Geometry with instruments.
- Drill.*—Class Drill, including the Physical Exercises, and, where practicable, Military Drill, viz., Squad Drill with intervals, in single rank, and in two ranks.‡
- Gymnastics* (where practicable).—The free exercises, marching, running, and jumping, and climbing ropes and poles.

CLASS IV.

(Average age should not exceed twelve years.)

- Reading, Spelling and Explanation, and History.*—The Fourth Royal Reader, or approved equivalent.
- Recitation.*—Poetry or Prose from the Reading Book, at least 150 lines.
- Dictation and Composition.*—Dictation from the Reading Book.
Composition: To form sentences, embodying selected words or phrases; other elementary exercises.
- Writing.*—In copy-books, small hand; simple commercial forms, including receipts, accounts current, and bills of parcels, with proper headings, as in Australian Copy-books, Set C 1, 2, and 3, or approved equivalent.
- Arithmetic.*—Numeration and notation; the simple and compound rules, including exercises in the ordinary weights and measures, reduction, and bills of parcels; simple practice.
- Mental Arithmetic.*—(a) Easy exercises in all the rules under arithmetic in this class. (b) Exercises familiarizing the children with the nature of the fractions $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$. (c) Rules 1, 3, 5, 7 in the section on Mental Arithmetic in the First Book of Arithmetic (Irish National Board's).
- Grammar.*—The parts of speech; inflexions of nouns and adjectives; to analyze simple sentences.
- Geography.*—The outlines of the descriptive geography of Australasia as indicated in lists supplied by the Department; the positions of the chief British possessions and their capitals; the principal islands of the world; the relative positions and the capitals of the countries of the world.
- General Lessons.*§—Form and motions of the earth, causes of day and night, lever, spirit-level, and pump. Lessons should be given from prepared notes.
- Needlework (for Girls).*—Hemming, seaming, knitting (including turning the heel of a stocking and six rows further), stitching, and darning. Sewing a string on.
- Singing.**—Theory: For details see Appendix I.
Practice: For details see Appendix I.
- Drawing.*†—Freehand: Form based on elliptical, spiral, and reflex curves. Comparative strength of lines and drawing from simple objects of one plane.
Practical Geometry: Applied Geometry with instruments. Simple scales, and drawing simple figures to scale.
- Drill.*—Class Drill, including the Physical Exercises, and, where practicable, Military Drill, viz., Squad Drill and Company Drill.‡
- Gymnastics* (where practicable).—As prescribed for the Third Class; and vaulting, exercises on the rings, round swing, and horizontal ladder.

CLASS V.

(Average age should not exceed thirteen years six months.)

- Reading, Spelling and Explanation, and History.*—The Fifth Royal Reader, or approved equivalent.
- Recitation.*—Poetry or Prose from the Reading Book, at least 150 lines.
- Dictation and Composition.*—Dictation from the Reading Book.
Composition: Easy exercises, including letter-writing. The exercises should be such as the reproduction of general lessons, or of short stories, and expanding short notes into sentences. Books to be kept showing these exercises.

* See General Note (f). —† See General Note (g). —‡ See Appendix II. —
§ See General Note (e).

- Writing*.—In copy-books, running hand. Commercial forms of a more advanced character than for Fourth Class, to include accounts current, other accounts, and invoices, &c. Australian Copy-books, Set D 1, 2, and 3, or approved equivalent.
- Arithmetic*.—That prescribed for the Fourth Class; the meaning and notation of a vulgar fraction and a decimal, vulgar fractions, addition and subtraction of decimal fractions, practice, simple proportion, easy examples in simple interest, and the calculation of the area and sides of rectangular figures.
- Mental Arithmetic*.—(a) Easy exercises in all the rules under arithmetic in this class. (b) As in (c), Class IV., and in addition Rules 2, 4, 8, 13, 15, 18, 19.
- Grammar*.—Analysis of complex sentences (detailed analysis required); full parsing of easy sentences.
- Geography*.—Descriptive geography of Europe and the British Empire as indicated in lists supplied by the Department, with a special knowledge of the Australasian Colonies; explanation of the lines marking latitude and longitude and zones on a map of the world.
- General Lessons*.—The work of Class IV., and in addition the causes of the seasons, the atmosphere and its phenomena (winds, rain, &c.), thermometer, barometer, siphon, wheel and axle.
- Needlework (for Girls)*.—To hem, seam, darn, work button-holes, gather, to knit stockings, and to commence patching.
- Singing*.—Theory: For details see Appendix I.
Practice: For details see Appendix I.
- Drawing*.—Freehand: Form based on the same elementary curves as for Class IV., but in more difficult combinations. Drawing from simple objects.
Practical Geometry: Applied Geometry with instruments. Bisections, perpendiculars, angles, parallels, division of lines into parts, proportionals greater or less. Construction of triangles and four-sided figures, circles, inscription and description of figures; simple applications. Drawing to scale.
- Drill*.—As for the Fourth Class.
- Gymnastics* (where practicable).—The exercises prescribed for the lower classes; rod exercises, and exercises on the horizontal bar and slanting ladder.

CLASS VI.

- Reading, Spelling and Explanation, and History*.—The Sixth Royal Reader, or approved equivalent.
- Recitation*.—Poetry or Prose from the Reading Book, at least 150 lines.
- Dictation and Composition*.—Dictation from the Reading Book.
Composition: More advanced exercises, such as—To state in a short and simple form the substance of a narrative; letter-writing. Pupils to keep books showing exercises in composition and letter-writing.
- Writing*.—Running hand. Exercise books containing running hand will be accepted. Commercial forms. Australian Copy-books, Set D 2 and 3, or approved equivalent.
- Arithmetic*.—To vulgar and decimal fractions, compound proportion, interest, and square root; the calculation of the area and sides of right-angled triangles, and of the diameter, circumference, and area of circles, and of the contents and dimensions of rectangular and of cylindrical solids. Less difficult examples in mensuration will be set to pupils who are being examined for the first time in the class, or who are not candidates for a Certificate of Merit, than to those who are examined for the second time in the class or are presented for a Certificate of Merit.
- Mental Arithmetic*.—(a) Exercises in all the rules under arithmetic in this class. (b) As in (b) in Class V., the exercises to be of a more advanced character.
- Grammar*.—Full parsing; analysis (classification and relation of sentences to be given); the structure of words; roots (as in the list prescribed), prefixes and affixes with their meanings and the language from which they are derived; the rules of syntax and their application.
- Geography*.—That prescribed for the Fifth Class in greater detail, and the descriptive geography of Asia, Africa, America, the United States, and British North America, as in list prescribed.

* See General Note (c).—† See General Note (f).—‡ See General Note (g).

*General Lessons.**—The organs of respiration and digestion; the properties of liquids, solids, and gases; the simpler phenomena of heat; the pulley, the inclined plane, and one of the following:—Steam-engine, coal gas and its uses, evaporation and freezing processes, electric telegraph, the extraction of gold, or approved equivalent subject. Lessons on each subject specified to be given from prepared notes.

Needlework (for Girls).—To cut out, put work together, and do all kinds of needlework, including patching. Fine stitching not required.

Singing.—As for the Fifth Class.

Drawing.†—Freehand: Drawing from copies and from objects.

Practical Geometry: Applied Geometry with instruments. Plans and elevations of points, lines, simple solids, and sections.

Drill.—As for the Fifth Class.

Gymnastics.—As for the Fifth Class.

GENERAL NOTES.

(a) *History.*—Outlines of history in the Reading Books of Fourth, Fifth, and Sixth Classes should be supplemented by teachers with information from the *Empire* or equivalent. In all schools where there is not a separate teacher for each of these classes, they may be grouped for instruction in history, may take the same work (Fourth Class work one year, Fifth Class work the next year, and so on), and be examined as a group.

(b) *Recitation.*—Care should be taken that such explanation is given as will enable pupils to understand and repeat intelligently the passages committed to memory. A list of the selections taught in each class should be kept for the Inspector.

(c) *Arithmetic.*—The principles should be fully taught and explained, and from the earliest stages examples illustrating the practical application of the rules prescribed must be given.

In the Third Class problems involving more than one operation will not be required.

In the Fourth Class problems involving more than two operations will not be required.

Exercises under the head of "proportion" may be worked by the unitary method. Cube root will not be required.

The tables to be learnt should be those contained in the Arithmetical Table Book in the Department's list of books and requisites.

(d) *Geography.*—In teaching geography of the locality in Class II., the creeks, mountains, townships, &c., within an easy radius of the school, or that may be seen from any hill near it, should be given. A map showing this information should be provided, and should be left in school by teachers when transferred.

In Class III. the physical features of Victoria should comprise its mountains, rivers, lakes, inlets, capes, and peninsulas.

In Classes IV., V., and VI., by the descriptive geography of a country is to be understood such a description of its physical features, its natural productions, and its inhabitants as is usually found in any good text-book.

(e) *General Lessons.*—In Fourth, Fifth, Sixth, and Seventh class schools the Fourth, Fifth, and Sixth Classes may be combined for general lessons, the work prescribed for the Fifth Class to be taken. Teachers in permanent charge of schools may substitute for general lessons an equivalent number of elementary lessons in any approved science. An abstract of the lessons given should be left in school by teachers when transferred. Instruction will not be considered satisfactory unless illustrated by suitable objects, apparatus, &c.

(f) *Singing.*—(1) Suitable school songs should be taught in all classes. (2) In those schools where the Tonic Sol-fa notation is adopted, instruction must be given in accordance with the requirements of the programme recognised by the Department. (Appendix I.) (3) In Fourth, Fifth, Sixth, and Seventh class schools where there are no visiting teachers of singing, no higher programme than the programme of the Fourth Class will be insisted on in the higher classes. The following books are recommended to teachers who wish to acquire proficiency:—*Stimpson's Singing Class Book*, *Curwen's How to Read Music and Understand it*, *Curwen's Companion for Teachers*, and *Sight Singing for Schools* (London National Society's Depository.)

(g) *Drawing.*—In all classes above the Second, the work should be on paper. In Fourth, Fifth, Sixth, and Seventh class

* See General Note (e). —† See General Note (g).

schools, where there are no visiting teachers of drawing, no higher programme than that of the Fourth Class will be insisted on in the higher classes.

Classes I. and II.—Exercises to be such as appear in Department's Series of Graded Examples; in Poynter's Drawing for the Standards, books 1, 2, 3, and 4; or in Ablett's Drawing Copies, books 1 and 2. In cases where an example is to be used both for freehand and for ruling, *the ruled exercise should be taken first.*

Class III.—Freehand: Poynter's Drawing, book 5, except the last two pages; or Ablett's Drawing Copies, book 3, except diagram No. 25. (It will be noted that the diagrams are such as can be made by rule and compass.) Practical Geometry: Poynter's Drawing, books 7 and 8, or Ablett's Drawing Copies, book 4.

Class IV.—Freehand: Poynter's Drawing, books 9 and 10; or Ablett's Drawing Copies, book 7. (The least complicated diagrams, based on the curves mentioned—elliptical, spiral, and reflex—should be selected; and where dotted lines appear, very faint continuous lines should be used in place of them. Practical Geometry: Poynter's Drawing, books 12 and 13; or Ablett's Drawing Copies, book 9.

Class V.—Freehand: Poynter's Drawing, books 14, 15, and 16; or Ablett's Drawing Copies, books 10 and 11. (In Model Drawing the pupils should draw from the objects, not from the diagrams. In Ablett's Series, books 5 and 8, much useful information will be found regarding the treatment of lessons in drawing from objects.) Practical Geometry: Poynter's Drawing, books 17 and 18; or Ablett's Drawing Copies, book 12.

Class VI.—Freehand: Poynter's Drawing, books 20 and 21; or Ablett's Drawing Copies, books 13 and 14. Practical Geometry: Poynter's Drawing, book 22; or Ablett's Drawing Copies, book 15, parts 1 and 2.

(h) *Cookery.*—In schools where suitable provision is made for instruction in cookery, somewhat less time than is required in other schools may, subject to the approval of the Minister, be given to needlework by the girls in the upper classes.

(i) *Special Lessons.*—To children above nine years of age, lessons from some recognised lesson books on the laws of health and on temperance should be given at least fortnightly. The Health lessons should also include the information contained in these wall sheets—*Treatment of Snake-bite; Treatment of the apparently Drowned; What to do till the Doctor comes.* An abstract of the lessons given should be left in school when a teacher is transferred.

(j) *Certificate of Merit.*—To obtain this certificate candidates must pass an examination in the subjects prescribed under Regulation I. for Sixth Class, except Poetry, Singing, Drawing, Drill, and Gymnastics.

NOTE.—Head teachers will be required to thoroughly examine at regular intervals all the classes in their schools at least three times a year. A copy of the questions given, and a record of the examination in detail, should be kept for the information of the District Inspector.

II.—STAFFS, SALARIES, AND ALLOWANCES.

1. No person shall be employed in a school as head teacher, assistant teacher, or relieving teacher unless he shall hold a certificate of competency or a licence to teach.

2. Staffs will be allotted and salaries paid in accordance with the provisions of Act No. 1382 and the schedules thereto. (See Appendices III. and IV.)

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 the transfer of any assistant employed in a school, the head teacher may, subject to the approval of the Minister, appoint a temporary pupil teacher in the stead of each assistant so deceased, resigned, absent on leave, or transferred. The salary payable to each such temporary pupil teacher will be that payable to fourth-class pupil teachers.

5. Whenever and so long as the teaching staff of a school is reduced below its proper strength by the death, resignation, or absence on leave of a pupil teacher, 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 pupil teacher so withdrawn. The salary payable to each such temporary pupil teacher will be that payable to fourth-class pupil teachers.

6. 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.

7. 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.

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

9. In addition to their salaries, head teachers of day schools will be paid monthly allowances for maintenance expenses, according to the following scale :—

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 " 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
Above 1,100 in proportion.						

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.

10. 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 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 cesspits 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 condition in which everything is left.

11. Teachers in charge of State schools, and in receipt of the allowance for maintenance expenses provided and fixed by clause 9 *supra*, 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 clause 10 *supra*. This account should show fully the items and amounts of expenditure, and be accompanied, where practicable, by vouchers for each item, duly receipted by the persons entitled to payment. It should be attached to the Inspector's Register for the information and perusal of the District Inspector or other authorized officer of the Department, and of the Board of Advice.

12. 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.

III.—PAYMENTS BY WAY OF RESULTS.

1. Payments by way of results will be made to head teachers and assistant teachers upon examination of their schools by an Inspector in the subjects specified in the course of free instruction.

2. The maximum payment which any teacher can obtain by way of results will be an amount equal to one-half of his fixed salary.

3. In order to entitle the teachers of any school to this maximum—

- (i.) Every scholar who has attended the school during any part of the two weeks preceding such visit must be presented for examination, unless prevented from attending by any unavoidable cause, such as—
 - (a) Removal from the district;
 - (b) Suffering from severe bodily accident or sickness, or being excluded on account of infectious disease at home;
 - (c) Flooded state of the roads;
 - (d) Death of a near relative.

Scholars who within the two months immediately previous to the Inspector's visit have resumed attendance after exclusion from school for at least two months on account of infectious disease need not be taken into account in calculating the percentage unless the teacher so desire.

(ii.) The Inspector must be satisfied—

- (a) That every scholar has a satisfactory knowledge of the work of the class in which he is enrolled, and has made adequate progress, and that singing and drawing and the special lessons mentioned in the General Notes to Regulation I. have been satisfactorily taught.

Scholars over seven years of age in Class I. who have been not less than twelve months on the roll must be presented for individual examination. Other scholars in that class may be so presented if their attainments be satisfactory.

Children (1) who have been less than six months in their class or (2) have attended less than half the number of possible attendances during the six months preceding the examination need not be taken into account in calculating the percentage, but should be

examined to test their classification and progress; provided that of the children due for examination in any school the number excluded from examination on the foregoing grounds shall not exceed 10 per cent. In the case of the children included under (1) above who have been promoted less than six months prior to the examination, the Inspector must be satisfied that their promotion was necessary or desirable; and in the case of those included under (2) above the irregularity of attendance must be satisfactorily explained. A satisfactory explanation would be one which showed that the irregularity was in no measure due to negligence or want of energy or tact on the part of the head teacher.

(b) That the names and ages of the scholars are stated correctly in the rolls.

(c) That the scholars are properly classified.

(iii.) The average age of the scholars examined individually in Class I. must not exceed eight years; the average age of the scholars in Class II. must not exceed nine years; of those in Class III., ten years and six months; of those in Class IV., twelve years; and of those in Class V., thirteen years and six months.

(iv.) In special cases, where considerable progress is shown, no deductions will be made on account of the average age of any class exceeding that specified in the preceding clause. "Considerable progress" shall be thus defined for this purpose:—

(a) The scholars to be properly classified and to pass well, gaining not less than 80 (eighty) per cent. of the possible passes, exclusive of the merit grant.

(b) The infants to be efficiently taught on a proper system.

(c) Of the children presented for individual examination, excluding those who have been previously examined in the Sixth Class, not less than 75 (seventy-five) per cent. shall be presented for examination in a higher class than that in which they were presented in the preceding year. Should 80 (eighty) per cent. be so promoted 75 (seventy-five) per cent. will be accepted under (iv.) (a).

4. Not more than 94 per cent. of the marks obtained by any school shall be granted for compliance with the conditions specified above under 3 (ii.). The remaining 6 per cent. shall be awarded according to the degree of merit shown either at date of examination or at any inspection during preceding twelve months in the following respects, viz.:—

(a) State of premises, furniture, apparatus, and supply of requisites, including their proper care; due economy as regards the use of free stock.

(b) Arrangement of school work (including time-table), distribution of staff, supervision, classification, discipline, tone, and general effectiveness of the management.

(c) Style of work at examinations and inspections, progress (as shown by percentage of promotions), presence of a Sixth Class where practicable, &c.

5. Marks will be withdrawn for individual scholars and for classes failing to comply with any of the required conditions. Provided that if the classification and progress are satisfactory—

(a) No deduction will be made for the excessive age of scholars in part-time schools;

(b) That in full-time schools the age of any pupil who has been less than twelve months on the rolls of the school may be disregarded.

6. The result payment made to the teachers will be in the same ratio to the maximum as the number of marks actually awarded to the school is to the number which might have been obtained; provided that in schools having more than one teacher entitled to result payment any such teacher who has displayed marked inefficiency may be paid on some lower percentage of the maximum than that awarded to the school.

7. Any change in the amount payable for results consequent upon an examination of the school will take effect from the first day of the month succeeding that in which the examination is held.

8. In new schools result payments will be based upon a percentage of 80 until the school shall have been examined for results; but the payments upon that percentage will cease from the last day of the month in which the examination takes place.

9. The examination of a school for results will be held annually, and, as far as practicable, in the same month of the year.

10. Applications for special percentages, with a statement of the grounds for such application, must be forwarded through the District Inspector at the close of the examination. No appeal against a result examination will be entertained unless it reaches the Education Office within a fortnight of the date of examination.

IV.—FEES FOR EXTRA SUBJECTS.

1. Fees payable by parents for subjects not included in the Third Schedule to the *Education Act* 1890, herein called extra subjects, will be at weekly rates not exceeding the sums mentioned in the following scale:—

Latin	One shilling
French	One shilling
German	One shilling
Natural Science	Sixpence
Euclid	Sixpence
Algebra	Sixpence
Trigonometry	Sixpence
Fancywork	Sixpence
Pianoforte	One shilling
Elocution	Sixpence
Mensuration	Threepence
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. A percentage, not exceeding 5 per cent., is appropriated for payments by results. The amount thus appropriated will remain in the hands of the head teacher till the school is inspected, when, if the Inspector is satisfied with the instruction, it will be returned to the teachers; otherwise it must be remitted to the Department for distribution amongst those in whose schools the instruction has been found satisfactory.

3. Instruction in extra subjects must not be given so as to interrupt the course of instruction in accordance with Regulation I.

V.—EXAMINATION AND CLASSIFICATION OF TEACHERS.

1. Licences to teach will be granted to pupil teachers who have completed their course.

2. Certificates of competency will be granted, subject to section 4 *infra*, to candidates upon examination in the following subjects:—

Reading.—To read fluently, and with proper expression and emphasis, both prose and poetry, from any book or newspaper.

Dictation and Composition.—To write from dictation, with correct spelling and punctuation, from any ordinary book or newspaper, and to compose a short essay on some given subject.

Writing.—To write neatly text or half-text and small hand. The general character of the writing in the examination papers will be considered in judging this subject.

Grammar.—Grammar, including structure of words, analysis, and syntactical parsing; to answer questions on the language and subject-matter of works of standard English authors (to be prescribed from time to time), and on the lives of the authors; and to learn by heart not less than 150 lines from the works prescribed.

Geography.—The form, motions, magnitude, and measurement of the earth; latitude and longitude; the surface of the earth, including mountain systems, plateaux, plains, and valleys, volcanoes and their distribution, river systems and lakes,

oceans and their phenomena; climatology, including winds, heat, and moisture; distribution of plants and animals; descriptive and political geography of the world generally; map drawing.

Arithmetic.—Arithmetic generally (including the metric system of weights and measures) and the elements of mensuration, viz., the calculation of the sides and areas of rectangular surfaces and of triangles, the diameters, circumferences, and areas of circles, and the contents and dimensions of rectangular and cylindrical solids. A knowledge of the principles will be required.

Bookkeeping.

History.—History of the British Empire, with a special knowledge of Australasian discovery and settlement, and of the history and constitution of Victoria.

Elementary Science.—That prescribed in the programme for pupil teachers, but in greater detail. An elementary knowledge of electricity.

Singing.—Theory: As for Class VI. in Regulation I.

Practice: To pitch and conduct an easy school song; to sing at sight a simple junior-class song of not greater difficulty than the "Minstrel Boy."

Drawing.—As for Class VI. in Regulation I.

Needlework.—Females to be able to cut out and to do any kind of plain needlework, including patching and mending, to darn and to knit, and to give a class lesson in such work.

Theory and Practice of Teaching—

- (a) To compose the notes of, and to give, a collective lesson on a subject chosen by the Inspector; to be able to drill a class.*
- (b) To answer questions in school organization and management, and methods of teaching. A knowledge of the subjects to be treated of, and of the methods to be adopted, in giving lessons on health and temperance will be included under this head.
- (c) Males to draw up and carry out a time-table suitable for the school of which the candidate has charge.

3. Examinations of teachers for certificates of competency will be held annually at Melbourne and 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 will not be permitted to present themselves at this examination.

4. A certificate of competency will not 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.

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

FOR SECOND HONOURS:

- (1) To have obtained one of the first four literary qualifications prescribed for a Third Class teacher under the Public Service Act, viz.:—
 - (i.) To hold a certificate of competency and to have also passed the Matriculation examination at the Melbourne University.
 - (ii.) To hold a certificate of competency, and also hold two of the Department's Science certificates.
 - (iii.) To have obtained the trained teacher's certificate subsequently to 31st December, 1875.
 - (iv.) To have obtained a trained teacher's certificate of first or second class under the Board of Education; and
- (2) To hold a degree of the Melbourne University in Arts, Science, or Laws; or to have passed at the Melbourne University the first ordinary examination for the degree of Bachelor of Arts; or to have passed in four of the subjects prescribed for one of the ordinary examinations in Arts, 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.

* See Appendix II.

- (3) 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.
- (4) To have satisfactorily discharged the duties of a head teacher in a Fifth or higher class school for at least two years, and to be recommended for classification in honours in a special report by the Inspector-General or by some other Inspector of schools deputed to report on the candidate's application for such classification.

FOR FIRST HONOURS :

- (1) To have obtained Second Class honours, and to hold a degree of the Melbourne University in Arts, Science, or Laws, or to have passed at the Melbourne University the second or the third ordinary examination for the degree of Bachelor of Arts; or to have obtained Second Class 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, 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.
- (2) To have passed a satisfactory examination in the theory and history of education.
- (3) To be recommended for classification in First Class honours in a special report by the Inspector-General or by some other 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 higher class for at least two years.

Provided that the candidate, unless he hold a trained teacher's certificate, shall have passed at some examination of the University of Melbourne—(a) in Latin or Greek, 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. *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.

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

PUPIL TEACHERS.

7. Pupil teachers will be divided into four classes.

8. 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 VI.)

9. The requirements for the three higher classes will be as follows :—

FOR THIRD CLASS.

Reading.—To read fluently from the Fifth Royal Reader, or equivalent.

Poetry.—To be able to write from memory, or repeat, any passage from prescribed poetry in the Reading Book, and to answer questions on the meaning and subject-matter.

Writing.—To write fairly half-text or text and small hand.

Dictation and Composition.—To write out neatly in small hand, with correct spelling and fair punctuation, any passage dictated from the Fifth Reader, or equivalent. Composition—Easy exercises, including letter-writing.

Arithmetic.—Numeration and notation, the simple and compound rules, reduction, and bills of parcels, vulgar and decimal fractions, practice, simple proportion, simple interest, and the calculation of the sides and areas of rectangular surfaces; mental arithmetic.

Grammar.—Analysis of complex sentences, inflections of parts of speech, the full parsing of an easy sentence.

Geography.—The descriptive geography of Europe and of the Australasian Colonies; the form, magnitude, and motions of the earth; meridians, parallels, and zones.

History.—History of England ; the outlines from the Conquest to the accession of Henry VII.

Elementary Science.—The chief forces of nature ; the properties of solids, liquids, and gases ; the simpler phenomena of heat (expansion of matter, liquefaction of solids, &c.).

Singing.—Theory : As for Class IV. in Regulation I., or Tonic Sol-fa equivalent.

Practice : As for Class III. in Regulation I. ; to pitch and sing an Infant-class song.

Drawing.—Freehand : As for Classes IV., V., and VI. in Regulation I., and from such examples as are given in Poynter's Drawing Books 23 and 24, or in Ablett's Drawing Copies, Book 16.

Needlework (for Girls).—

- (1) Cut out and make a chemise.
- (2) A plain darn of hole in stocking-web material.
- (3) Paper patterns, cut and tacked together, of a pinafore and a night-shirt.
- (4) To knit a sock.

Art of Teaching.—To be able to give satisfactory lessons in reading and geography. Class Drill : Attention, right turn, left turn, half-right turn, half-left turn, marching, wheeling in file, and physical exercises.*

FOR SECOND CLASS.

Reading.—To read with fluency and expression from the Sixth Royal Reader, or equivalent.

Poetry.—To be able to write out from memory, or repeat, any passage from prescribed poems, and to answer questions on the meaning and subject-matter.

Writing.—To write half-text or text and small hand.

Composition.—To write from memory neatly, in small hand, with correct grammar, spelling, and punctuation, the substance of a narrative read aloud.

Arithmetic.—The work of the Third Class ; compound proportion and interest ; square root ; the calculation of the sides and areas of right-angled triangles, and of the diameter, circumference, and area of circles ; mental arithmetic.

Grammar.—The rules of syntax and their application ; analysis and full parsing, prefixes and affixes.

Geography.—The work of the Third Class, and the descriptive geography of the remaining continents.

History of England.—Outlines from the accession of Henry VII. to the accession of William and Mary, and such historical lessons on the same period as may be contained in the Reading Books.

Elementary Science.—The work of the Third Class ; the atmosphere and its phenomena (winds, rain, &c.) ; the simpler kinds of physical and mechanical appliances, *e.g.*, the thermometer, barometer, lever, pump, siphon, spirit-level.

Needlework (for Girls).—

- (1) Cut out and make an infant's night-dress.
- (2) A patch in calico, one in flannel, and one in print.
- (3) Patterns of boy's shirt and woman's night-dress drawn to scale on paper.
- (4) To knit a stocking.
- (5) To give a class-lesson on hemming or seaming.

Singing.—Theory : As for Class V. in Regulation I., or Tonic Sol-fa equivalent.

Practice : As for Class IV. in Regulation I. ; to sing at sight a melody of not greater difficulty than "Old Hundredth" or "Melcombe" ; to pitch, sing, and conduct an Infant-class song.

Drawing.—Practical Geometry (Plane and Solid) : As for Classes IV., V., and VI. in Regulation I., and such problems as are given in J. H. Morris's Geometrical Drawing for Art Students, or in J. H. Morris's Practical Plane and Solid Geometry, Section I.

Art of Teaching.—To be able to give a satisfactory lesson in writing, grammar, or arithmetic ; to understand class drill.*

FOR FIRST CLASS.

Reading.—To read with fluency and expression any prose or poetry.

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

Composition.—To write from memory neatly, and with correct grammar, spelling, and punctuation, the substance of a short essay read aloud.

* See Appendix II.

Arithmetic.—The work of the lower classes; the contents and dimensions of rectangular and cylindrical solids; mental arithmetic.

Grammar.—The work of the Second Class, with the structure of words, and a knowledge of some English classic to be prescribed from time to time.

Geography.—The descriptive geography of the world, including the physical geography of the oceans; climatology, including the laws relating to winds, and the distribution of heat and moisture; to draw maps of the continents, showing their outlines, chief mountains, inland waters, and towns.

History.—Outlines of history of the British Empire from the Revolution to the present time, with such historical lessons on the same period on Australasian discovery and settlement, and on the history of Victoria, as may be contained in the Reading Books.

Elementary Science.—The physical and mechanical appliances prescribed for the Second Class. The organs of respiration, digestion, and circulation, the wheel and axle, pulley, and inclined plane.

Singing.—Theory: As for Class VI. in Regulation I., or Tonic Sol-fa equivalent.

Practice: As for Class V. in Regulation I. To sing at sight a simple junior-class song of not greater difficulty than "The Blue Bells of Scotland" or "The Minstrel Boy."

Drawing.—Linear Model Drawing from such objects as appear in Poynter's Drawing Book 25 (combination of not more than three objects required), or from common objects based upon the same form as the models in Book 25 *supra* are based upon. (Shading not required.)

Needlework (for Girls).—

- (1) A specimen required in the making of calico garments.
- (2) Specimen in flannel, showing all stitches required in making flannel garments.
- (3) Hedge-tear darn.
- (4) Paper patterns, cut out and tacked together, of child's drawers and a pinafore.
- (5) To teach any kind of plain sewing.

Art of Teaching.—

- (1) To draw up lesson notes and to give general lessons.
- (2) To answer easy questions on methods of teaching, and to be able to keep the school records.
- (3) To understand class drill.*

N.B.—*Candidates in all classes will be required to show and explain how short mental exercises in arithmetic are to be solved, and to understand the principles of arithmetic.*

In judging of the writing, the general character of the penmanship in the examination work will be taken into consideration in all classes.

10. 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.

11. At the annual examination pupil teachers will be classed for the year. They must pass in order the examination for each class.

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 seventeen 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 seventeen 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 higher class than he would have obtained had he passed each successive yearly examination.

12. Pupil teachers in the Fourth Class, who have obtained the merit certificate awarded to pupils who pass fully in the subjects prescribed for Class VI. in the course of free instruction (Regulation I.), and who have, in addition, passed in singing, drawing, and the art of teaching for the Third Class of pupil teachers, as prescribed in section 9 *supra*, may, without further examination, be promoted to the Third Class of pupil teachers. In the case of pupil teachers who obtain the merit certificate prior to their appointment, such promotion shall not take place before the first day of January next succeeding the date of their appointment.

* See Appendix II.

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

14. Head teachers and assistants will be required to give to their pupil teachers instruction, outside of the ordinary school hours, as follows :—

In a school having but one pupil teacher, except as herein-after provided, five hours per week ; in a school having more than one pupil teacher, except as herein-after provided, at least six hours per week. *The time for such instruction and the names of the teachers giving the instruction must in all cases appear on the time-table.* 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.

15. Special classes for the instruction and training of pupil teachers may be formed when 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.

16. Where pupil teachers attend the special classes referred to in the preceding section, the instruction to be given by the head teachers and assistants under section 14 *supra*, shall not be less than three hours per week. Such instruction shall be given at suitable times, and shall embrace such portions of the pupil teachers' course as may from time to time be determined by the Minister.

17. Pupil teachers and paid monitors will not be reckoned as scholars in any examination under Regulation III. for payment by way of results, and their attendance at school must not be recorded in the school rolls.

MUSIC.

18. Licences to teach and certificates of competency will be granted upon examination.

FOR A LICENCE TO TEACH, THE CANDIDATE WILL BE REQUIRED—

Sight Singing.—To sing at sight, in correct time and tune, an exercise consisting of diatonic intervals, which may be written in minims, dotted minims, crotchets, dotted crotchets, and quavers.

Ear Test.—(a) To write a short and simple melody in notes of equal length which may contain a modulation by stepwise accidentals only.

(b) To write in correct time two to four bars, sung upon one note, in $\frac{3}{4}$, $\frac{4}{4}$, or $\frac{4}{2}$ time.

Transposition.—To transpose a given melody.

Theory.—Notation in the various clefs, time accent, major and minor scales, the common chord and its inversions, to have a general knowledge of the voice registers of children.

Teaching.—To give a satisfactory lesson on any part of the programme for singing in the course of free instruction. This will include beating time correctly, extemporising suitable exercises, and pointing a song from memory on a staff or modulator.

FOR A CERTIFICATE OF COMPETENCY, THE CANDIDATE WILL BE REQUIRED—

Sight Singing.—(a) To sing at sight, to words, a melody containing modulation to the Dominant, Sub-dominant, and their Relative Minors.

(b) To sing (to *laa*) a melody containing modulation to the Tonic Minor or Super-tonic Major, with semiquavers in easy positions.

Ear Test.—Six or eight bars (resembling a hymn tune) containing modulation to Relative Minor, Dominant or Sub-dominant, with easy chromatics.

Theory of Music.—Elements of Harmony and Construction as far as the Dominant 9th and discords of suspension, with simple modulations ; this will include harmonizing a melody in two, three, or four parts, and adding three parts to a figured bass.

Art of Teaching.—To teach a class efficiently; to present a class taught by the candidate for a period of twelve months, which shall pass a satisfactory examination.

19. Licences to teach will be granted without examination to all teachers who passed for the Second or Third Class under, or who hold 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 hold a first division certificate from, the Board of Education.

DRAWING.

20. Licences to teach and certificates of competency will be granted upon examination.

PROGRAMME OF EXAMINATION FOR A LICENCE TO TEACH.

Freehand.—An outline drawing from the flat of an example, which may contain a combination of straight lines, simple and compound curved lines, and may illustrate such elementary principles of ornamental construction as radiation, tangents, symmetry, gradation, breaks, &c.

Practical Geometry.—The construction of angles, the usual simple plane figures, the plain and the diagonal scale, and the scale of chords; the inscription of figures within, and the description of figures without, simple given figures; the simple application of proportionals; the plan and elevation of points, lines, and planes, and of such solids taken singly as the cube, the four simpler right prisms, the four simpler right pyramids, and the right cylinders and cones.

Perspective.—The perspective representation of points, lines, and planes, and of simple objects based upon the solids required for Practical Geometry above.

Model Drawing.—A linear representation of any group of three simple objects.

Teaching.—To draw from memory or otherwise examples under any of the above heads, and to teach a class satisfactorily.

PROGRAMME OF EXAMINATION FOR A CERTIFICATE OF COMPETENCY.

Linear Drawing.—An outline of a small portion of conventional ornament from a cast, or an equivalent in low relief; an analysis of the principles of composition used in the example.

Shading.—To draw, in light and shade, from a simple object of uniform colour, and to give a linear analysis of the chief shades.

Teaching.—(1) To draw from memory or otherwise simple examples under each of the above heads, and to teach a class satisfactorily. (2) To produce a class taught by the candidate for twelve months that can pass a satisfactory examination.

N.B.—Candidates for a certificate of competency must have passed the examination for a licence to teach drawing.

21. Licences to teach will be granted without examination to all teachers who passed under the Board of Education prior to 1st January, 1870, or who subsequently obtained a second division certificate from that Board; and certificates of competency to all those who passed under the former National or Denominational Board, or who hold a first division certificate from the Board of Education.

MILITARY DRILL.

22. 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 Victorian Military authorities.

GYMNASTICS.

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

(1) *Theory of Gymnastics*, including 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.

24. Certificates for each of the following subjects will be granted upon examination:—

- | | |
|--------------------------------|-----------------------------|
| (a) Botany. | (e) Geology and Mineralogy. |
| (b) Chemistry. | (f) Physiology. |
| (c) Dynamics and Heat. | (g) Sound and Light. |
| (d) Electricity and Magnetism. | (h) Agriculture. |

25. Examinations will be held annually, when all teachers who hold a certificate of competency, or have passed in all the literary subjects required for that certificate, may be permitted to attend.

26. Candidates for all examinations must bear their own travelling expenses.

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

PUPIL TEACHERS.

1. Candidates for appointment as pupil teachers must be not less than fourteen years of age, and must furnish satisfactory evidence of aptitude for teaching. Prior to appointment candidates must furnish certificates of good character, of sound constitution, and of freedom from any physical defect likely to impair their usefulness as teachers; and (1) must have passed in reading, spelling and composition, writing, arithmetic, grammar, and, in the case of girls, needlework, as prescribed for the Fifth or the Sixth Class in the course of Free Instruction (Regulation I.); or (2) must have passed the Matriculation Examination of the University of Melbourne; or (3) have been the holders of State School scholarships or exhibitions; or (4) have been employed as teachers in unclassified schools, by virtue of their having passed an examination under the Education Department; or (5) have passed the departmental examination for admission to training.

2. As vacancies 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 there is no pupil teacher recorded for transfer, or any candidate recorded on the Employment Register for such appointment. In the event of there being more than one monitor employed in a school in which there is a vacancy for a pupil teacher, the order of seniority for appointment shall be determined by competitive examination, and the subjects for examination shall be reading, spelling and composition, writing, arithmetic, grammar, and geography, as prescribed for Class VI. in Regulation I. In determining the order of merit of the candidates, consideration shall be given to the aptitude of the respective candidates for teaching as reported on by the District Inspector. Monitors who have been removed on account of reduced average attendance will be permitted to compete for vacancies in the schools in which they were employed.

3. Where there is no applicant recorded for transfer and only one qualified candidate for any vacancy the name of such candidate shall be entered on the Employment Register for that vacancy.

4. In schools where no monitors are employed, where there is no applicant recorded for transfer, and where there are more qualified candidates than one a competitive examination shall be held, the subjects of which shall be as in 2 *supra*. In determining the order of merit of the candidates, consideration shall be given to the aptitude of the respective candidates for teaching as reported on by the District Inspector. The Inspector shall place the names of candidates in order of merit, and shall report to the Secretary of the Education Department, for the information of the Committee of Classifiers, the names of as many candidates as there are vacancies. The names of such candidates as are meritorious shall be entered on the Employment Register in the same order.

5. Candidates for any present or immediately prospective vacancy may be presented to the District Inspector of schools for examination for qualification at any ordinary visit of inspection.

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

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

Second.—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, such as removal of parents or guardians.

MONITORS.

1. Monitors will be appointed as vacancies occur, and every such appointment will be temporary.
2. The appointments 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.
3. The salary for monitors will be at the rate of £12 per annum for males and £10 per annum for females.
4. Candidates whose names are on the Employment Register by virtue of their having been placed first, second, or third at competitive examinations for appointment as pupil teacher, held prior to the 16th day of May, 1893, shall have the first claim to appointment as monitors in the schools in which they are so recorded for appointment as pupil teachers.
5. The qualifications for appointment will be the same as those for the Fourth Class of pupil teachers. When there are more qualified candidates than one for any vacancy a competitive examination, as prescribed for pupil teachers, shall be held to determine the candidate to be appointed.
6. Monitors will not be required to attend the special classes, but shall receive instruction as provided for pupil teachers in Regulation V. 14, and may present themselves at the annual examinations in the literary work prescribed for the several classes of pupil teachers' examinations subject to Regulation V. 11 and 12.
7. Monitors who have passed the literary examination for any class of pupil teachers will be entitled, on their being appointed pupil teachers, to be recorded and paid as Fourth Class pupil teachers until the 1st of January following date of 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 V. 11.
8. 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 the examination they have passed at the annual examination of pupil teachers; but in the event of their not having passed any such examination then the services of the monitor placed lowest in order of merit at the original examination shall be terminated.
9. Monitors may be recorded for transfer on their satisfying the Department that such transfer is necessary.

SEWING MISTRESSES.

1. 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.
2. When there is no person recorded for transfer, and only one qualified candidate for any vacancy, the Secretary of the Education Department 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.
3. 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 for the time being of the Education Department, in all the 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 Secretary of the Education Department, for the information of the Committee of Classifiers, who shall enter in the Employment Register in such order the names of the first two, provided they prove duly qualified.

4. 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 the operation of the provisions of the Second Schedule of the *Teachers Act* 1895.

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.

VII.—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 buildings.

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 I., 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 provide a staff of approved assistants at least equivalent to that allotted to a day school of a similar size.

6. The payments made to teachers of night schools will be according to the scale set forth in the Second Schedule of the *Teachers Act* 1895, as under:—

	Fixed Annual Payment.	Maximum obtainable for Results.
In schools where the average attendance is not less than 30 but under 40 ...	£40	£20
In schools where the average attendance is not less than 40 but under 50 ...	£50	£25
In schools where the average attendance is not less than 50 but under 60 ...	£60	£30
And so on.		

7. In addition to these payments allowance 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, £10 per annum.
In schools where the average attendance is not less than 40 but under 50, £12 per annum.
In schools where the average attendance is not less than 50 but under 60, £14 per annum.
And so on.

8. 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.

9. In determining the result payment, the age of the scholars will not be taken into account as in day schools, but no scholar may be twice presented for examination in the same class, and the classification of each scholar at his first examination must be approved by the Inspector.

10. The examination upon which the result payment is based may, at the option of the teacher, be restricted to the subjects specified in clause 3 *supra*.

11. All other regulations relative to payments by way of results will, so far as they are applicable, affect night schools.

12. Extra subjects may be taught in night schools, subject to the same regulations as apply to day schools.

VIII.—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 half-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 4 miles, will be granted an allowance for travelling on the following scale :—

- 4 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.

IX.—THE STANDARD OF EDUCATION.

The standard of education shall be determined by an examination, in which the candidates shall be required—

To read fluently from any ordinary book or newspaper a passage not containing any unusual scientific or technical words.

To write neatly in small hand from dictation, with correct spelling, a short passage containing no words of exceptional difficulty.

And to state and work sums in arithmetic up to the four compound rules and reduction inclusive.

X.—SCHOLARSHIPS.

Examinations of State school pupils for scholarships offered by secondary schools or colleges may be held annually, 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 Regulation XI.

XI.—EXHIBITIONS.

The Minister of Public Instruction may annually award twenty exhibitions or any less number in the manner and on the conditions hereinafter mentioned :—

1. Exhibitioners will be selected upon competitive examinations held in the month of January of each year. Candidates who will have completed their seventeenth year before the first day of January preceding the examination will not be permitted to compete. In addition to having passed the Matriculation Examination of the University of Melbourne, they must have been the holders of scholarships gained as State school pupils on examinations held under the Education Department, and have attended regularly at an approved secondary school or college as students for not less than two years immediately prior to the date of examination, and have annually obtained a good report from the authorities of the school or college they have been attending.

NOTE.—In the case of the holders of scholarships gained at the examination in December, 1895, who will attain the age of seventeen years prior to the examination to be held in January, 1896, attendance for *one year* only at an approved school or college will be accepted as entitling them to compete for exhibitions at the examination in 1897, provided that in other respects conditions in section 1 of this regulation have been complied with.

2. The subjects for examination will be—

English,	} As prescribed for the Matriculation Examination held in the previous October term,
Algebra,	
Geometry,	

and any two of the following languages :—

Latin,	} As prescribed for the Matriculation Examination held in the previous October term.
Greek,	
French,	
German,	

3. Each exhibition will be of the annual value of £40, tenable for four years, upon the following conditions :—

- (a) That the exhibitioner shall, at the commencement of the February term following the award of the exhibition, enter as a student of 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.

Notwithstanding anything herein contained an exhibitor may, with the sanction of the Minister, on good cause being shown, have his exhibition suspended for one year, and, if necessary, for a further period, or may be allowed to attend during the year immediately succeeding the award of the exhibition an approved secondary school or college at his own expense provided that at such school or college instruction is given in the honour subjects of the Matriculation examination, and that there is evidence that they can be successfully taught thereat.

- (b) That at the end of the second year of his tenure he shall have passed the first ordinary examination for a degree or the first of the two examinations prescribed in sub-section (2) of section 11 of the *Legal Profession Practice Act* 1891, and at the end of the third year the second ordinary examination for a degree or the second examination prescribed in the sub-section, section, and Act aforesaid.

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

4. Exhibitors who shall be candidates for a degree in Laws or Medicine, and shall, at the end of the fourth year of their tenure, have passed the fourth ordinary examination for such degree, will have their exhibitions continued for another year.

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

6. The first examination under these regulations will be held in the month of January, 1897.

7. Exhibitions in force previous to the issue of this regulation shall, until they expire by effluxion of time, be continued under the conditions of the regulation under which they were granted.

XII.—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 be such as may from time to time be determined by the Minister; but in no case shall the whole time set apart for instruction be of less than four and a half hours' duration on each school day.

2. Between the morning and afternoon school meetings there shall be an interval of not less than one hour, except on days of heavy rain, when the interval may, at the discretion of the head teacher, be reduced to half-an-hour. Whenever this is done—and it should rarely be necessary—the times of opening and of closing the afternoon school meeting must be specially noted on the roll sheets in the column for "Remarks."

3. The time-table must be kept hung up 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 in charge thereof 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 play-ground.

4. 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.

5. When any entertainment is given to a school, as such, or to 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 will attend for the purpose of aiding in the maintenance of order, and will also give such other assistance as may be required of them.

XIII.—RELIGIOUS INSTRUCTION IN STATE SCHOOLS.

1. For the purpose of affording facilities for giving religious instruction in State Schools, the ordinary school business shall, on one or two days in each week, as the board of advice may determine, terminate at half-past Three o'clock p.m., provided that immediately prior to such closing two hours' secular instruction, which must be consecutive, shall have been given after roll call.

2. On these occasions the teacher shall, immediately after announcing the dismissal of the school for the day, give notice that all pupils whose parents do not object to their receiving religious instruction may remain for that purpose.

XIV.—DISCIPLINE.

1. Corporal punishment shall be administered only by the head teacher, and by such assistant teachers as he may authorize.

2. 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."

3. The instrument employed should be a strap or cane, preferably the former. Boxing ears or striking on the head is strictly prohibited.

4. Corporal punishment shall be inflicted upon boys only.

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 head teacher will be held responsible for the nature and extent of the punishment inflicted in the State school under his charge.

7. No pupil shall be expelled from a State school except with the express sanction of the Minister. In extreme cases, 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.

XV.—RECORDS.

1. The rolls and registers are records of the school, and are to be kept in the school, together with all circulars and all invoices of free grants of furniture, apparatus, books, and other requisites.

2. *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) 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.*
- (4) 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.
- (5) The number of attendances made by the school must be entered at the close of each school meeting.
- (6) When any day is observed as a holiday, the word "Holiday" should be written in the attendance column for that day.
- (7) The reasons assigned by parents for the absence of their children from school should be noted in the attendance columns.

3. *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. If any teacher leaves the school premises during the day, the interval of his absence should be recorded in the same manner. Visiting teachers will also enter the time they arrive at and leave the 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; and whenever leave of absence on account of illness is required for a longer period than two days, a medical certificate showing the nature of the illness or injury and the probable extent of such absence must be forwarded.

4. *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.

XVI.—SCHOOL BOOKS AND REQUISITES.

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

2. In places where these can be purchased from tradesmen at rates not exceeding those at which the teacher could supply them, the sale of such articles by teachers is prohibited. If, however, it is found that the scholars do not purchase suitable *copy-books*, a stock of these may be kept by the teacher for sale.

3. Wherever, owing to the absence of other adequate means of supply, it becomes necessary for teachers to keep a stock of school requisites for sale, the prices charged to the scholars must be not 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.

4. Free grants of school requisites will only be made in cases of indigence, or for use in the school; but these 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.

XVII.—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 Minister:—

- (a) Four weeks at midsummer, commencing on the Monday preceding Christmas Day, unless Christmas Day fall on Monday, in which case the holidays shall commence on that day.
- (b) Good Friday and Easter week.
- (c) The public holidays not included in the above, viz.:—24th May, 9th November, and such other days as may be gazetted as public holidays, except those proclaimed in connexion with races. When these holidays fall upon a Sunday the next following Monday shall be a holiday in lieu of such day. In all other cases they must be kept on the date proclaimed or gazetted.
- (d) Such other holidays, not exceeding in each financial year 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. These holidays are not to be taken in conjunction with the Christmas or the Easter vacation, or with these vacations when altered to suit such local exigencies as hop-picking and vineyard or farming operations, or with those granted for the purpose of attending examinations.

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 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. When a holiday is granted by the board of advice out of the four days placed at its disposal,† the head teacher shall previously send notice to the District Inspector, and shall make a special report to the Department in his monthly return, and forward with it the written consent of the board of advice.

* Cases in which the head teacher is called out for military service form no exception to this rule.

† It should be understood that such days are intended as a reserve for local festivities, emergencies, &c. Relieving teachers are not at liberty to apply to boards of advice for any of the four holidays at their disposal when only in charge of a school for a short period, i.e., for less than a year; though, of course, if a board of advice desire to give one or more of these holidays within such period they are to be observed.

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.

XVIII.—BOARDS OF ADVICE.

- School districts.** 1. School districts shall mean the districts which shall from time to time be constituted and defined by Order in Council.
- Number of members of boards of advice for each district.** 2. 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.
- Governor in Council to appoint returning officer for each district.** 3. 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.
- Triennial election of boards.** 4. "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.
- Date of first triennial election.** 5. There shall be an election of boards of advice once in every three years, to be held on the second Thursday in November.
6. The first triennial election under the preceding section shall be held on the second Thursday in November, 1890, and thereafter elections shall be held on the same day of the year at intervals of three years.
- Time of holding first election of a board.** Provided that if in any case, from any unforeseen cause, a poll shall not stand appointed for the second Thursday in November 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.
7. 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.
- Retirement of members of boards of advice.** 8. Members of boards of advice holding office at the date of the passing of these regulations shall continue to hold office till the expiration of the term of three years for which they have been elected or appointed; but 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.

- Notice of election.** 9. 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 days from the time of giving such notice, and not less than fourteen 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.
- Mode of nomination.** 10. 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
- First Schedule.**
- Returning officer to post names of candidates.**

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.

11. 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*.

Declaration
of election
where un-
contested.

POLLING, ETC.

12. 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.

Polling
places.

13. 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.

Contested
election.

Second
Schedule.
Notice and
time and
place of poll.

14. 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.

Candidate
may retire
within
certain time.

Third
Schedule.

15. 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.

Polling
booths, &c.

16. 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.

Returning
officer or
deputy, &c.,
to preside at
each booth.

17. 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.

Scrutineers.
What
persons may
be present in
booth.

18. 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.

Ballot-box,
&c.

19. 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 initialed 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

Mode of
voting.

Only one
ballot-paper
to be
delivered to
each voter.

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.

Ballot-papers to be numbered.

20. 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.

Votes for excessive number of candidates to be void

21. 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.

Questions to be put to voter at elections.

22. 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.

Declaration of poll and casting vote.

23. 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-papers 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.

24. 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.

Ballot-papers.

25. 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.

Adjournment of election by reason of riot, &c.

26. If from any cause, not being such as in 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.

Adjournment, where from some other cause no election on day appointed.

27. 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.

Returning officer to notify to Minister any failure to elect.

28. 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.

Filling up casual vacancies.

29. 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.

When an election is necessary Minister to notify vacancy to returning officer.

30. 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.

Returning officer not to be a candidate.

31. 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.

Death or resignation of members to be notified.

32. 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.

Removal of member on account of absence.

33. 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.

Removal of member for misconduct.

SCHEDULES.

FIRST SCHEDULE.

Section 6.

The day of 18
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. 18

[Here are to follow the signatures.]

And I, the above-named do hereby consent to such nomination.
(Signed)

March 16, 1896.

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Section 10.

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.

Section 11.

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 Gipps, La Trobe, and Albert Wards, in the City of Melbourne ...	7
2 Bourke and Lonsdale Wards, in the City of Melbourne ...	7
3 Smith and Victoria Wards, in the City of Melbourne ...	7
4 City of Ballarat ...	7
5 " Bendigo ...	7
6 Town of Ballarat East ...	7
7 " Geelong ...	7
8 City of South Melbourne ...	7
9 " Fitzroy ...	7
10 " Prahran ...	7
11 " Richmond ...	7
12 Borough of Talbot ...	5
13 " Ararat ...	5
14 " Port Fairy ...	5
15 Town of Brighton ...	5
16 Borough of Browns and Scarsdale ...	5
17 Town of Brunswick ...	7
18 Borough of Buninyong ...	5
19 " Carisbrook ...	5
20 " Castlemaine ...	7
21 " Chewton ...	5
22 " Clunes ...	7
23 " Majorca ...	5
24 " Creswick ...	5
25 " Daylesford ...	7
26 " Dunolly ...	5
27 " Eaglehawk ...	7
28 City of Collingwood ...	7
29 Borough of Echuca ...	5
30 " Essendon ...	5
31 City of Footscray ...	7
33 Borough of Hamilton ...	5
34 City of Hawthorn ...	7
35 Shire of McIvor—Central Riding ...	5
36 Town of North Melbourne ...	7
37 Borough of Inglewood ...	5
38 " Kew ...	5
39 Shire of Kilmore—Kilmore Riding ...	5
40 Borough of Koroit ...	5
41 " Malmesbury ...	5
42 " Maryborough ...	5
43 " Newtown and Chilwell ...	7
44 " Portland ...	5
45 " Queenscliff ...	5
46 " Raywood ...	5
47 " Rutherglen ...	5
48 " Sale ...	5
49 Town of Port Melbourne ...	7
50 Borough of Sebastopol ...	7
51 " Smythesdale ...	5
52 Shire of South Barwon—Barwon and Kardinia Ridings ...	5
53 Borough of St. Arnaud ...	5
54 City of St. Kilda ...	7
55 Borough of Stawell ...	7
56 Shire of Castle Donnington ...	5
57 Borough of Tarnagulla ...	5
58 Shire of Mornington ...	5
59 Borough of Wangaratta ...	5
60 Town of Warrnambool ...	7
61 " Williamstown ...	7
62 Shire of Howqua—Wood's Point Riding ...	5

No. of School District.		No. of Members.
63	Shire of Alberton	7
64	" Alexandra—Darlingford Riding	5
65	" " Alexandra Riding	5
66	" " Merton Riding	5
67	" Ararat—North Riding	5
68	" " West Riding	5
69	" " East Riding	5
70	" Avoca—North Riding	5
71	" " South Riding	5
72	" " West Riding	5
73	" Avon—East Riding	5
74	" Maffra	5
75	" Avon—South Riding	5
76	" Bacchus Marsh	5
77	" Deakin	5
78	" Bairnsdale—West Riding	5
79	" " East and Central Ridings	5
80	" Ballan—East Riding	5
81	" Kyneton—Trentham Riding	5
82	" Ballan—Central Riding	5
83	" Ballarat—South Riding	5
84	" " East Riding	5
85	" " West Riding	5
86	" Eannockburn—West Riding	5
87	" " East Riding	5
88	" " North Riding	5
89	" Barrabool—Ceres Riding	5
90	" " Coast Riding	5
91	" " Moriac Riding	5
92	" Beechworth—Borough Riding	5
93	" " Shire Riding	5
94	" Belfast	5
95	" Bellarine—Bellarine Riding	5
96	" " Paywit Riding	5
97	" " Moolap Riding	5
98	" Benalla—Central, Devenish, and Mokoan Ridings	5
99	" Euroa—Central and South Ridings	7
100	" Benalla—Warrenbayne and Tatong Ridings	5
101	" Ferntree Gully	5
102	" Herwick—Berwick Riding	5
103	" " Pakenham Riding	5
104	" Let Bet—Tarnagulla Riding	5
105	" " Bealiba Riding	5
106	" " Dunolly Riding	5
107	" Boroondara	5
108	" Braybrook	5
109	" Bright—North Riding	5
110	" " South Riding	5
111	" " West Riding	5
112	" Broadmeadows—Broadmeadows and Mickleham Ridings	5
113	" Bulla	5
114	" Bungaree	5
115	" Buninyong—North and Middle Ridings	5
116	" " South Riding	5
117	" " West Riding	5
118	" Caulfield	7
119	" Colac—Beecac Riding	5
120	" " Corangamite Riding	5
121	" " Weering Riding	5
122	" Corio—Lara Riding	5
123	" " Peak Riding	5
124	" " Moorpanyal Riding	5
125	" Cranbourne—Cranbourne Riding	5
126	" " Lyndhurst Riding	5
127	" " Yallock Riding	5
128	" Creswick—North Riding	5
129	" " South Riding	5
130	" " East Riding	5
131	" Dandenong	5
132	" Epping—Epping Riding	5
133	" " Woodstock Riding	5
134	" Whittlesea—Morang and Yan Yean Ridings	5
135	" Dundas—South Riding	5
136	" " East Riding	5
137	" " West Riding	5
138	" East Loddon—North and South Ridings	5
139	" Mirboo	5
140	" Dimboola—North Riding	5
141	" Eltham—North Riding	5
142	" " East Riding	5
143	" " South Riding	5
144	" Malvern	5
145	" Gisborne	5
146	" Glenelg—South Riding	5
147	" " Central Riding	5
148	" " North Riding	5
149	" Glenlyon—West Riding	5
150	" " North Riding	5
151	" Goulburn	7
152	" Grenville—North Riding	5
153	" " West Riding	5
154	" " East Riding	5
155	" Hampden—North Riding	5
156	" " East Riding	5
157	" " West Riding	5
158	" Heidelberg—Heidelberg and Ivanhoe Ridings	5

No. of School District.	No. of Members.
159 Shire of Huntly—West Riding	5
160 " Preston	5
161 " Keilor	5
166 " Kyneton—Tylden Riding	5
167 " " Carlruhe Riding	5
168 " " Lauriston and Edgecombe Riding	5
169 " " Kyneton Riding	5
170 " Leigh—West Riding	5
171 " " Middle Riding	5
172 " " East Riding	5
173 " Lexton—North Riding	5
174 " " South Riding	5
175 " " West Riding	5
176 " Lillydale—Eastern Riding	5
177 " " North-Western and South-Western Ridings	7
180 " Mansfield	5
181 " Marong—North-West Riding	5
182 " " North-East Riding	5
183 " " South Riding	5
184 " Melton	5
185 " Meredith—East Riding	5
186 " " North and South Ridings	5
187 " Merriang—Beveridge Riding	5
188 " " Donnybrook Riding	5
189 " " Wallan Wallan Riding	5
190 " Metcalfe—North and West Ridings	5
191 " " South and Taradale Ridings	5
192 " Minhamite—North-East Riding	5
193 " " South-East Riding	5
194 " " West Riding	5
195 " Moorabbin	5
196 " Frankston and Hastings	5
197 " Mortlake—Woorndoo Riding	5
198 " " Mortlake Riding	5
199 " " Darlington Riding	5
200 " McIvor—South-Western Riding	5
201 " " Eastern Riding	5
202 " " North-Western Riding	5
203 " Mount Alexander—Campbell's Creek Riding	5
204 " " Fryers' Riding	5
205 " " Guildford Riding	5
206 " Mount Franklin—Northern Riding	5
207 " " Central Riding	5
208 " " Southern Riding	5
209 " Mount Rouse—Penshurst Riding	5
210 " " Chatsworth Riding	5
211 " " Dunkeld Riding	5
212 " Newham	5
213 " Newstead—South Riding	5
214 " " North and East Ridings	5
215 " North Ovens—Tarrawingee Riding	5
216 " " Central Riding	5
217 " " Eastcourt Riding	5
218 " Nunawading	5
219 " Oakleigh	5
220 " Omeo	5
221 " Oxley—Western Riding	5
222 " " Central Riding	5
223 " " Eastern Riding	5
225 " Pyalong	5
226 " Ripon—North Riding	5
227 " " East Riding	5
228 " " West Riding	5
229 " Romsey—Monegeeta Riding	5
230 " " Romsey Riding	5
231 " Lancefield	5
232 " Rosedale	7
233 " Rutherglen	5
234 " Seymour	5
235 " Springfield—North and Central Ridings	5
236 " " South Riding	5
237 " St. Arnaud—South Riding	5
238 " " Central Riding	5
239 " Kara Kara	7
240 " Stawell—North Riding	5
241 " " East Riding	5
242 " " West Riding	5
243 " Strathfieldsaye—Axedale Riding	5
244 " " Strathfieldsaye Riding	5
245 " " Mandurang Riding	5
246 " Swan Hill—Lower Murray Riding	5
248 " " North-West and South-West Ridings	5
249 " Talbot—East Riding	5
250 " " West Riding	5
251 " " South Riding	5
252 " Tullaroop—West Riding	5
253 " " East Riding	5
254 " " North Riding	5
256 " Waranga—Central and Eastern Ridings	5
257 " " Western Riding	5
258 " Rodney	5
259 " Warrnambool—East Riding	7
260 " " North Riding	5
263 " Winchelsea—East and West Ridings	5
264 " " Middle and Coast Ridings	5
265 " Wyndham—North and East Riding... ..	5

No of School District.		No of Members.
266	Shire of Wyndham—South Riding ...	5
267	" Yackandandah—Barnawatha Riding ...	5
268	" Wodonga ...	5
269	" Yackandandah—Kiewa and Yackandandah Ridings ...	5
270	" Broadford ...	5
272	" Coburg ...	5
273	" South Barwon—Connewarre Riding ...	5
275	" Heidelberg—Greensborough Riding ...	5
276	" Howqua—Howqua and Jamieson Ridings ...	5
277	" " Lauraville Riding ...	5
278	" Chiltern ...	5
280	" Phillip Island—Phillip Island Riding ...	5
281	" Templestowe ...	5
283	" Whittlesea—Whittlesea Riding ...	5
284	" Yea ...	5
285	" Tambo—Bendoc Riding ...	5
287	" Phillip Island—Corinella and Woolamai Ridings ...	5
291	" Portland—East Riding ...	5
292	" " South Riding ...	7
293	" " West Riding ...	5
294	" Mortlake—Ballengeich Riding ...	5
300	" Wannon—Coleraine Riding ...	5
301	" " Balmoral Riding ...	5
302	" " Nareen Riding ...	5
304	" Maldon—Maldon Riding ...	5
305	" " Baringhup Riding ...	5
306	" " Walmer Riding ...	5
307	" Towong—Mitta Mitta Riding ...	5
308	" " Koetong Riding ...	5
309	" " Murray Riding ...	5
310	" Echuca—Central Riding ...	5
312	" Numurkah—Moiria Riding ...	5
313	" Echuca—North-West Riding ...	5
314	" Ballan—West Riding ...	5
315	" " South Riding ...	5
317	" Echuca—South-West Riding ...	5
319	" Stawell—North-East Riding ...	5
321	" Mount Alexander—Vaughan Riding ...	5
322	" Dunmunkle—East and West Ridings ...	7
324	" Narracan ...	5
325	" East Loddon—East Riding ...	5
329	Borough of Geelong West ...	5
330	Shire of Warragul ...	5
331	" Buln Buln ...	6
333	" Tambo—Bruthen Riding ...	5
334	" " Bumberrah Riding ...	5
335	" " Buchan Riding ...	5
336	" Bairnsdale—South Riding ...	5
339	Town of Northcote ...	5
342	Shire of Huntly—North Riding ...	5
343	Borough of Flemington and Kensington ...	5
344	" Horsham ...	5
345	Shire of Korong—North Riding ...	5
346	" " Central Riding ...	5
347	" " South Riding ...	5
348	" Romsey—Riddell's Creek Riding ...	5
349	" " Rochford Riding ...	5
350	" Kilmore—Bylands and Glenburnie Riding ...	5
351	" " Willowmavin and Morandring Riding ...	5
352	" Flinders and Kangerong—East Riding ...	5
353	" " " Central Riding ...	5
354	" " " West Riding ...	5
355	" Warrnambool—South Riding ...	5
356	" Wimmera—North Riding ...	5
357	" Arapiles ...	5
358	" Wimmera—South Riding ...	5
359	" Numurkah—Central and Eastern Ridings ...	5
360	" Shepparton ...	5
362	" Lowan—East Riding ...	7
363	" Lawloit ...	5
364	" Huntly—South Riding ...	5
365	" Broadmeadows—Campbellfield Riding ...	5
366	" Avon—North Riding ...	7
368	" Swan Hill—North-East and South-East Ridings ...	5
369	" Wycheproof ...	5
370	" Traralgon—East and Central Ridings ...	5
371	" Morwell ...	7
372	" Walhalla ...	7
373	" Glenlyon—East Riding ...	5
374	" Euroa—North Riding ...	7
375	" Kowree ...	7
376	" Borung—West Riding ...	5
377	" Dimboola—Central Riding ...	5
378	" " South Riding ...	5
379	" Yarrawonga ...	5
380	" Tungamah—Central Riding ...	5
381	" " North-West and South-West Ridings ...	5
382	" Dunmunkle—North Riding ...	5
383	" Gordon—East Riding ...	5
384	" " Central Riding ...	5
385	" " West Riding ...	5
386	" Numurkah—Western Riding ...	5
387	" Kowree—Eastern Riding ...	5
388	" " Central Riding ...	5
389	" " Western Riding ...	5
390	" Borung—North, East, and South Ridings ...	5

No. of School District.		No. of Members.
391	Shire of Tambo—Snowy River Riding	5
392	Woorayl	5
393	Mildura	5
394	Upper Yarra	5
395	Tungamah—Southern Riding	5
396	Healesville	5
397	Berwick—Beaconsfield Riding	5
398	Doncaster	5
399	Poowong and Jeetho	5

**XIX.—WORKS THAT MAY BE DONE UNDER THE
DIRECTION OF BOARDS OF ADVICE IN
CONNEXION WITH BUILDINGS, ETC., WHICH
ARE THE PROPERTY OF THE STATE.**

1. (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; resetting 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.

GENERALLY—

Small repairs or works that become necessary :—

(1) To prevent further damage or dilapidation to the school property.

(2) To prevent accidents to the teachers or children.

2. 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, £3 each per annum, from 1st July to 30th June.

For Fourth, Fifth, Sixth, and Seventh Class schools within its district, £2 each per annum, from 1st July to 30th June.

3. 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.

4. 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.

5. 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.

No expenditure should be incurred in connexion with the works for which head teachers are responsible in return for the allowance for maintenance expenses. See Regulation II., 10.

N.B.—Fencing and other permanent improvements are not to be undertaken unless the express permission of the Department, in writing, has previously been obtained. No portion of this allowance will, in future, be accepted as a contribution towards fencing and other permanent improvements.

XX.—TERMS UPON WHICH SCHOOL BUILDINGS
MAY BE USED UNDER THE DIRECTION OF
BOARDS OF ADVICE.

1. A guarantee must be given to repair any damage to the premises or school property.
2. 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.
3. 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 prizes for the scholars.
4. 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.
5. 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.
6. No charge will be made for the use of school-rooms for meetings or elections of boards of advice.

NOTE.—The Minister will not approve of State school buildings being used for other than school purposes—

- (a) If such use is likely to interfere with the work of the school;
- (b) If the school property is likely to be injured; or
- (c) In general, if such use be objected to in writing by one-third of the parents of children attending such school.

XXI.—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.

XXII.—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 who have not obtained their certificates, and whose residences are beyond $2\frac{1}{2}$ miles and under 3 miles from nearest existing school by shortest practicable road } 3d.
 - (b) For each day's attendance of all children between the ages of six and thirteen years of age who have not obtained their certificates, and whose residences are 3 miles from nearest existing school by shortest practicable road } 4d.
2. Payments will be restricted to—
 - (a) Cases where schools are closed through low average attendance;
 - (b) Applications where the number of children would warrant the Department in establishing a school.
3. 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, or obtain their certificates.
4. Such payments will be made monthly through the Head Teacher, who will certify that such children are duly conveyed in accordance with clauses (a) or (b) in paragraph 1 above.

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

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

7. Subject to the conditions of sections 1 and 2 *supra*, 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 follows:—Up to 6 miles 2d. daily ; from 6 miles and upwards, 4d. daily.

And the Honorable Alexander James Peacock, Her Majesty's Minister of Public Instruction for Victoria, shall give the necessary directions herein accordingly.

THOS. BRISBANE,
Acting Clerk of the Executive Council.