

# British Guiana.

## REGULATIONS WITH RESPECT TO THE CARNEGIE TRADE SCHOOL FOR WOMEN.

1. These Regulations may be cited as the Carnegie Trade School for Women Regulations, 1939, and shall come into operation on the date of their publication in the *Gazette*. Short title and commencement.
2. The Interpretation Ordinance shall apply to the interpretation of these Regulations as it applies to the interpretation of an Ordinance. Interpretation, Cap. 5.
3. The institution heretofore known as "the Carnegie Trade Centre for Women", which has been established in the City of Georgetown out of funds provided by the Carnegie Corporation of New York and which is now maintained out of funds voted from colonial revenues for the purposes of education shall henceforth be known as "the Carnegie Trade School for Women." Change of name of institution.
4. (1) The control and management of the Carnegie Trade School for Women shall be vested in a Board of Governors, hereinafter referred to as "the Board." Control and management.

(2) The Board shall consist of not less than six and of not more than nine members.

(3) The Director of Education shall, *ex officio*, be a member and the Chairman of the Board.

(4) The Principal of the Carnegie Trade School for Women, hereinafter referred to as "the Principal," shall be a member of the Board, but she shall not have the right to vote on questions under consideration by the Board.

(5) Subject to the provisions of sub-regulations (3) and (4) of this regulation, every member of the Board shall be appointed by the Governor, and shall hold office for two years from the date of his appointment and shall be eligible for re-appointment.

(6) Five members (including the presiding member) shall form a quorum.

(7) In the absence of the Chairman from a meeting of the Board, the members present shall determine among themselves who shall be the presiding member of the meeting.

Age on admission.

5. No candidate shall be admitted until she has attained the age of 16 years : Provided that the Principal shall have the power, in special circumstances, to admit candidates who have not attained this age, but in no circumstances shall a candidate be admitted under 15 years of age.

Examination of candidates prior to admission.

6. (1) All candidates will be required to undergo a test examination before admission, such test to be conducted by the Principal.

(2) The subjects of the examination shall consist of a general intelligence test and an examination in needlework. All candidates will also be required to attend a personal interview with the Principal.

(3) The date or dates on which the examination will be held shall be advertised in the *Gazette* from time to time.

Enrolment.

7. (1) Except with the special approval of the Board the number of students on roll shall not exceed one hundred, and as far as practicable candidates will only be admitted in the September term of each year.

(2) The provisions of this Regulation shall not apply to the special courses provided for in Regulation 10(4).

Fees.

8. (1) Each candidate for the two years' course shall, before admission, pay an entrance fee of 12 cents and thereafter a terminal fee of 24 cents. Each candidate, before admission, will also be required to provide herself with such uniform as may be prescribed by the Principal.

(2) No fees shall be charged for teachers or students of the Teachers' Training Centre who attend the special courses referred to in Regulation 10(4).

(3) The fees to be charged for the special classes to be arranged for the general public, referred to in Regulation 10(5) shall be fixed from time to time by the Board on the recommendations of the Principal.

9. (1) Scholarships and exhibitions may be awarded to candidates on the results of the examination for admission to the School or on the recommendation of the Principal, and approved by the Board.

Award of scholarships and exhibitions.

(2) The number of scholarships and exhibitions and the value of such scholarships and exhibitions shall be fixed, from time to time, by the Board.

10. (1) The curriculum shall provide for a two years' course of which the first year shall be a general course, and the second year an advanced course.

Curriculum and courses of instruction.

(2) The general course shall include instruction in cooking, housekeeping and marketing, elementary dietetics, elementary hygiene, needlework and laundering and such other subjects as are recommended by the Principal, and are approved by the Board.

(3) The advanced course shall provide for specialised training in cooking and catering, dressmaking, dietetics, hygiene and nutrition and such other subjects as are recommended by the Principal, and are approved by the Board.

(4) The curriculum shall also provide for special courses for students from the Teachers' Training Centre, special refresher courses for teachers in the primary schools of the Colony, and such other courses as the Board may from time to time approve.

(5) With the approval of the Board special external classes may be arranged for the general public.

(6) Except, in special circumstances, and with the approval of the Board, no student shall be allowed to remain at the School after the completion of the two years' course.

11. The activities of the School shall be strictly confined to the training of students, and trading shall only be resorted to as is, commensurate with the demands which the course of training entails, and shall be subject to the approval of the Board.

Trading as a result of the activities of the school.

12. (1) In addition to the duties attached to the post of the Principal as set out in the terms of her agreement, the Principal may be required to inspect and report on the needlework of the primary schools of the Colony and any other subsidiary domestic subjects centres established from time to time.

Duties and powers of the Principal.

(2) The Principal shall be in complete control of the internal administration of the School.

Staff ap-  
pointments,  
etc.

13. The appointments, terms of employment and dismissal of members of the staff shall be made by the Board on the recommendations of the Principal.

Ordinary  
vacations

14. In addition to all Public Holidays the School shall be closed for two to three weeks at Christmas, two weeks at Easter and during the month of August. These vacations may be changed to other periods at the discretion of the Board provided that no change shall be made which admits of the School being kept open continuously for more than four months.

Vacation  
leave.

15. (1) Members of the staff shall be entitled to leave during the vacations as set out in Regulation 14 subject to the exigencies of the work of the School.

(2) Any member of the staff (other than one on contract) may be granted, with the approval of the Board, three months' full pay vacation leave (exclusive of the vacations referred to in Regulation 14) after the completion of seven years of efficient service, subject to the exigencies of the work of the School.

Short leave.

16. The Principal may grant leave on full pay entailing the absence of a member of the staff on account of urgent private affairs for not more than five days in one year.

Sick leave.

17. (1) A member of the staff who is absent from the School on account of illness for a period of not more than five days must satisfy the Principal of the necessity for such absence. If the period exceeds five days the approval of the Chairman of the Board must be obtained, who may grant it only after the production of a medical certificate stating the cause, nature and probable duration of the illness.

(2) A member of the staff, whose absence is supported by a medical certificate may be permitted to draw full pay for a period not exceeding twenty-eight days, in any year, in addition to the ordinary vacation leave referred to in Regulation 15 (2). Absence on account of sickness or convalescence beyond these periods, although supported by a medical certificate, shall be on half pay, and shall not exceed one month for each completed year of efficient service, or six months in all.

*Made by the Governor in Council under section 57 of the Education Ordinance, Chapter 196, this 14th day of December, 1939.*

C. W. H. COLLIER,  
Clerk to the Executive Council.