

**CHAPTER 91.****EDUCATION.***List of Subsidiary Legislation.*

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**EDUCATION CODE.**

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*made by the Governor in Council under section 53 on the 16th April, 1940, and amended on the 7th September, 1943, 8th May, 1944, 27th June, 1944, 22nd October, 1945, 22nd November, 1945, 6th January, 1946, 21st July, 1947, 5th October, 1948, 28th July, 1949, 27th June, 1950, and 6th January, 1952.*

Regs.  
 17 of 1940.  
 37 of 1943.  
 10 of 1944.  
 14 of 1944.  
 43 of 1945.  
 49 of 1945.  
 1 of 1946.  
 16 of 1947.  
 30 of 1948.  
 7 of 1949.  
 17 of 1950.  
 2 of 1952.

## PART I.—PRELIMINARY.

1. These regulations may be cited for all purposes as the Education Code. Short title.

2. In these regulations, unless the context otherwise requires— Interpreta-  
tion.

“average attendance” means the number found by dividing the total number of attendances made by pupils during the school year by the number of school sessions during that period:

Provided that in calculating the average attendance it shall be within the discretion of the manager to make a reduction of ten *per centum* of the total number of sessions, and the attendances made at such sessions, and such further reduction on account of abnormal climatic or health conditions as may be approved by the Director;

“certified teacher” means a teacher who holds a certificate of competency issued by the Director under these regulations;

“Director” means the Director of Education;

“ education officer ” includes senior education officer, education officer and assistant education officer;

“ governing body ” includes the governing body of a religious denomination and a body constituted under paragraph (3) of regulation 5 and recognised under regulation 5;

“ manager ” includes all those who have the management of any aided school;

Regs. 30 of  
1948.

“ school ” means a school or division or department of a school, the managers of which receive any grant-in-aid from the revenues of the Colony, and at which primary education is the principal part of the education given, but does not include any school receiving grants under regulation 20;

“ teacher ” includes everyone who forms part of the educational staff of a school;

“ the Committee ” means the Education Committee;

“ the Ordinance ” means the Education Ordinance;

Regs. 1 of  
1946.

“ trained ” in relation to a certificated teacher means the completion of a course of training at an institution for the training of teachers in any part of Her Majesty’s dominions which is recognised by the Government thereof, or at an institution recognised by the Director in any foreign country, by a person who has been granted a teacher’s certificate of competency under these regulations other than a certificate of the third class.

The expression “ primary ” means and includes the expression “ elementary.”

School year.

3. The school year, for the purposes of school work and of calculating average attendance and other statistics and returns required under these regulations, shall, except in special cases approved by the Director, begin on the 1st September and end on the 31st August.

Duties and  
powers of  
education  
officers.

4. Any duty or power relating to visits of inspection under this code which may be performed or exercised by the Director may be performed or exercised by an education officer.

#### PART II.—CONTROL AND MANAGEMENT OF SCHOOLS.

Religious  
denomina-  
tions and  
governing  
bodies.

5. (1) The governing bodies already recognised shall continue to be so recognised.

(2) The Director may, with the approval of the Governor, recognise the governing body of any denomination which may in future apply for recognition.

(3) Where a religious denomination which has not a governing body or where any person desires recognition, such denomination or such person shall seek some responsible member or members of the community to form with it or him a body, which may apply for recognition in the same manner as a governing body of a religious denomination.

(4) The Director may, with the approval of the Governor, withdraw recognition from a governing body which fails to carry out the terms of the Education Ordinance or of these regulations.

(5) Every governing body shall appoint a correspondent for the transaction of business on its behalf with the Director.

(6) All changes in the membership of any governing body shall be notified forthwith to the Director by the correspondent of the governing body.

(7) "Recognised" in this regulation means recognised as being the authority, body or persons responsible for the control and management of aided schools.

6. (1) Every governing body shall nominate one or more persons to be manager or managers of each of its schools, and may delegate to such manager or managers any of its powers in regard to such school, except the appointment or termination of appointment of head teachers and first assistant teachers:

Nomination  
of managers  
by \_\_\_\_\_ g  
bodies;  
powers of  
managers.

Provided that the governing body shall inform the Director in writing which powers have been so delegated.

(2) Nothing contained in these regulations shall relieve a governing body of its responsibilities in all financial and other matters under the Education Ordinance and these regulations.

(3) If there is more than one manager of a school the governing body shall nominate one of them to transact business with the Director.

7. No teacher while employed as such, nor, except with the special permission of the Governor, any other person who derives any emolument or financial benefit from public funds voted in aid of education shall be a manager of a school or a member of a governing body.

Persons who  
may not serve  
on governing  
bodies or as  
managers.

8. A manager shall visit each school under his charge at least once a month, and shall examine and sign the admission and withdrawal register of pupils and the attendance registers of pupils and teachers and shall record the results of his visit in the log book:

Obligation of  
managers to  
visit schools.

Provided that in the case of schools far removed from the residence of the manager or difficult of access the Director after consultation with the Committee may approve of less frequent visits.

PART III.—SCHOOL PREMISES, LATRINES, EQUIPMENT.

Requirements regarding floor space, etc.

9. (1) Every school shall provide not less than 10 superficial feet of floor space and 100 cubic feet or air space for each child in average attendance, during the preceding school year, and the lowest part of the roof (or ceiling) of any schoolroom shall be not less than 10 feet above the floor.

(2) (a) Covered galleries which are unpartitioned from the main building and are not less than 10 feet wide and 10 feet high may be taken into account in calculating the floor space and air space;

(b) covered galleries which are partitioned from the main building and which are not less than 15 feet wide and 10 feet high may be taken into account in calculating the floor space and air space:

Provided that covered galleries erected prior to the coming into force of these regulations may, with the approval of the Director, be taken into account in calculating the floor space and air space.

(3) All zinc roofs shall be "close boarded."

(4) Buildings shall be kept in good repair, clean, well ventilated, and in a proper sanitary condition.

Use of churches as schools.

10. No church or chapel shall be used as a school without the sanction of the Director except in the case of schools placed upon the aided list prior to the 31st December, 1918.

School grounds.

11. (1) Every school placed upon the aided list after the coming into force of these regulations shall be provided, unless otherwise approved by the Director, with adequate playground accommodation within or closely adjoining the school precincts, i.e. not less than 30 square feet per child.

(2) The grounds adjoining all school buildings shall be properly fenced. All grounds shall be drained, levelled, and kept free of all bush, scrub, litter and rubbish of all kinds. All fences shall be kept in good repair.

Water supply.

12. Where artesian well water is available, a container of adequate size shall be kept in each school. Where artesian well water is not available, a vat or tank shall be provided for the storage and collection of rain water.

Latrines.

13. (1) Every school shall be provided with properly constructed latrines of a pattern approved by the Central Board of Health. These shall be erected as far as possible from the school buildings. Wherever space permits separate latrines for boys and girls shall be erected in different parts of the school grounds.

(2) The number of latrines for each school shall be at the rate of one latrine for every 40 pupils or part of every 40 pupils in average attendance and shall be distributed between the sexes in proportion to their numbers.

Provided that where a school has 50 pupils or under in average attendance there shall be one latrine for each sex.

Removal, erection, and reconstruction of schools.

14. (1) No school shall be removed from one site to another without the sanction of the Director previously obtained.

(2) The plan of every school building to be erected or reconstructed after the coming into force of these regulations shall be submitted to the Director for approval before the work is commenced.

(3) Every school built after the coming into force of these regulations, shall provide a room for the preparatory division, and one for the use of the staff, when in the opinion of the Director such rooms are necessary.

PART IV.—GRANTS.

Grants for maintenance of premises.

15. From the sums voted for the purpose by the Legislative Council, the Director shall pay a block grant-in-aid to each governing body for the purpose of providing and maintaining suitable buildings, outhouses, and playgrounds for the schools of the governing body, calculated at the following rate, or such other rate as the Governor may from time to time approve—

For each school the average attendance of which	Rate per month
does not exceed 50 ... ..	\$1 75
exceeds 50 but does not exceed 100	2 50
"    100    "    "    "    "    150	3 25
"    150    "    "    "    "    200	4 75
"    200    "    "    "    "    250	6 25
"    250    "    "    "    "    300	7 75
"    300    "    "    "    "    350	9 25
"    350    "    "    "    "    400	10 75
"    400    ...    ...    ...    ...	12 25



Latrine  
grants.

16. It shall be the duty of the head teacher of every school to see that latrines are kept clean and in a sanitary condition. For the purpose of enabling this to be done, the Director shall from the sums voted by the Legislative Council pay to each governing body or to the head teacher of each school where so authorised by the governing body the following monthly grants—

For each school the average attendance of which	Rate per month
does not exceed 50 ... ..	\$1 25
exceeds 50 but does not exceed 100 ... ..	1 50
"    100    "    "    "    "    200    ... ..	1 75
"    200    "    "    "    "    350    ... ..	2 25
"    350    "    "    "    "    500    ... ..	2 50

an additional 50 cents shall be paid for every 150 pupils or part of that number in average attendance above 500.

Supply of  
furniture,  
equipment,  
etc.

17. (1) The Director shall, from the sums voted for the purpose by the Legislative Council, provide and issue to a governing body—

(i) In respect of each of its schools, such furniture, equipment, apparatus, materials, books, and other educational supplies as he considers necessary for the efficient working of the school according to the following rate, or such other rate as the Governor may from time to time approve—

For each school the average attendance of which	Rate per month
does not exceed 50 ... ..	\$1 75
exceeds 50 but does not exceed 100 ... ..	2 50
"    100    "    "    "    "    150    ... ..	3 25
"    150    "    "    "    "    200    ... ..	4 75
"    200    "    "    "    "    250    ... ..	6 25
"    250    "    "    "    "    300    ... ..	7 75
"    300    "    "    "    "    350    ... ..	9 25
"    350    "    "    "    "    400    ... ..	10 75
"    400    ... ..	12 25

Provided that where owing to distance or other cause it is, in the opinion of the Director, not convenient to issue such furniture, equipment, etc., the Director may pay to the governing body a block grant to the value thereof; and

(ii) in respect of each pupil in average attendance at each of its schools stationery and other school requisites at the rate of 12½ cents *per annum* or at such a rate as the Governor may from time to time approve.

(2) All furniture, equipment, apparatus, and materials, which are in a school shall be kept clean and in good order, and shall be marked with the name of the school.

Cleanliness of furniture, etc.

18. From the sums voted for the purpose by the Legislative Council, the Director may pay to a governing body for the maintenance and upkeep of each school garden, established by it, a grant at the following rate, or at such other rate as the Governor may from time to time approve—

Grants for school gardens. Regs. 37 of 1943.

Area of garden: not less than	Average number of pupils over 10 years of age receiving instruction.	Monthly grant not exceeding
sq. rods		\$ c.
24	30 but does not exceed 45 ... ..	2 50
	Exceeds 45 but does not exceed 60 ... ..	3 00
	Exceeds 60 ... ..	3 50
16	20 but does not exceed 30 ... ..	2 00
	Exceeds 30 but does not exceed 40 ... ..	2 25
6	6 but does not exceed 20 ... ..	1 50
	Exceeds 20 but does not exceed 30 ... ..	1 75
	Exceeds 30 ... ..	2 00

19. (1) From the sums voted for the purpose by the Legislative Council, the Director may pay to a governing body which has provided tools, appliances, and materials, for the teaching of some special form of handicraft in respect of each school in which such provision is made, a grant at the following rate, or such other rate as the Governor may from time to time approve—

Grants for handicrafts. Regs. 37 of 1943.

Handicraft.	Average number of pupils receiving instruction.	Monthly grant not exceeding
BOYS OVER 11 YEARS OF AGE.		\$ c.
Elementary carpentry and joinery	Not less than 10 ... ..	5 00
	Exceeds 10 but does not exceed 15 ... ..	5 50
	Exceeds 15 ... ..	6 00
BOYS AND GIRLS OVER 9 YEARS OF AGE.		
Basket work, wicker work, hammock making and other work approved by the Director.	Not less than 10 ... ..	2 00
	Exceeds 10 but does not exceed 15 ... ..	2 50
	Exceeds 15 ... ..	3 00

(2) No grant shall be paid under this regulation unless regular and proper instruction is given to the satisfaction of the Director.

20. (1) From the sums voted for the purpose by the Legislative Council, the Director may pay to a governing body which has provided materials for the teaching of needlework, in respect of each school in which such provision is made, a grant at the

Grants for needlework. Regs. 10 of 1944.

rate of 24 cents *per annum* for each girl in average attendance in the lower, middle and upper divisions of such a school, or at such other rate as the Governor may from time to time approve.

(2) No grant shall be paid under this regulation unless regular and proper instruction is given to the satisfaction of the Director.

Grants for  
teaching  
East Indian  
languages—

21. (1) The Director may, out of the sums provided for the purpose by the Legislative Council, pay to a governing body a grant for the teaching of East Indian languages to pupils and to enable teachers and pupil teachers to qualify as teachers of East Indian languages.

(2) When children of East Indian descent cannot easily obtain at an aided school instruction in an East Indian language, the Director may out of the sums voted for the purpose by the Legislative Council pay grants for the teaching of East Indian languages to schools not otherwise on the list of aided schools.

Grants for  
teachers'  
salaries.

22. From the sums voted for the purpose by the Legislative Council, the Director shall pay to each governing body grants in respect of the salaries of teachers in accordance with the regulations contained in Part V of these regulations.

Furnishing  
of claims,  
accounts and  
vouchers.

23. (1) All claims for grants payable under these regulations shall be made in writing to the Director in a form approved by him.

(2) The governing body or the manager, if duly authorised, shall certify the correctness of all claims for salaries and other grants.

(3) Every governing body which receives any grant under these regulations shall cause to be furnished to the Director a detailed account of the expenditure of the grant duly certified and supported by vouchers. In the case of grants for teachers' salaries and for latrines accounts shall be rendered monthly supported by receipts from the teachers for their salaries and vouchers for the expenditure of the latrine grant.

(4) Any grant or any part thereof which has not been paid by the Director at the end of the financial year by reason of the failure of any governing body to comply with this regulation shall lapse.

24. The payment of all grants is dependent on the amount voted annually for that purpose by the Legislative Council and nothing in these regulations shall be regarded as constituting a right to or in any such grant.

Grants dependent on amount provided by Legislative Council.

25. (1) A governing body may apply to the Director for a grant in respect of a new school or for a full grant in respect of a school aided under regulation 94.

Application for grants.

(2) If any such school is within a radius of three miles of an aided school, the Director shall insert a notice of the application in the Gazette and forward a copy of such notice to the governing body of the aided school.

26. (1) When an application for aid is made under the preceding regulation, the governing body shall produce such evidence as may be called for to show—

Approval of grants.

(a) that the school is necessary, according to the needs of the district and of the denomination;

(b) that the requirements of these regulations have been complied with;

(c) that the average daily attendance at the school for the six months prior to the date of application has been not less than 101 in Georgetown or New Amsterdam, and not less than 51 in any other district.

(2) If a grant is not approved, the reason therefor shall be communicated to the applicant.

(3) If a grant is approved for a new school the Director shall determine the average attendance from the data in his possession.

Regs. 37 of 1943.

27. New schools are established at the risk of the founder and their establishment shall not create any right or claim to a grant under these regulations.

New schools.

28. The Director may at any time withhold the payment of any grant, or portion thereof, to any school which in his opinion has ceased to be efficient or otherwise to fulfil any of the requirements of these regulations. Before doing so, he shall send to the governing body a statement showing in what respect the school has fallen below the standard required, or otherwise failed to fulfil the requirements of these regulations, and such statement shall be laid before the Committee at the first opportunity.

Withholding of grants.

Withdrawal  
of grants.

29. The Director may after consultation with the Committee and with the approval of the Governor and subject to at least six months' notice being given to the governing body concerned withdraw from any school any grant or any portion thereof.

PART V.—NUMBER OF TEACHERS AND GRANTS FOR  
THEIR SALARIES.

Number of  
teachers.

30. (1) The number of each class of head teachers, the number of each class of certificated assistant teachers, the number of uncertificated assistant teachers and pupil teachers, together with the number of head teachers of schools in each grade of attendance, in respect of whose salaries grants may be paid to governing bodies shall be fixed from time to time by the Governor.

Regs. 37 of  
1943.

(2) The number of assistant teachers and pupil teachers in respect of whose salaries grants may be paid to the governing body concerned shall be as follows, or such other number as the Governor may from time to time approve—

Average attendance during the previous school year		Number of Assistant Teachers (Certificated or Uncertificated)		Pupil Teachers	
Exceeds	50 but does not exceed	85	1	and	1
„	85	„ „ „ „ 120	2	„	1
„	120	„ „ „ „ 160	3	„	1
„	160	„ „ „ „ 200	4	„	1
„	200	„ „ „ „ 240	5	„	2
„	240	„ „ „ „ 280	6	„	2
„	280	„ „ „ „ 320	7	„	3
„	320	„ „ „ „ 360	8	„	3
„	360	„ „ „ „ 400	8	„	4
„	400	„ „ „ „ 440	9	„	4
„	440	„ „ „ „ 480	10	„	4
„	480	„ „ „ „ 520	11	„	4
„	520	„ „ „ „ 560	12	„	4
„	560	„ „ „ „ 600	13	„	4

Provided that where a school is accommodated in more than one building the Director may fix the staff for each building separately.

(a) in special circumstances the Director may authorise the employment of one or more additional assistant teachers or pupil teachers at any school;

(b) when certificated assistant teachers are not available, uncertificated teachers may be employed with the approval of the Director:

Provided that not less than 40 *per centum* of the teachers employed are certificated teachers.

(3) Where the application of this regulation involves an increase in the number of teachers to be employed in any school, the appointment of such additional teachers shall be subject to the provisions of regulation 24.

31. (1) Subject to regulation 41 of the Code the head teacher of a school shall be paid a monthly salary according to his certificate and the grade of average attendance of his school as calculated in regulation 32, according to the following incremental scale—

Salaries of  
head teachers.  
Regs. 17 of  
1950.  
2 of 1952.

Average attendance of school.	Class of Certificate.		
	Class I.	Class II.	Class III.
Over 600 ... ..	\$200 × \$10—\$240		
Over 400 but not exceeding 600.	\$182 × \$6— \$206 × 7— \$213    × \$7— \$220 (with an efficiency bar at \$213.		
Over 200 but not exceeding 400.	\$158 × \$6— \$170    × \$6— \$206    × \$6— \$212 (with efficiency bars at \$170 and \$206).	\$140 × \$6— \$158    × \$6— \$170    × \$6— \$182 (with efficiency bars at \$158 and \$170).	
200 and under ...	\$128 × \$6— \$146    × \$6— \$158    × \$6— \$164 (with efficiency bars at \$146 and \$158).	\$122 × \$6— \$140    × \$6— \$152    × \$6— \$158 (with efficiency bars at \$140 and \$152).	\$116 × \$6— \$134    × \$6— \$146 (with efficiency bar at \$134).

(2) Except in special circumstances and subject to the approval of the Director, no person shall be appointed as a head teacher of a school of an average attendance exceeding 400 unless he holds a first class certificate as a teacher, and no person shall be appointed head teacher of a school of an average attendance exceeding 200 unless he holds a second class certificate as a teacher:

Regs. 17 of  
1950.  
2 of 1952.

Provided that any head teacher of a school who, on the coming into force of this regulation, does not hold a first class

certificate or a second class certificate as aforesaid, may continue as head teacher of such school, and shall be paid a monthly salary according to the following incremental scale—

Average attendance of school.	Class of Certificate.	
	Class II.	Class III.
Over 600	\$182 × \$6—\$194    × \$6—\$206 (with efficiency bar at \$194).	\$155 × \$6—\$167    × \$6—\$179 (with efficiency bar at \$167).
Over 400 but not exceeding 600.	\$162 × \$6—\$186    × \$6—\$198 (with efficiency bar at \$186).	\$135 × \$6—\$153    × \$6—\$171 (with efficiency bar at \$153).
Over 200 but not exceeding 400.		\$122 × \$6—\$146    × \$6—\$158 (with efficiency bar at \$146).

Regs. 17 of 1950. 2 of 1952.

(3) A head teacher not holding the certificate of a trained certificated teacher shall not be eligible to proceed beyond the efficiency bar (||) of the scale on which he is appointed:

Provided that where there is more than one efficiency bar, he may proceed to the second bar.

Regs. 17 of 1950.

(4) Except in special circumstances and at the discretion of the Director no person who is not a senior assistant teacher shall be eligible for appointment as head teacher of a fully aided school.

Regs. 17 of 1950.

(5) Except in special circumstances (as to which the decision of the Director shall be final and conclusive), no teacher whether a trained certificated teacher or a certificated teacher holding a first class or a second class certificate shall be eligible for appointment as a head teacher unless he has passed the efficiency bar of \$125 in the scales of salary provided for senior assistant teachers holding first and second class certificates. No certificated teacher holding a third class certificate shall be eligible for appointment as a head teacher unless he has passed the efficiency bar of \$90 in the scale of salary provided for senior assistant teachers holding third class certificates.

Regs. 17 of 1950.

(6) No head teacher shall pass an efficiency bar unless his school has been classified as “good” for two consecutive years of which not more than one may be before he has reached the bar in respect of—

- (a) organisation, discipline and instructions; and
- (b) school records:

Provided that—

(i) if for any reason two consecutive inspections were not carried out, a head teacher who has received the prescribed award at one inspection shall pass the bar;

(ii) the Director may, in his discretion permit a head teacher to pass an efficiency bar if, notwithstanding that his school has failed to receive the prescribed award on inspection, the Director considers that the circumstances so warrant.

(7) Where for any reason the average attendance of any school decreases the head teacher shall continue on the salary scale appropriate to the school before such decrease occurred, until he is transferred to a school appropriate to such salary. Regs. 17 of 1950.

(8) Nothing in sub-regulation (6) of this regulation shall be construed as affecting the operation of any penalty imposed on a head teacher or these regulations. Regs. 17 of 1950.

(9) Any head teacher of a school who, on the coming into force of these regulations, is in receipt of a salary with cost of living allowance in excess of what is provided for his grade of school and certificate, shall be paid salary in accordance with these regulations and receive the amount over and above what is authorised as personal to himself. Regs. 17 of 1950.

(10) In this regulation the expression "head teacher" includes any teacher in charge of a junior school. Regs. 17 of 1950.

**32.** (1) Subject to regulation 41 of the Code an assistant certificated teacher of a school who holds a certificate of competency under the Code shall be paid a monthly salary according to the following incremental scales— Salaries of assistant teachers. Regs. 17 of 1950.

Senior assistant teachers and teachers in charge of branch schools—

Class I. \$100 × \$5—\$125 || × \$5—\$135 || × \$5—\$140 (with efficiency bars at (\$125 and \$135).

Class II. \$100 × \$5—\$125 || × \$5—\$130 (with efficiency bar at \$125).

Class III. \$75 × \$5—\$90 || × \$5—\$110 (with efficiency bar at \$90).

Trained certificated teachers—

Class I. \$80 × \$5—\$90 || × \$5—\$110 || × \$5—\$125 (with efficiency bars at \$90 and \$110).

Class II. \$75 × \$5—\$90 || × \$5—\$115 (with efficiency bar at \$90).



Certificated teachers—

Class I. \$75 × \$5—\$90 || × \$5—\$110 || × \$5—\$120  
(with efficiency bars at \$90 and \$110).

Class II. \$70 × \$5—\$90 || × \$5—\$110 (with efficiency  
bar at \$90).

Class III. \$65 × \$5—\$80 || × \$5—\$100 (with efficiency  
bar at \$80).

Regs. 17 of  
1950.

(2) No senior assistant teacher and no teacher in charge of a branch school appointed to any school shall be permitted to proceed beyond the second efficiency bar of his scale unless he is a trained certificated teacher.

Regs. 17 of  
1950.

(3) A senior assistant teacher shall be appointed to every school with an average attendance of 201 or over, and where the average attendance of any such school exceeds 400 such school shall have two senior assistant teachers.

Regs. 17 of  
1950.

(4) The duties of senior assistant teachers shall be as defined by the Director from time to time.

Regs. 17 of  
1950.

(5) After the coming into force of these regulations no teacher shall be appointed a senior assistant who does not hold either a first class or a second class certificate.

Regs. 17 of  
1950.

(6) Every certificated assistant teacher who obtains from the Government Training College a certificate as a trained teacher shall be appointed in the appropriate scale at his former salary plus three increments.

Regs. 17 of  
1950.

(7) First class teachers and second class teachers who were actually in training before the coming into force of these regulations shall on completion of this training and appointment to service receive a commencing salary of \$100 a month and \$90 a month respectively in their scales.

Regs. 17 of  
1950.

(8) No senior assistant teacher and no certificated assistant teacher shall pass an efficiency bar unless he has received an award of at least "good" in respect of his work for two consecutive years of which not more than one may be before he has reached the bar:

Provided that the Director may, in his discretion, permit him to pass an efficiency bar, if, notwithstanding that he has failed to receive the prescribed award in respect of his work, the Director considers that the circumstances so warrant.

Regs. 17 of  
1950.

(9) A senior assistant teacher or a certificated assistant teacher who has improved his qualification shall be eligible to receive, in respect thereof, one increment as from the 1st

January of the year following that in which he obtained the higher class of certificate, irrespective of his passing an efficiency bar.

(10) Nothing in sub-regulation (8) of this regulation shall be construed as affecting the operation of any penalty imposed on a certificated senior assistant teacher, or a certificated assistant teacher, or these regulations.

Regs. 17 of 1950.

**33.** (1) A teacher appointed in charge of a domestic centre or a handicraft centre carried on as an independent centre apart from any primary school shall be paid a monthly salary as follows—

Salaries of teachers in charge of domestic or handicraft centres. Regs. 17 of 1950.

Class I. \$128 × \$6—\$146 || × \$6—\$180 (with efficiency bar at \$146).

Class II. \$122 × \$6—\$140 || × \$6—\$158 (with efficiency bar at \$140).

Class III. \$116 × \$6—\$134 || × \$6—\$146 (with efficiency bar at \$134).

(2) Any assistant teacher appointed to a domestic centre or a handicraft centre shall be paid a monthly salary as provided in sub-regulation (1) of regulation 32 according to his status.

Regs. 17 of 1950.

(3) The provisions of sub-regulation (6) of regulation 31 and of paragraph (a) of sub-regulation (1) of regulation 37 shall, *mutatis mutandis*, apply to a head teacher of a domestic centre or a handicraft centre in the same manner and to the same extent as they apply to a head teacher of a school.

Regs. 2 of 1952.

**34.** Any teacher who is a graduate of a University in the British Commonwealth or of a University recognised by the Director as being of an equivalent status shall, in addition to the salary paid him under these regulations, be paid an allowance of \$20 a month which shall be personal to himself and which shall be pensionable.

Graduate teachers. Regs. 17 of 1950.

**35.** Where a certificated assistant teacher is appointed to act for a head teacher in a school, the average attendance of which does not exceed 200, he shall be paid salary calculated on the basis of one-half of the minimum salary of the post in which the teacher is acting together with one-half of the minimum salary of his substantive post, plus all increments already earned, the total payment however, not to exceed the minimum of the post in which the teacher is acting:

Salaries of assistant teachers acting as head teachers where the average attendance does not exceed 200. Regs. 17 of 1950. 2 of 1952.

Provided that no payment shall be made for a shorter period than one month.

Uncertificated assistant teachers. Regs. 17 of 1950.

36. (1) Except as otherwise provided in regulation 33 and subject to the provisions of this regulation, an uncertificated assistant teacher shall be paid a monthly salary as follows—

(a) where the teacher has passed Group A of the Teachers Certificate examination, or the Pupil Teachers examination of the fourth year or its equivalent, or who having passed the examination for a pupil teacher of the third year and ceased to be a pupil teacher before 1934, on the scale  $\$50 \times \$2.50$ — $\$60$ ;

(b) where the teacher has passed the Pupil Teachers examination of the third year or its equivalent, on the scale  $\$45 \times \$2.50$ — $\$50$ ;

(c) where the teacher has passed the Pupil Teachers examination of the second year or its equivalent, on the scale  $\$35 \times \$2.50$ — $\$45$ .

Regs. 17 of 1950.

(2) No uncertificated person shall be employed as a teacher in any school unless a certificated assistant teacher is not available, and unless such uncertificated person has attained the age of 18 years and has been approved by the Director for the purpose.

Regs. 17 of 1950.

(3) After the coming into force of this regulation, no person who has not passed the Pupil Teachers examination of the fourth year or the third year or its equivalent, shall be appointed as an uncertificated assistant teacher in a fully aided school except in remote areas where more qualified teachers are not available. Such teachers now employed shall be paid on the scale  $\$35 \times \$2.50$ — $\$45$ .

Regs. 17 of 1950.

(4) If the staff of a school does not include a woman teacher qualified to teach sewing or in any other special circumstance the Director may authorise the employment of a part time teacher who shall teach sewing only at a salary of not more than  $\$8$ .

Regs. 17 of 1950.  
2 of 1952.

(5) After the coming into force of these regulations no uncertificated teacher may be appointed to take charge of a fully aided school or an approved domestic science centre or a handicraft centre, but anyone now in employment shall be paid a monthly salary on the scale,  $\$65 \times \$5$ — $\$80 \parallel \times \$5$ — $\$90 \times \$5$ — $\$100$  with an efficiency bar at  $\$80$ .

Point of entry into new scales. Regs. 17 of 1950.

37. (1) Every teacher on an incremental scale of salary shall on promotion be paid increments as follows—

(a) if immediately prior to his promotion the salary of a teacher was less than the minimum of the new scale, he

shall receive the minimum; but if he was qualifying for increment in his former post and had already earned such amount of increment as would bring his salary up to the minimum of his new scale then any balance of increment earned in his former scale shall be taken into account in fixing the date of his first increment in his new scale;

(b) if his former salary was not less than the minimum of his new scale he shall continue to receive his former salary until by length of service at his new incremental rate he has earned such an amount of increment as will bring him to the nearest point in his new scale;

(c) if the maximum or fixed salary of his former post is not less than the minimum of his new scale and—

(i) he has served at his former salary for one year or over he shall receive the value of an increment in his new scale, and if the value of his new salary does not then coincide with the point of his new scale he shall receive salary at the point immediately below and continue to earn such amount of increment as will bring his salary to the next point in his scale;

(ii) he has served at his former salary for less than one year such service shall be taken into account in fixing his salary and incremental date in the new scale.

(2) A teacher who is placed on a revised scale with a lower maximum salary than the scale in which he was serving on the coming into force of these regulations and who arrives at his revised maximum salary before promotion is available to him, shall be permitted to proceed to the second bar point in the revised scale immediately above that in which he is placed.

Regs. 17 of  
1950.

38. (1) Every pupil teacher shall be paid a monthly salary—

(a) of \$25 where he has passed the appointment examination;

(b) of \$30 where he has passed the first year examination;

(c) of \$35 where he has passed the second year examination or its equivalent;

(d) of \$40 where he has passed the third year examination or its equivalent;

(e) of \$45 where he has passed the fourth year examination or its equivalent.

Salaries of  
pupil  
teachers.  
Regs. 17 of  
1950.  
2 of 1952.

(2) The employment of a pupil teacher shall be conditional upon his passing the annual examinations for pupil teachers.

Regs. 17 of  
1950.

Regs. 17 of  
1950.

(3) Where a sufficient number of pupil teachers is not available for employment in any school any person between the ages of 14 and 17 years who in the opinion of the Director has suitable qualifications may be employed as a junior teacher at a salary of \$20 per month but the number of junior teachers employed at the same time in any school shall not exceed two.

Annual  
increments  
and other  
increases of  
salary.

39. No teacher or pupil teacher shall be eligible to receive any annual increment or other increase of salary unless the Director certifies that the teacher's work and conduct have been satisfactory during the period in respect of which the increment or increase is claimed.

Removal  
expenses of  
teachers.

40. The Director may approve of the refund of reasonable removal expenses to any teacher who is transferred either temporarily or permanently from one school to another except where the teacher—

(a) is transferred permanently and becomes eligible for increased emoluments thereby; or

(b) is transferred at his own request; or

(c) is transferred as a penalty under the Ordinance or these regulations.

#### PART VI.—CERTIFICATION, EMPLOYMENT AND DISCIPLINE OF TEACHERS.

Teachers'  
certificates  
of  
competency.

41. (1) Every head teacher and every certificated assistant teacher shall be required to hold a certificate of competency (hereinafter called a certificate).

(2) Certificates shall be of three classes—first, second, and third, and may be either temporary or permanent.

(3) The possession of a certificate of whatever class or character shall not entitle a teacher to salary under regulations 31 or 34 until the holder has been appointed one of the teachers whose employment is authorised under regulation 30 (1).

Certificate  
examinations.

42. (1) Examinations for certificates shall be held from time to time as directed by the Director and shall be conducted by a board of examiners.

(2) A syllabus of the subjects of examination and rules governing the examination shall be issued from time to time by the Director.

Certificate  
of character  
and fee for  
examination.

(3) Each candidate for examination shall satisfy the Director that he is of good character and shall be required to pay a fee of \$1.50.

(4) A woman teacher may present herself for examination in needlework only. The fee for such examination shall be fifty cents. Needlework examination fee.

(5) Without the special sanction of the Director no person who has not attained the age of 19 years may enter for the teachers' certificate examination, except a pupil teacher who has passed the examination for pupil teachers of the fourth year. Age limit for examination.

43. (1) The Director may grant a temporary certificate to any person who is a British subject by birth or naturalisation and who— Temporary certificates. Regs. 37 of 1943.

(a) satisfies the board of examiners; or

(b) holds a certificate from an institution for the training of teachers in any part of Her Majesty's dominions which is recognised by the Government thereof; or

(c) holds a teacher's certificate from the Government of any part of Her Majesty's dominions; or

(d) has taken a degree at a university in any part of Her Majesty's dominions; or

(e) holds the school certificate of the Oxford and Cambridge Schools' Examination Board or the Cambridge Local Examinations Syndicate with credits in five subjects including English and Mathematics or the London University or Cambridge Local Examination Higher School Certificate, or has passed the Matriculation or Intermediate Degree Examinations of a university in any part of Her Majesty's dominions; and

(f) satisfies the Director that he is of good character.

(2) A person who satisfies the board of examiners shall be entitled to a certificate according to the class in which he has been placed. Regs. 37 of 1943.

(3) A person who has taken a degree at a university in any part of Her Majesty's dominions shall be entitled to a Class I certificate and a person who has passed the Intermediate Degree Examination or the Higher School Certificate Examination shall be entitled to a Class II certificate. Regs. 37 of 1943.

(4) The Director may also grant a temporary certificate, in exceptional circumstances, to any person whether a British subject or not, where he is satisfied that the applicant is academically qualified, has undergone a course of training as a teacher accepted by him, and possesses outstanding teaching ability. Regs. 49 of 1945.

Regs. 37 of  
1943.

(5) A teacher to whom a temporary certificate is granted by virtue of the qualification mentioned in paragraph (d) or paragraph (e) in sub-regulation (1) of this regulation shall present himself for examination in the principles of education and the practice of teaching at the first teachers' certificate examination subsequently held in the Colony:

Provided that if the date of the examination falls within six months of the date of grant of the certificate, the teacher may present himself at the next succeeding examination:

Provided further that if any such teacher fails to pass the said examination within three years after the date of the grant of the certificate, the certificate may be withdrawn.

Permanent  
certificates.  
Regs. 37 of  
1943.

44. (1) A teacher shall not be eligible for a permanent certificate until he has—

(a) been examined by a medical board and certified to be physically fit to perform all the duties of a teacher;

(b) held a temporary certificate for not less than two years;

(c) produced evidence of good character during that period;

(d) passed a written examination in the principles of education and the practice of teaching accepted by the Director as of a suitable standard; and

(e) satisfied the Director of his ability to teach classes of pupils in any of the subjects of the primary school curriculum and of his fitness in all respects to hold a teacher's certificate.

Regs. 37 of  
1943.

(2) Should a teacher fail to qualify for a permanent certificate, he may with the approval of the Director continue to hold a temporary certificate of the class for which he has qualified by examination, and to receive the salary prescribed by these regulations for a teacher who holds that class of certificate.

Provisional  
certificates.

45. (1) The Director shall have power to issue a provisional certificate to any person who, in his opinion, may be properly employed as a teacher in charge of a school, including a branch school, or of a division of a school which is housed in a separate building.

(2) A teacher to whom a provisional certificate is issued shall present himself for examination at the first certificate examination subsequently held in the Colony:

Provided that if the date of the examination falls within six months of the date of issue of the provisional certificate, the teacher may present himself at the next succeeding examination but not later.

(3) A provisional certificate may be withdrawn if the holder fails to pass the certificate examination.

46. (1) The Director may grant a certificate of the third class without examination to the holder of a provisional certificate who for ten consecutive years immediately preceding his application has to the knowledge of the Director satisfactorily performed the duties of a teacher in charge of a school including a branch school, or a division of a school which is housed in a separate building:

Grant of third class certificates to holders of provisional certificates.

Provided that in remote localities five years may be regarded as sufficient.

(2) The holder of a certificate so granted shall be employed only in such schools as may be approved by the Director.

47. The Director may grant a certificate of the third class to any uncertificated teacher who, in his opinion, has served meritoriously during a period of not less than twenty years.

Grant of third class certificates to uncertificated teachers.

48. The Director shall keep a record of the service of every teacher in which shall be entered the teacher's date of birth, qualification, appointments held, and such other particulars as the Director may from time to time consider necessary.

Record of service of teachers.

49. (1) Before any person is appointed as a teacher for the first time, he shall satisfy the Director that he is of good character and shall produce a certificate from a Government medical officer that he is physically fit for employment as a teacher.

Certificates of character and physical fitness required from teachers.

(2) If at any time the Director considers it desirable in the interests of the school that a teacher should be examined by a Government medical officer, he may request in writing any Government medical officer to make such examination, and the said officer shall thereupon make the same free of charge and shall report the result to the Director. Any teacher refusing to submit to such examination shall be guilty of a breach of these regulations.

(3) If in the opinion of a governing body or the Director or both, it is considered that the inefficiency of a teacher is in any way attributable to ill-health, then on the recommendation of the governing body or the Director, or both, the teacher concerned may be instructed by the Director to attend a medical board appointed by the Director of Medical Services at the time and place appointed. Any teacher refusing



to submit to such an examination shall be guilty of a breach of these regulations.

Disqualifi-  
cation on  
account of  
disease.

50. A teacher in any school may be required to produce a medical certificate to the satisfaction of the manager that the teacher's attendance at the school is not likely to be a source of contagion or infection.

Employment  
of teachers.

51. The appointment, terms of employment, payment, promotion, transfer, and termination of employment of teachers shall rest directly with the governing bodies subject to the approval of the Director which shall be previously obtained.

Letters of  
appointment.

52. (1) The terms of employment of a teacher, either on first appointment, or on transfer, shall be embodied in a letter of appointment from the governing body, or in the case of a teacher whom the manager is authorised to appoint under regulation 6 from such manager.

(2) Every letter of appointment containing a teacher's terms of employment, shall—

(a) state the period of notice in writing which is necessary on either side to terminate the teacher's employment, which in the case of a head teacher, other than a head teacher holding a provisional certificate, shall be three months, and in the case of other teachers one month; and

(b) state any duties in regard to the giving of religious instruction in the school which are to be performed by the teacher in addition to the duties required of him by section 28 of the Ordinance.

(3) No letter of appointment shall contain anything contrary to these regulations.

Transfer of  
teachers.

53. (1) (a) Any teacher may apply in writing to the governing body of the school in which he is employed for transfer to a school under the same governing body;

(b) a governing body may grant or reject an application for transfer to a school under its management;

(c) a teacher desiring to be employed by another governing body shall apply in writing to such governing body, and upon securing such employment shall give to the governing body by whom he is employed the notice prescribed by regulation 52 (2) (a). The governing body may in special circumstances and with the approval of the Director dispense with such notice.

(2) (a) A governing body in the course of appointing to any school the staff authorised by these regulations may transfer thereto any teacher:

Regs. 37 of  
1943.

Provided that in the case of the transfer of a teacher holding a permanent certificate not less than three months' notice of such transfer shall be given and in the case of the transfer of any other teacher not less than one month's notice of such transfer shall be given;

(b) a head teacher who has been employed as such in a school or schools during five or more successive years may within one month of receiving notice of transfer appeal to the Committee which may uphold or reject such appeal.

(3) Unless in the opinion of the Director, the interest of the school or schools requires otherwise, a head teacher shall be transferred only at the beginning of a school year and an assistant teacher only at the beginning of a school term.

54. Any teacher who is transferred under regulation 53 shall on transfer be paid the salary of the post to which he is transferred as prescribed by these regulations or the salary which he is receiving at the date of his transfer, whichever shall be the greater.

Salaries of  
teachers  
transferred.

55. (1) (a) When a teacher is dismissed under section 46 of the Ordinance, the teacher may obtain from the Director a full statement of the cause of his dismissal;

Termination  
of teacher's  
employment.

(b) when the employment of a teacher is terminated otherwise than by dismissal under section 46 of the Ordinance, the governing body shall make a report to the Director, containing a full statement of the reasons for the termination of the employment.

(2) Where the employment of a teacher has been terminated and any governing body or manager who contemplates employing him applies to the Director for information as to the cause of such termination, the Director shall furnish the manager with a copy of the report relating thereto.

Manager to  
be furnished  
with in-  
formation  
respecting  
teachers.

56. No teacher under the age of twenty-one years shall be allowed to take charge of a school except in an acting capacity and then only with the approval of the Director in writing.

Qualifications  
of teachers  
as to age.

57. After the coming into force of these regulations, no married woman shall be appointed as a teacher except in places where the services of an unmarried woman teacher suitable for

Employment  
of married  
women.

the post cannot be obtained or without the approval of the Director in writing.

Restrictions  
of teachers  
engaging in  
business, etc.

**58.** (1) No teacher shall engage in any business or occupation which, in the opinion of the Director, will interfere with his duty as a teacher under these regulations.

(2) A teacher may not act as the editor of any newspaper nor take part directly or indirectly in the management thereof except with the permission of the Director nor contribute anonymously thereto anything which is of a political or administrative nature.

Discipline of  
teachers.

**59.** (1) For any breach of these regulations, for improper conduct while in school, for neglect of duty, misconduct, inefficiency, unfitness, irregularity, or conduct unbecoming a teacher, or lack of discipline on the part of any teacher, the governing body of the school in which the teacher is employed may impose a fine not exceeding \$24, or other penalty on the defaulting teacher, but not until the teacher has been informed of the charge against him and has been given an opportunity of exculpating himself.

(2) Where such a breach of the regulations, or neglect of duty, misconduct, inefficiency, irregularity or lack of discipline is discovered by the Director or his officers or is otherwise brought to his notice, the Director may inform the governing body of the school in which the teacher is employed, and thereupon it shall be the duty of the governing body to investigate the matter in accordance with paragraph (1) of this regulation and section 46 of the Ordinance.

(3) Any penalty imposed by the governing body shall be subject to confirmation by the Director, who may at his discretion vary the penalty imposed by the governing body.

(4) When in the opinion of the governing body and the Director, or either of them, the penalty to be imposed on a teacher holding a permanent certificate should not amount to dismissal under section 46 of the Ordinance but should be the termination of his employment after notice or his transfer to another school in any capacity, the Director shall, should the teacher so request, thereupon refer the matter to the Committee for their advice.

(5) In any case under these regulations where the Committee advises that a teacher shall be transferred and the teacher declines to accept such transfer his employment shall thereupon be terminated by the governing body.

(6) All fines imposed under this section shall be paid into a fine fund to be in charge of the Director, and to be disbursed, subject to rules to be made for that purpose by the Director with the approval of the Governor.

(7) If a teacher is interdicted from duty in accordance with section 47 (1) of the Ordinance he shall be allowed to receive one-half of his salary and if the proceedings against the teacher do not result in his dismissal or the termination of his employment or the suspension or cancellation of his certificate he shall be entitled to the full salary he would have received if he had not been interdicted:

Regs. 37 of  
1943.

Provided that if a teacher is convicted on a criminal charge he shall not receive any salary from the date of conviction pending consideration of his case by the Director.

60. (1) Every occasion on which a teacher is absent from school must be entered in the absence report where all the required particulars must be given. All short leave or special leave shall be subject to the exigencies of the work of the schools.

Leave of  
absence of  
teachers.

(2) (a) A manager may in case of sudden emergency grant leave on full pay to any teacher for urgent private affairs for any period not exceeding two days at a time, and for not more than five school days in any one school year. A teacher who desires to obtain such leave shall submit to the manager as early as possible an application stating the nature of the urgent private affairs upon which such application is based;

Regs. 30 of  
1948.

(b) the Director in his discretion, and subject to the exigencies of the school, may grant additional leave on full pay entailing a teacher's absence from school for urgent private affairs not exceeding five school days in any school year. A teacher who desires to obtain such leave shall submit to the Director through the manager as early as possible beforehand an application stating the nature of the urgent private affairs upon which such application is based;

(c) no teacher shall be granted more than ten days leave on full pay for urgent private affairs in any school year;

(d) the Director may, in his discretion, grant leave of absence with or without pay to a teacher for any reasonable cause;

(3) (a) A manager may grant leave on full pay on account of illness for not more than three school days in any school year. If the teacher's absence exceeds three days, leave

Regs. 30 of  
1948.

must be obtained from the Director as hereinafter provided to cover the entire period of leave;

(b) all applications for sick leave exceeding a total of three school days in any school year must be made to the Director on the form prescribed by the Director and supported by a medical certificate, also on the prescribed form, from a Government medical officer, stating the cause, nature and probable duration of the illness. The Director may, in his discretion accept a certificate from a private medical practitioner in support of an application for sick leave, or, in exceptional circumstances he may accept other evidence that the teacher is unfit for duty;

(c) where application has been made under paragraph (b) of this sub-regulation, the Director may grant sick leave on full pay for a period not exceeding one calendar month in any school year, and may grant an extension of sick leave on half pay for an additional two months:

Provided that the Director may grant an extension of five months on half pay in the case of a teacher who has had less than one month's sick leave in any one school year during the three years immediately preceding the application;

(d) the Director may grant a teacher with less than one year's service leave of absence on account of illness for not more than one calendar month, and such leave may be granted on full pay or half pay as the Director may think fit.

Special leave.

(4) (a) The Director may grant to any teacher special leave without pay, for a period to be fixed according to the circumstances of each case;

(b) the Director may grant special leave with full pay to any teacher who has served meritoriously for at least seven school years. The maximum pay issuable shall not exceed three months' full pay (exclusive of school holidays). Teachers who are granted this leave for the purpose of attending an approved course of study may have this extended to six months on condition that the teacher gives an undertaking, in a form approved by the Director, that he will return to his employment as a primary school teacher in the Colony, for not less than two school years immediately following the conclusion of his special leave;

(c) any certificated teacher may be granted an advance of salary not exceeding one-third of his annual salary—

(i) where he desires to spend any special leave outside the Colony; or

(ii) where he desires to leave the Colony during the month of August in any year, and the Director is satisfied that he desires to do so for educational purposes;

and any such advance of salary as aforesaid shall be repaid by the teacher without interest within two years from the date he returns to the Colony;

(d) all applications for special leave must be made through the manager and the governing body concerned, and must reach the Director at least five clear weeks before the leave is due to begin;

(e) unless with the sanction of the Director, all special leave with full pay must be spent outside the Colony.

(5) When a teacher is absent on leave approved by the Director an interim teacher may be appointed at a salary to be fixed by the Director according to the circumstances of each case.

(6) The Director may at any time (and shall, if the teacher so requests) call upon a teacher to present himself for examination to a duly constituted medical board with a view to its being ascertained whether the teacher is physically capable of performing the duties of his appointment or of any appointment to which it may be proposed to transfer him.

Regs. 14 of  
1944.

#### PART VII.—PUPIL TEACHERS AND JUNIOR TEACHERS.

61. Boys and girls may be employed as pupil teachers under the conditions hereinafter set forth.

Pupil  
teachers.

62. (1) To be eligible for appointment as a pupil teacher a candidate must fulfil the following conditions—

Eligibility  
of candidates  
for appoint-  
ment as pupil  
teachers.

(a) be not less than 14 years of age, or more than 16 years of age;

(b) hold the Primary School Certificate;

(c) reach the qualifying standard in a special examination in such subjects as the Director may from time to time prescribe. The examination shall be called “the Pupil Teachers’ Appointment Examination”;

(d) be certified by a government medical officer as physically fit to perform the duties of a pupil teacher.

(2) In special circumstances and under conditions approved by the Director, a candidate who is over 16 years but under 19 years of age may be appointed.

(3) A candidate who has reached the qualifying standard in the Government County Scholarship Examination may, on attaining the age of 14 years, be appointed a pupil teacher of the first year without further examination.

Appointment of candidates who hold certain certificates as pupil teachers of the third or fourth year. Regs. 37 of 1943.

(4) Holders of the Cambridge Junior Certificate or the Lower Certificate of the Oxford and Cambridge Schools Examination Board who are under 18 years of age, shall be eligible for appointment as pupil teachers of the third year; and holders of School Certificates issued by either of these examining bodies who are under 19 years of age, shall be eligible for appointment as pupil teachers of the fourth year.

Holders of the School Certificate of the Oxford and Cambridge Schools' Examination Board or Cambridge Local Examinations Syndicate with credits in English, Mathematics and three other subjects, who are under 19 years of age, shall be eligible for appointment as pupil teachers who have passed the fourth year examination.

Age limit for employment as pupil teachers.

63. A pupil teacher's employment as such shall cease when he attains the age of 20 years.

Annual examination.

64. (1) Pupil teachers shall be examined annually in such subjects as may be prescribed from time to time by the Director. The examination shall be called "the Pupil Teachers' Annual Examination" (hereinafter referred to as the annual examination).

(2) Every pupil teacher under 19 years of age on the first day of the annual examination shall present himself for the examination appropriate to his year of service, or to the subsequent year, and any pupil teacher who fails to qualify at such examination shall cease to be recognised as a pupil teacher, unless such failure is due to any cause which the Director considers sufficient, in which case he may approve of the pupil teacher's employment being continued till the next annual examination.

(3) Every pupil teacher who has attained the age of 19 years on the first day of the annual examination shall present himself for the fourth year examination, the passing of which shall be a condition of employment as an uncertificated teacher, except in special cases approved by the Director.

Instruction of pupil teachers.

65. (1) Head teachers shall give to every pupil teacher on the school premises and without cost to the pupil teacher, instruction for not less than five hours during every week, before

or after the regular school hours. Not more than two hours of such instruction shall be given on the same day, except on Saturdays when it may be given for not more than four hours between 8 a.m. and 2 p.m. Such instruction shall not be continued beyond 5 p.m. on any day.

(2) Every pupil teacher shall be provided with a book in which he shall enter the lessons that have been given to him, and the date, hour, and duration of each lesson.

(3) Such entries shall be initialled by the pupil teacher and countersigned by the head teacher, and the books shall at all times be open to the inspection of the Director.

(4) From the sums voted for the purpose by the Legislative Council, a sum of \$6 per annum shall be paid to the head teacher of a school for every pupil teacher whom he has instructed, and who passes the annual examination. These payments shall be made at the end of the month in which the results of the annual examination are published.

66. (1) Where a sufficient number of pupil teachers is not available for employment in any school, any person between the age of 14 and 17 years who, in the opinion of the Director, has suitable qualifications may be employed as a junior teacher at a salary of \$10 a month: but the number of junior teachers employed at the same time in any school shall not exceed two.

Junior  
teachers.

(2) Junior teachers shall present themselves for the following examinations—

(a) the examination for appointment as pupil teachers if under 16 years of age on the 1st September in the year of the examination;

(b) the annual examination for first year pupil teachers if under 17 years of age on the 1st September in the year of the examination;

(c) the annual examination for second year pupil teachers if over 17 years of age on the 1st September in the year of the examination.

(3) The employment of a junior teacher shall be terminated—

(a) when such teacher attains the age of 18 years;

(b) when a pupil teacher or a more qualified teacher is available.



## PART VIII.—GENERAL ORGANISATION OF SCHOOLS.

Divisions in schools.

67. (1) Every school shall have four divisions—preparatory, lower, middle and upper, unless the Director approves of some other form of organisation.

(2) In large schools each division may with the approval of the Director be sub-divided into two classes—(a) and (b).

Exclusion of pupils on account of disease.

68. (1) It shall be the duty of every head teacher to exclude from the school any child suffering from any contagious or infectious disease or who comes from a house where such is known to exist.

(2) Head teachers shall report immediately to the local sanitary authority in Georgetown and New Amsterdam and to the Government medical officer in any other district, the occurrence of any case of suspected contagious or infectious disease, at the same time forwarding to the Director a copy of the report sent.

Temporary closing of schools.

69. Where in the opinion of the Director, it is expedient to close temporarily any school, he shall issue any necessary instructions to the manager and to the head teacher.

School days and hours.

70. (1) Schools shall be kept open from Monday to Friday inclusive, in each week, except during the holidays authorised under regulation 71.

(2) The hours of attendance at school shall be five per diem divided into two sessions—a morning session and an afternoon session. The morning session shall include an interval for recreation not exceeding fifteen minutes and the afternoon session an interval not exceeding ten minutes.

(3) If there are two or more schools within two miles of each other, the managers concerned shall agree on a uniform time of opening. Should the managers be unable to agree the time shall be fixed by the Director.

(4) Pupils of the preparatory division may be dismissed after two hours' instruction including an interval for recreation, in the first daily session of the school, and after one hour's instruction in the second daily session.

(5) The head teacher may keep the pupils of the upper division for not more than one additional hour of instruction on any day or days if he so desires, but all ordinary instruction shall cease by 4 p.m. and any special instruction or detention of pupils by 4.30 p.m.

(6) The time of a teacher's attendance at school shall not be limited to the hours of instruction, but may be extended at the discretion of the head teacher for not more than one hour after ordinary instruction has ceased.

71. (1) In addition to all public holidays, schools shall be closed for three weeks at Christmas, two weeks at Easter, and during the month of August. These holidays may be changed to other periods:

School  
holidays.

Provided that all such changes are approved by the Director beforehand and that ordinarily no change shall be approved which admits of the school being kept open continually for more than four months.

(2) The manager may declare special holidays not exceeding six days in all in any one school year. Notification of these special holidays shall be sent forthwith to the Director.

(3) On anniversaries or other special occasions the Director may declare school holidays either in a particular district or in the whole Colony.

#### PART IX.—ADMISSION AND ATTENDANCE OF PUPILS.

72. (1) No child shall be refused admission to any school or dismissed therefrom on account of the religious persuasion, race, or language of such child or of his parents or guardian.

Admission of  
pupils.

(2) If there is sufficient accommodation as required by these regulations, no child over 6 years and under 14 years of age shall be refused admission into any school save in the case of transfer as provided in regulation 75 or dismissed therefrom on any grounds which in the opinion of the Director are unreasonable.

(3) No child under 5 years of age shall be registered as a pupil and no child over 16 years of age shall be included in the calculation of the average attendance of a school.

(4) Except with the express approval of the Director, schools erected before the coming into force of these regulations shall not enrol more pupils than fifteen *per centum* beyond the accommodation as prescribed by regulation 9, and schools erected after the coming into force of these regulations shall not enrol more pupils than ten *per centum* beyond the accommodation as prescribed by regulation 9.

73. A head teacher who satisfies the Director that he is unable to ascertain the correct date of birth of any pupil, may fill up a form showing the names of the parents of such a pupil, the

Proof of age  
of child.

district in which he was born and the approximate date of his birth, and forward the same to the Director for verification by the Registrar General. In the event of any birth being untraceable by the Registrar General and in the absence of birth or baptismal certificates, it shall be the duty of the Director, having regard to the appearance of the pupil and the entries in the school register of admissions, to decide for the purpose of these regulations the question of age, and his decision shall be final:

Provided that in the case of a child of East Indian parents the certificate of the Immigration Agent General shall be sufficient proof of age.

Re-admission  
of pupils.

74. Except for reasons satisfactory to the Director a pupil absent from school for three consecutive months shall cease to be considered a pupil of that school, and if such pupil be subsequently re-admitted he shall be deemed a new pupil and his name shall be so entered in the school register of admission.

Transfer of  
pupils.

75. (1) No child shall be transferred from one school to another unless he (or his parents) produces to the head teacher of the school to which he seeks admission a transfer certificate signed by the manager and the head teacher of the school formerly attended.

(2) A transfer certificate shall state—

- (i) name of pupil;
- (ii) date of birth (state if verified);
- (iii) date of admission;
- (iv) division reached, and date of promotion (or admission) to such division;
- (v) date of last attendance and cause of leaving;
- (vi) number of attendances made during the current school year;
- (vii) general remarks on conduct and work.

(3) No certificate shall be refused when applied for by the parent or guardian in person or in writing.

(4) No transfer certificate shall be issued after fourteen days from the commencement of each term, except in the case of removal from one district to another, or in such other cases as may be approved by the Director.

(5) Where an order has been issued under the Ordinance by a magistrate that a child shall attend a particular school, the head teacher of that school shall apply for the transfer certificate to the head teacher of the last school attended by the pupil.

(6) For the purpose of this regulation all schools in Georgetown are regarded as being in the same district; similarly all schools in New Amsterdam, and all country schools within two miles of each other.

76. No pupil shall be regularly employed as a teacher.

Employment  
of pupils as  
teachers  
forbidden.

77. Every pupil who makes the maximum number of attendances in any school year shall be awarded a prize, and every pupil who makes ninety-five *per centum* or more of the maximum number of attendances, but less than the maximum number shall be awarded a certificate, and those who gain certificates for three consecutive years shall be eligible for special prizes:

Prizes and  
certificates  
for regular  
attendance.

Provided that in each case the pupil is certified by the manager and head teacher to have been diligent, well behaved, and punctual throughout the school year.

78. (1) In Georgetown, New Amsterdam, and Buxton, and in such other places as the Governor in Council may order, thirty-five attendances in one month, and in all other places, thirty attendances in one month, of a child at any school, at least two of such attendances being on separate Mondays, shall be deemed to be "efficient elementary instruction."

Efficient  
elementary  
instruction.

(2) "Attendance" for the purpose of this regulation, shall mean presence throughout a session as prescribed under regulation 70 and fixed by the time-table of the school.

#### PART X.—COURSE OF INSTRUCTION; EXAMINATIONS AND INSPECTIONS.

79. Religious observances and instruction in schools shall conform to the requirements of section 30 of the Ordinance and the pupils may, at times specified in the time table approved by the Director, be taken to a neighbouring church for any religious observance or instruction.

Religious  
observances  
and instruc-  
tion.

80. It shall not be required that a pupil shall attend or abstain from attending any Sunday school or any place of religious worship or that he shall, or shall not, attend any religious observance whatever.

Freedom of  
worship.

81. All reasonable care shall be taken during the work and conduct of the school to impress upon the pupils the importance

Training of  
character.

of cheerful obedience to duty, of consideration and respect for others, and of honour and truthfulness in word and act, to bring them up in habits of punctuality, and regular attendance, of good manners and language, of cleanliness and neatness, and to impress upon them the dignity of labour, and the necessity for hard work as a condition of life.

Course of  
secular  
instruction.  
Schedule.

**82.** The course of secular instruction shall be in accordance with the suggested schemes of work in the schedule to these regulations, or such other schemes as may from time to time be approved by the Director.

Periodical  
examinations

**83.** The head teacher or other person authorised in writing by the Director shall hold periodical examinations of the school.

Primary  
School  
Certificate  
Examination.  
Regs. 43 of  
1945.

**84.** (1) An examination to be called "the Primary School Certificate Examination" shall be held annually on a date to be fixed by the Director, at which the head teacher of any aided school may present pupils who are not less than twelve years of age on the 1st January, or not more than sixteen years of age on the 31st July, in the year in which the examination is held, and who have been pupils of an aided school for not less than two years immediately preceding the date of the examination.

(2) All candidates who are eligible under paragraph (1) and who have made seventy-five *per centum* of the maximum attendance as pupils of the upper division of an aided school during the five terms preceding the examination shall be presented.

(3) The subjects of the examination shall be prescribed by the Director and notified by him in the Gazette not less than nine months before the date of the examination.

(4) The Director shall issue to every candidate who produces satisfactory evidence of his eligibility under this regulation and who reaches the standard required in the examination a certificate to be called "the Primary School Certificate."

Primary  
School  
Needlework  
Certificate  
Examination.

**85.** An examination in needlework shall be held annually on a date to be fixed by the Director at which any aided school may present girls who are eligible to sit for the Primary School Certificate Examination. The Director shall issue to every candidate who produces satisfactory evidence of her eligibility and who reaches the standard required in the examination, a certificate to be called "the Primary School Needlework Certificate."

86. (1) Every school shall be inspected from time to time for the purpose of determining its state of efficiency. Inspection.  
Regs. 16 of  
1947.

(2) Where a school is classified under regulation 88 as "poor" or "unsatisfactory" the teachers (other than teachers who have reached the maximum salaries of their grades) who in the opinion of the Director are responsible for the loss of efficiency shall be warned that their future increments may be stopped after the next inspection. Such a school shall be inspected again within twelve months and if the school is again classified as "poor" or "unsatisfactory" the teachers who in the opinion of the Director are responsible for the loss of efficiency shall not be given any further increments until at some future inspection the school ceases to be so classified. Regs. 16 of  
1947.

(3) When a teacher has reached the maximum salary of his grade and on inspection the normal efficiency of his school, division or class has not been maintained, he shall be warned that his salary may be reduced after the next inspection. Such a school, division or class shall be inspected again within twelve months, and if the school, division or class is still below its normal efficiency there shall be deducted each month from the salary of such teacher a sum equivalent to his last increment until at some future inspection the school, division or class regains its normal efficiency. Regs. 16 of  
1947.

(4) The Director may, at any reasonable time, inspect all books prescribed to be used in connection with the school. Regs. 16 of  
1947.

87. The report of an inspection shall be under the following heads— Reports of  
.....

- (a) organisation, discipline, and instruction;
- (b) school records;
- (c) condition of premises and surroundings;
- (d) equipment.

88. Schools shall be classified as follows, according to the standard of their work as shown at an inspection— Classification  
of schools  
after  
inspection.

- (a) excellent;
- (b) very good;
- (c) good;
- (d) fair;
- (e) poor;
- (f) unsatisfactory.

Visits of  
authorised  
persons to  
schools.

89. Members of the Executive Council and of the Legislative Council, judges of the Supreme Court, members of the Committee, district commissioners and justices of the peace, members of the governing body to which the school belongs, and any other persons authorised by the Governor may visit any school, and shall have full liberty to examine the school registers, and to record the results of their visit in the school log book. Visitors are invited to report the results of their visits to the Director on a form provided for the purpose.

Provisions  
for enforcing  
requirements.

90. (1) Upon being satisfied at any time by the reports of a senior education officer or otherwise that the requirements of these regulations are not being complied with, the Director shall give the governing body of the school concerned written notice to comply with such requirements, and shall specify a time within which this shall be done. It shall then be the duty of the governing body to comply with such requirements and to report in writing to the Director that this has been done.

(2) If such requirements have not been made good to the satisfaction of the Director within the time specified by him, he may then act under the provisions of regulation 28.

#### PART XI.—BRANCH SCHOOLS, NURSERY SCHOOLS, CONTINUATION SCHOOLS, AND SCHOOLS IN REMOTE AREAS.

Branch  
schools.

91. (1) A portion of a school the organisation of which shall be approved by the Director may be accommodated in separate premises and shall be known as a "branch school."

(2) No branch school shall be more than three miles from the main school.

Minimum  
average  
attendance.

92. The average attendance in a branch school shall be not less than thirty pupils.

Nursery  
schools and  
continuation  
schools.

93. Grants may be given to a governing body in respect of a nursery school or a continuation school.

Schools in  
remote areas.

94. (1) The Director may, after consultation with the Committee, in special circumstances and under conditions to be determined after full consideration of each case give grants to a governing body for the primary education of children residing in remote or sparsely populated places and in places difficult of access.

(2) The head teacher of a school shall be paid a monthly salary—

(a) on the scale  $\$65 \times \$5$ — $\$80 \parallel \times \$5$ — $\$100$  with an efficiency bar at  $\$80$  where the head teacher is a certificated teacher;

(b) on the scale  $\$50 \times \$5$ — $\$60 \parallel \times \$5$ — $\$70$ ; with an efficiency bar at  $\$60$ ; where the head teacher is an uncertificated teacher.

Salaries of head teachers. Regs. 17 of 1950.

(3) The employment of an uncertificated head teacher may be terminated if he does not obtain a certificate within such time as may from time to time be prescribed by the Director.

Regs. 17 of 1950.

(4) Any school which is in receipt of a grant at the coming into force of these regulations and which has an average attendance of less than 12 pupils may continue to receive a grant of  $\$15$  per month, provided that the Director is satisfied that a school is necessary in that district, but in future no school shall be eligible for a grant under this regulation which does not have an average attendance of at least 12 pupils.

(5) In a school with an average attendance of over 40 pupils, an assistant teacher shall be employed, and he shall be paid a monthly salary—

(a) on the scale  $\$45 \times \$5$ — $\$65$  where the assistant teacher is a certificated teacher;

(b) on the scale  $\$30 \times \$2.50$ — $\$40$  where the assistant teacher is an uncertificated teacher.

Salaries of ~~assistant~~ teachers. Regs. 17 of 1950.

(6) In schools receiving grants under this regulation the buildings shall be wholly maintained by the governing bodies but the Director shall, from the sums voted for the purpose by the Legislative Council provide and issue to a governing body furniture or other equipment, stationery and other school requisites according to the following rate or such other rate as the Governor may from time to time approve—

Supply of furniture and stationery.

(a) in respect of furniture or other equipment  $\$24$  *per annum* for schools with an average attendance of 40 and under; and  $\$30$  *per annum* for schools with an average attendance of over 40; provided that where owing to distance or other cause it is, in the opinion of the Director, not convenient to issue such furniture, the Director may pay to a governing body a block grant to the value thereof; and

(b) in respect of each pupil in average attendance at each of the schools, stationery and other school requisites at the rate of  $12\frac{1}{2}$  cents *per annum* or at such a rate as the Governor may from time to time approve.



(7) In cases where the Director is satisfied that any school for a particular year is properly furnished and equipped, the grant for furniture and equipment may be issued towards the maintenance of the building for that year.

(8) Teachers appointed to take charge of such schools shall be over 20 years of age and such appointments shall be subject to the approval of the Director.

#### PART XII.—REGISTERS, RECORDS, AND RETURNS.

List of registers, records, etc., to be kept.

95. (1) There shall be kept in every school—

(a) a copy of these regulations and any amendments thereto;

(b) copies of all Gazette notices and circulars issued to schools;

(c) a log book or school diary;

(d) a register of admission and withdrawal of pupils;

(e) transfer certificates;

(f) attendance registers of pupils;

(g) attendance register of teachers;

(h) a book containing such accounts as the Director may from time to time prescribe;

(i) inventory of school furniture, equipment, apparatus, and material.

(j) a time table and scheme of work approved by the Director;

(k) teachers' notes of lessons and records of work;

(l) examination question papers, answers and results;

(m) a punishment book;

(n) any other registers, books, records, or returns prescribed from time to time by the Director.

(2) All registers, records, and books shall be kept in good order and in the manner prescribed by these regulations or as approved by the Director.

Preservation of registers, etc.

(3) Attendance registers of pupils and teachers when completed shall be carefully preserved for at least five years after the termination of the school year to which they relate.

(4) Log books and registers of admission shall be carefully preserved as long as possible as a permanent record of the school.

96. (1) The log book shall contain a record of any event of importance connected with the school, such as— Log Book.

(a) the beginning and end of a school term, the reason for closing of the school on all occasions on which it is closed, change of teachers, repairs to the school, the receiving of circulars, rules, and other documents;

(b) the absence of any teacher from one or more sessions or parts thereof, together with the reason of such absence, and a statement whether such teacher has obtained leave of absence or not, and, if the former, from whom;

(c) all serious breaches of discipline or neglect of duty on the part of any member of the school staff;

(d) a copy of the report of each inspection of the school;

(e) all interruptions of school work by severe weather, epidemic, or other reason; the cause being fully stated in each case.

(2) No reflections or opinions of a general or personal character are to be entered in the log book.

97. (1) The register of admission and withdrawal of pupils shall be kept in a form approved by the Director and shall show the date of birth, and the position in the school and complete progress of every pupil, including those transferred from other schools, giving the dates and their respective divisions year by year. Admission and withdrawal register of pupils.

(2) When a pupil is admitted, his name and date of birth shall be entered at once in the admission and withdrawal register of pupils, and the necessary information entered in each column.

(3) When a pupil is withdrawn, the withdrawal column of this register shall at once be filled in with all the necessary information.

98. (1) The attendance registers of pupils shall be marked every time the school meets, however small the attendance may be, even if there are no pupils present, beginning with the first day of the school year and continuing to the last day thereof. Pupils' attendance register r.

(2) Adequate time for marking the registers shall be provided in the time-table, according to the number of pupils.

(3) The maximum time allowed for marking registers is fifteen minutes in the morning and fifteen minutes in the afternoon.

(4) The names of boys shall be entered separately from those of girls in the register, but wherever possible, division or class registers shall be kept.

(5) When a pupil has been absent from the school for three months without notification of withdrawal, an entry of the fact shall be made in the withdrawal column of the admission register and the pupil's name shall not be re-written in the attendance register for the next term.

(6) When a pupil has been withdrawn after notification of withdrawal given by the parent or guardian in person or in writing, an entry shall be made at once in the attendance register by drawing a line in red ink from the last day the pupil attended to the end of the term.

(7) At the commencement of each term the names of the pupils shall be entered in the register of attendance according to divisions or classes, preserving the same order throughout the year.

(8) When a pupil's name is placed on the attendance register, a line in ink shall be drawn from the name across intervening columns to the column where the first attendance is marked. No vacant space is to be left between any two names in the same class or division.

Marking  
of pupils'  
attendance  
register.

**99.** In marking the pupils' registers of attendance the following rules shall be observed—

(1) the register must be marked twice daily during the time set apart in the time-table for the purpose which shall be within half-hour of the opening of each session of the school. In any case in which, owing to heavy rains, the attendance is greatly reduced, a footnote shall be inserted mentioning such rains;

(2) after the register is closed no pupil's attendance is to be marked;

(3) the register must be marked in ink, never in pencil to be inked over afterwards;

(4) presence must be marked with a / and absence must be marked clearly and distinctly with an 0;

(5) there must be no blanks, no dots, no alterations, and no erasures; if an error has been made it must be corrected by a footnote;

(6) if a pupil, other than a pupil of the preparatory division leaves the school within two hours in the morning session,

or within one and a half hours in the afternoon session, after the marking of the register, the mark for presence must be cancelled by another stroke thus—×;

(7) the register must be original and not copied from slates or papers with the object of keeping it clean or for any other object;

(8) within the first half-hour of each session of the school, the number of attendances recorded on each page and the total number made by the whole school, must be entered in the spaces provided. The number of attendances made by each pupil during the week must be entered every Friday afternoon and by each pupil at the end of each term during the first month in the succeeding term;

(9) on the occasion of a holiday, a line must be drawn down the whole length of the column for the day; for longer periods "holidays" may be written across the columns;

(10) in schools situated on the banks of rivers and unapproachable by any public path, the marking of the register at the morning session may, with the approval of the Director, be carried out within one hour after the time fixed for the opening of that session;

(11) the head teacher may appoint certain assistant teachers to assist in the marking of the registers, and they shall be responsible to him for their accuracy, but the general responsibility for the manner in which the registers are kept shall remain with the head teacher. All corrections shall be made in the manner prescribed, and shall be initialled by him.

**100.** In the attendance register of teachers each teacher and pupil teacher must enter the time of his arrival and departure from school in the morning and afternoon of each day. If a teacher is absent the whole of a session, then the head teacher (or teacher in charge in the head teacher's absence) must enter the word "absent" in the place for the time of arrival. Teachers shall be in school at least fifteen minutes before the commencement of each session.

Teachers'  
attendance  
register.

**101.** (1) Head teachers absent from duty must report their absence in writing forthwith to the manager, and must state the reasons for such absence. Assistant teachers and pupil teachers must similarly report in writing to the head teacher, or teacher in charge in the head teacher's absence who will at once inform the manager.

Absence of  
teachers.

(2) When in the opinion of the Director the absence of any teacher is not justifiable such teacher shall not be paid any salary in respect of the period of such absence.

Time-table.

**102.** A time-table shall be drawn up by the head teacher on the official form provided and in accordance with the instructions issued by the Director, and after approval by the Director shall be hung in a conspicuous place in the school.

Scheme of Work.

**103.** (1) A scheme of work covering a year's instruction shall be drawn up by the head teacher at the beginning of each school year on the lines of the suggested scheme of work contained in the schedule to these regulations.

(2) Each class teacher shall make a copy of the portion affecting his class and separate it into three terminal portions.

Records of work and notes of lessons.

**104.** (1) Records of work in a form approved by the Director shall be kept for each class, in which must be entered at the end of each week a concise account of the work done. Records of work must be inspected and signed by the head teacher weekly.

(2) Notes of lessons shall be kept by the head teacher and each member of the staff, to show evidence of regular and careful preparation of the work planned to be covered.

Punishment book.

**105.** Whenever corporal punishment is administered, a statement of the nature and extent of the punishment and the reason therefor must be entered in the punishment book. All such entries must be made at the time the punishment is inflicted.

Corporal punishment.

**106.** (1) For serious or repeated offences corporal punishment may be administered by the head teacher or by an assistant teacher over twenty years of age and authorised by him.

(2) Whenever a head teacher authorises an assistant teacher to administer corporal punishment, it shall be administered in the presence of the head teacher and under his direction and on his responsibility.

Regs. 37 of 1943.

(3) Corporal punishment for girls shall be administered by a female teacher or by the head teacher in the presence of a female teacher.

(4) Whenever corporal punishment is administered, an entry shall be made on the same day in the punishment book, with a statement of the nature and extent of the punishment and the reason for inflicting it.

## PART XIII.—MISCELLANEOUS.

107. (1) All correspondence must be addressed to the "Director of Education," and not to any officer by name. Corres-  
pondence.

(2) Any teacher desiring to communicate with the Director must do so through the manager.

108. (1) Managers and teachers shall furnish all returns, statistics, entries for examinations, and any other information with reference to any school or pupil which may be required by the Director. Returns,  
statistics,  
entries for  
examinations  
etc.

(2) Any teacher who fails to furnish any return or other information in time to reach the Director by the time specified, may be charged with neglect of duty under regulation 59.

## SCHEDULE.

Reg. 82.

The schemes of work contained in this schedule indicate generally the scope and nature of the work expected in each division. They are not intended to take the place of the schemes of work to be drawn up by the head teacher of each school.

## PART I.

## SUGGESTED SCHEME OF WORK.

## PREPARATORY DIVISION.

AVERAGE AGE 6 TO 8.

15 to 20 hours weekly.

## 1. RELIGIOUS OBSERVANCES AND INSTRUCTION.

## 2. ENGLISH—

## (a) Reading—

*Primer*—Any approved primer of a suitable standard.

*Continuous Reader*—Any pupil who has been in the preparatory division for 12 months should have the opportunity to use some suitable series of continuous reader.

## (b) Writing and Spelling—

To write in script words of four or five letters from the blackboard or from a primer or reading sheet. Spelling of simple words from reading book.

## (c) Composition—

Fairy tales and animal stories; tales of birds and flowers, health talks. Children should be encouraged to speak freely. Whenever possible stories should be dramatised.

Individual recitation, nursery rhymes.

## 3. NUMBER—

Notation and numeration from 0 to 100. Exercises on the building up and breaking up of numbers up to 20 by concrete examples, e.g. blocks, addition charts, clock method or any similar method.

## 4. DRAWING—

Mass drawing. Once weekly; free drawing from imagination or memory. Objects used to be simple in form and attractive in colour, e.g. orange, lemon, tomato, coconut, melon, onion, potato, pear; balls of various materials and colours, large marbles, beads, balloons, rings, coins, biscuits, wheels.

Drawing of these objects should be done in mass, i.e. developed from the dot, gradually increasing until the correct form is arrived at.

## 5. SINGING—

Singing games and action songs.

## 6. PHYSICAL TRAINING—

Tables 1–18 of the latest syllabus of Physical Training and suitable tables from the latest edition of “Physical Exercises for Rural Schools.”

## 7. HANDWORK—

Paper tearing and cutting out to illustrate features of stories told. The mounted specimens to decorate the walls near the class. Beads, seeds and sticks and use of sand trays for the junior section.

## 8. RECREATION.

## LOWER DIVISION.

AVERAGE AGE 8 TO 10.

25 hours weekly.

## 1. RELIGIOUS OBSERVANCES AND INSTRUCTION.

## 2. ENGLISH.

(a) *Reading*—

To read from an approved reader of a suitable standard.

To read from continuous readers suitable for this division.

Simple recitations from anthologies suggested by the Education Department from time to time.

(b) *Writing and Spelling*—

Cursive writing, with regular practice in script.

A suitable spelling book may be used, or lists of words should be compiled by the teacher with the help of the class. The pupils should be able to use these words in sentences.

Transcription and writing from approved copy books.

(c) *Dictation*—

Difficult words from the passage to be dictated should be written sometimes on the blackboard and at other times the passage should be dictated without any preliminary assistance.

(d) *Composition*—

(i) *Oral*.—A variety of fairy tales and nature stories (birds, animals, flowers), stories of children of other lands; health talks to be given daily. Children in every case to be encouraged to do most of the talking. Continuous narrative to be encouraged. Phases of the stories told to be regularly dramatised.

N.B.—It is not proposed to give any formal lessons at this stage in geography, hygiene and nature study. This may be taught incidentally during the lessons on composition.

(ii) *Written*.—Easy sentences on everyday things to be written leading up to continuous narrative in the form of simple letters and easy reproduction exercises.

(e) *Grammar*—

Analysis of simple sentences into subject and predicate, parts of speech—noun, personal pronoun, verb, adjective, adverb. The use of these parts of speech in sentences.

3. *ARITHMETIC*—

Notation to thousands, simple sums involving the four simple rules, multiplication and division to twelve times twelve. Multiples of ten and a hundred to be taught, e.g. 20, 200, etc.

Easy fractions to be taught by concrete examples and easy calculations in local coins up to a shilling.

4. *DRAWING*—

The work to be done in this division should be with pencil on white paper.

Suitable exercises are—

(i) those giving exercises in judging the direction of lines, e.g. hat-pin, knitting needle, pencil, match, whip, knife, candle, capital letters formed from straight lines, e.g. L, T, F, V, H, N;

(ii) flat curved objects, e.g. bat, tennis racquet, wooden spoon, knife-board, coat-hanger, horse-shoe, kite;

(iii) rectangular forms and triangular forms, e.g. envelopes, playing-card, blotting-pad, label, picture-frame, slate, T-square, paper bag, buckle, purse, set square;

(iv) natural forms, e.g. leaves of castor oil, bread fruit, tamarind;

Drawing of plan of school and class room.

Free drawing from imagination or memory and illustration of composition lessons.

5. *SINGING*—

Action songs, nursery rhymes and singing games to be chosen from the lists of books recommended by the Education Department from time to time.

6. *NEEDLEWORK*—

Elementary lessons in this subject should commence in this division.

7. *PHYSICAL TRAINING*.

Tables 19-36 of the latest Syllabus of Physical Training. Tables for Young Children, I-VI, from "Physical Training for Rural Schools" in small schools.

8. *HANDWORK*—

Paper tearing and folding, paper cutting and mounting to illustrate phases of stories told; completed mounts to be hung on walls.

Plasticene work

Any other suitable form at the discretion of the head teacher.

9. *RECREATION*.

## MIDDLE DIVISION.

AVERAGE AGE 10 TO 12.

25 hours weekly.

1. *RELIGIOUS OBSERVANCES AND INSTRUCTION*2. *ENGLISH*—(a) *Reading*—

To read from an approved reading book.



Suitable continuous readers should be used, and stress laid on the teaching of suitable recitations and selected poems.

(b) *Writing and Spelling*—

Transcription and dictation from the reading books.

Copy books are to be used at least during the first year in this division.

Spelling exercises of more difficult words.

(c) *Composition*—

*Oral composition*—continued with greater proficiency.

*Written composition*—(increased proficiency) including letter-writing.

(d) *Grammar*—Simple parsing; analysis of simple sentences.

(e) *Spelling*—by dictation.

3. ARITHMETIC—

Notation to millions; the four rules; problems in English and Colonial money; avoirdupois, linear, square and dry measure; vulgar and decimal fractions; simple averages, simple sums and problems of ordinary practical life.

Mental arithmetic including reading of the clock.

4. GEOGRAPHY—

Form of the earth; meaning and use of a map with special reference to British Guiana; cause of day and night and the seasons; land and water; simple definitions; meaning and use of the compass; to draw a plan of the schoolroom.

The Colony in detail, its industries and trade with other parts of the world; names and position of countries of the Empire on a map of the world; to draw an outline map of the Colony, showing the boundaries, the counties and the chief rivers.

To be taught and tested as far as possible by means of outdoor observation.

5. HISTORY (second year only)—

Lives of great men who have influenced the history of the British Empire and British Guiana; e.g. Columbus, Gravesande, etc.

6. NATURE STUDY AND GARDENING—

(a) *Nature Study*—

Elementary facts of plant and animal life. Common plants, animals and insects of British Guiana—structure, habits and life history. Demonstrations from plants in pots, boxes, etc. General observation lessons dealing with the above.

(b) *Gardening*—

The one year course—see schedule—part 4.

7. ELEMENTARY HYGIENE—

Value of fresh air and sunshine, of wholesome feeding, of pure drinking water, of clean houses, and clean bodies. Simple lessons on the mosquito and the fly. Cleaning and keeping clean the school buildings. Simple lessons on nutrition.

8. DRAWING—

The children should be taught how to estimate the width, and the height of common objects after getting the eye level.

Suitable exercises are—

(i) jar, cake-tin, flower-pot (without rim), tumbler, enamelled bowl, basin, round box, round dish;

(ii) more difficult exercises such as flower-pot with rim, pudding basin, sieve, ink well, reel, pickle and jelly jars, Indian club, gloy bottle, aerated water bottle, round tin and box with lid, vase, thermos flask, Japanese umbrella (open and half open), key, knife with open blades, whistle, bows of ribbon, padlock, tin opener, buckle, brush, table fork, saw, axe;

(iii) natural forms—leaves of different kinds, simple flower forms, as lily, sunflower, zinnia, etc.;

(iv) imaginative and memory drawing connected with other lessons given previously to class.

9. SINGING—

A definite number of new songs should be taught each term and a list of them kept. They should include action songs.

10. NEEDLEWORK—

(a) tacking, running, hemming, top-sewing, sew and fell seams, stitching, darning on a thin place. Button holes, sewing on strings.

(b) Cutting out and making up small articles and garments such as pillow slip, handkerchief, runner, mat, apron, child's chemise, infant's feeder,

(c) Running stitch in coloured thread to form design; feather stitch; loop stitch.

11. PHYSICAL TRAINING—

Tables 37-54 of the latest Syllabus on Physical Training. Tables 1-9, Tables for Older Children from "Physical Training for Rural Schools" to be used in rural and smaller schools. The games mentioned in the "Physical Training for Rural Schools" should be introduced.

12. HANDWORK—

Cardboard modelling, clay or plasticene modelling, basket work, hammock making and other simple crafts.

13. WOODWORK (BOYS)—

The first year's work of the course—see schedule—part 3.

14. DOMESTIC SUBJECTS (GIRLS)—

The first year's course—see schedule—part 5.

15. RECREATION.

UPPER DIVISION.

AVERAGE AGE 12 AND OVER.

25 hours weekly.

1. RELIGIOUS OBSERVANCES AND INSTRUCTION.

2. ENGLISH—

Selections from English authors and from the history of the British Empire, with increased proficiency. Recitation, analysis, parsing, letter writing (increased proficiency), essay writing and spelling.

N.B.—The study of a definite number of continuous readers is essential.

3. ARITHMETIC—

Weights and measures; compound and complex fractions; practice; more advanced averages; bills of parcels; simple proportion; simple interest.

Areas and volumes; compound proportion; advanced simple interest and simple accounts.

N.B.—Stress should be laid on practical work.

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## 4. GEOGRAPHY—

Simple physical geography, e.g. variations of climate, latitude, longitude, etc.

General summary of past work. General features of the map of the world and special reference to regions and to the British Empire, West Indies included.

## 5. HISTORY AND CITIZENSHIP—

Features of British Guiana history with special reference to events which characterised the different periods.

Lives of great men who influenced particular periods of the British Empire and British Guiana history (continued).

Privileges enjoyed by British citizens; duties required from British citizens; central and local Government in British Guiana.

Practical and progressive oral exercises.

## 6. NATURE STUDY AND GARDENING—

(a) *Nature Study*—

The middle division course continued in greater detail with special attention to practical work and drawing.

General observation lessons to be continued along with the use of note books to record observations made. Where possible weather observations should be made and records kept with special reference to rainfall and temperature.

(b) *Gardening*—

The two years' course—see schedule—part 4.

Home garden competitions should be encouraged.

## 7. ELEMENTARY HYGIENE—

Rules of personal health in respect of food, drink, clothing, cleanliness and fresh air; lessons on the principles of nutrition; cleaning and keeping the schoolyard, and sweeping and keeping clean the school buildings; physical development of the body; singing.

## 8. DRAWING—

As in middle division, if pupils have not already completed the exercises set for the preparatory, lower, and middle divisions.

Pupils who have completed the exercises set out for these divisions should begin—

(a) Colour should be commenced—pastel and brush.

(b) Cylindrical and conical forms containing more detail than formerly.

(c) Special attention should be given to elementary perspective in model drawing.

(d) Imaginative and memory drawing.

Objects suitable are—

(i) tins of all kinds with lids, barrels, bottles of all kinds, drums, butter dishes, vases and jars of good shapes and colours;

(ii) natural objects, e.g. leaves on twigs, reeds and grasses, small shrubs, flowers of various kinds, onions singly or together, feathers, shells, corn in pod or bursting from pod;

(iii) memory and imaginative drawing.

## 9. SINGING—

A number of new songs should be taught each term and a list kept for reference. They should include patriotic airs for use on special occasions.

## 10. NEEDLEWORK—

(a) Button holes, flannel patches, bias binding, print and calico patches, gathering and setting into band, darning stockings, pleating, sewing on buttons, strengthening tapes, marking.

(b) Cutting out and making up child's dress, romper, school uniform, knickers, slips, nightdress.

(c) Decorative stitchery. Cross stitch stitchery-borders, seed-stitch, knotting and looping.

(d) As in (a) but with greater proficiency. Hedge tear and cross-cut darns, gusseting.

(e) Cutting out and making up dresses, pyjamas, blouses, infant's night-dresses. Shirts may also be attempted by the pupils who show special aptitude.

(f) Making and decorating articles and garments such as needle-cases, blotters, calendars, infant's feeders, bonnets and dresses.

## 11. PHYSICAL TRAINING—

Tables 55-72 of the latest Syllabus of Physical Training. Tables for Older Children 1-9 from "Physical Training for Rural Schools" should be used in small schools. The games mentioned in this publication should also be introduced.

NOTE.—Teachers should consult the Education Department for list of suitable text books to be used in each subject.

## 12. HANDWORK—

Basket work, hammock making and other crafts with more advanced exercises. Book-binding and chair caning should be commenced.

## 13. WOODWORK (BOYS)—

The two years' course—see schedule—part 3.

Minor repairs to and painting of school buildings, fences, etc.

## 14. DOMESTIC SUBJECTS (GIRLS)—

The two years' course—see schedule—part 5.

## 15. RECREATION.

## PART 2.

## SCHEME OF WORK FOR SCHOOLS IN REMOTE AREAS.

## PREPARATORY DIVISION.

## 1. RELIGIOUS OBSERVANCES AND INSTRUCTION.

## 2. ENGLISH—

(a) *Reading*—

To read from sheets and primers. Word building.

(b) *Writing*—Script writing. To write in semi-vertical script words of four or five letters from the blackboard or primer.

(c) *English Composition*—

Story telling, conversation lessons on common things of the district. Stories should be dramatised whenever suitable. Nursery rhymes.

## 3. ARITHMETIC—

Number; counting. Recognition of figures and number groups 1-20. Analysis and synthesis of numbers to 20. Money: Value and coins to 12 cents.

## 4. SINGING—

A variety of interesting songs should be taught; at least two new ones every term.

## 5. PHYSICAL TRAINING AND GAMES—

Syllabus of Physical Exercises for Rural Schools; Tables I to VI (for younger children).

6. HANDWORK—*Expression* work in paper to illustrate stories, recitations or oral lessons. Where suitable clay is available, modelling in clay should be done.

## 7. GARDENING—

Observation lessons on the school garden.

## 8. RECREATION.

## LOWER DIVISION.

## 1. RELIGIOUS OBSERVANCES AND INSTRUCTION.

## 2. ENGLISH—

(a) *Reading*—

To read from an approved reading book. Suitable continuous readers should also be used and stress laid on suitable recitations. Spelling—names of common objects, e.g. home, farm, workshop. Words used in everyday speech.

(b) *Writing*—

(a) Semi-vertical script (continued). Transcription from readers.

(b) Continuous cursive style should be started. Children to begin writing on paper.

(c) *Composition*—

Story telling (continued). Dramatisation of stories (continued); stories of children of other lands (the map should be used as an aid where necessary); stories of local birds, animals and flowers for oral composition. Health talks (children should be able to answer orally questions on the above).

## 3. ARITHMETIC—

(a) Notation and numeration to hundreds. Simple sums in addition, subtraction, and multiplication; practical exercises in buying and changing money to 50 cents.

(b) Notation to 1,000; simple sums involving the four rules, practical exercises in buying and changing money to \$1. Measurements: inches;  $\frac{1}{2}$  inches,  $\frac{1}{4}$  inches; 1 pint; 1 pound; 1 hour. Fractions:  $\frac{1}{2}$ ,  $\frac{1}{4}$ , etc.

## 4. SINGING—

A variety of interesting songs should be taught in the lower and middle divisions.

## 5. PHYSICAL TRAINING AND GAMES—

Physical Exercises for Rural Schools; Tables for older children, 1 to 4.

## 6. GARDENING—

A garden plot sufficient to give adequate practice to 20 children should be laid out on the school premises or within convenient reach of the school. Typical garden produce, e.g. plantains, cassava, sweet potatoes, varieties of peas, tomato, lettuce, cabbage, beetroot, etc., should be cultivated. There

should be system in laying out, whereby each different plant would have its own area.

#### 7. HANDWORK—

Basket and/or hammock making, boat building to which each child above the lower division (a) should devote one whole day weekly or two half days a week. Samples of the handwork done should be kept for inspection.

#### 8. RECREATION.

### MIDDLE DIVISION.

#### 1. RELIGIOUS OBSERVANCES AND INSTRUCTION.

#### 2. ENGLISH—

##### (a) *Reading*—

To read from an approved reading book. Reading from suitable continuous readers with increased proficiency. Recitations from readers and approved anthologies.

##### (b) *Writing and Spelling*—

(i) Practice in script writing should be continued, but the cursive style should now be generally used.

(ii) Spelling of more difficult words to be continued.

##### (c) *Composition*—

To be able to write friendly and business letters in clear, simple style. To know some famous characters of local history, e.g. Gravesande; peoples and children of other lands; health chats should be reproduced and correlated as part of the composition course. The map should be used in dealing with peoples and children of other lands.

#### 3. ARITHMETIC—

(a) Notation and numeration to tens of thousands. The four rules, dealing with English and Colonial money to £5 or \$24.

(b) Notation and numeration to hundreds of thousands. Simple problems in English and Colonial money, and weights and measures. Special attention should be paid to mental and practical arithmetic—exercises in buying and selling, measuring and squaring timber, cost of clearing grants, measuring and laying out of garden plots. All exercises should have a local bias. Easy vulgar fractions and decimals to two places.

#### 4. SINGING.

#### 5. PHYSICAL TRAINING AND GAMES—

Physical Exercises for Rural School—Tables 5 to 9. Head teachers should encourage parents to teach their children to swim, whenever conditions are safe enough to allow this to be done.

#### 6. GARDENING—

Elementary botany, e.g. study of seed, root, flower, fruit should be correlated with gardening. Observation lessons on animal, bird, insect, and pests should be attempted. Visits should be paid to any place of interest nearby, e.g. sugar or rice factory, coffee or lime cultivation, timber grants. Opportunity should be taken when out in the open to deal with natural phenomena, e.g. clouds, rain, mist, tides.

## 7. HANDWORK—

Continued with increased proficiency.

## 8. RECREATION.

NOTE.—(1) There is to be no special time for such subjects as history, geography, nature study and hygiene. These should be correlated as shown above in the composition exercises.

(2) Where there is a woman teacher on the staff qualified to teach sewing, this subject should be included, and the same scheme should be followed as given in schedule—part 1 according to the division.

N.B.—Teachers should consult the Education Department for list of text books to be used in each subject.

## PART 3.

## COURSE OF INSTRUCTION IN WOODWORK.

## FIRST YEAR.

## FIRST TERM—

1. Lessons on historical facts of craft work, tracing the progress and development of constructional work from the primitive ages to the present day. Working positions for various exercises. Lessons on the simpler tools as are in daily use.

2. Practical work—Illustrations of dressing material to required dimensions. Joints—mortice and tenon (through and secret), square tenon and hancheon, square half lap, barefaced tenon. Models—simple shelf with brackets, ink-well tray, picture frame.

3. Drawing—Contract Books 1 and 2.

## SECOND TERM—

1. The various types of local woods and the localities producing them, as compared with foreign woods; the growth, characteristics and common uses of local woods and current market rates of the same. Continued lessons on the care of tools, their working parts, etc.

2. Practical—Joints—half-lap dovetail, slip joint. Continuation of first term's work. Models—bookstand, tea-tray, egg-stand, child's chair (wooden or rush seat), cutlery tray.

3. Drawing—Contract Books 2 and 3.

## THIRD TERM—

1. The preparation and seasoning of timber; board measure in timber and lumber. The treatment of unseasoned, knotted or warping woods. Classification of tools; methods of sharpening and preparing for work, and reasons for the same.

2. Practical—Student's table and stool; table fitted with drawer; small medicine cupboard; camp cot.

3. Drawing—Contract Books 3 and 4.

## SECOND YEAR.

## FIRST TERM—

1. Lessons on staining and waxing. Arithmetical exercises—simple mensuration applied to actual woodwork, making simple estimates for work to be done. Scale drawing to be carefully practised and applied.

2. Practical—Joints—compound dovetail (open and secret). Longitudinal grain jointing (dowelled, groove and tongue). Models—file tray, cutlery tray with compartments, handkerchief box, blackboard. Models, except blackboard, to be finished in wax.

3. Drawing—Practical woodwork exercises in the orthographic projection to scale.

#### SECOND TERM—

1. Lessons on polishing. Continued arithmetical exercises as during the first term, and other exercises as experience suggests.

2. Practical—Joints—longitudinal grain jointing (loose fillet, screw-head slot) housing. Models—cupboard with compartments (suitable for school use), school furniture—sizes C and D, plain easel. Simple models to be selected from "Woodworker" magazine. All models to be finished in wax or polish.

3. Drawing—Practical woodwork exercises in orthographic and isometric projections to scale. Templates for school furniture may be had from the Trades Centre, Georgetown.

#### THIRD TERM—

1. Revision of theoretical work of the previous terms.

2. Practical—Joints—splice, keyed scarf. Models—school furniture, sizes A and B, easel with map slide; step ladder; simple models from "Woodworker" magazine. All work to be finished in oil, wax or polish.

3. Drawing—Pupils must be able to draw any model they make in the most suitable projection to scale.

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#### PART 4.

#### COURSE OF INSTRUCTION IN SCHOOL GARDENING.

THE FOLLOWING SCHEME IS SUITABLE (WITH MINOR MODIFICATIONS WHERE REQUIRED IN ANY SCHOOL WHICH HAS A GARDEN).

IN SELECTED SCHOOLS IT WILL FORM PART OF THE SPECIAL COURSE OF INSTRUCTION IN RURAL SCIENCE AND ELEMENTARY AGRICULTURE.

#### A TWO YEAR COURSE FOR THE UPPER DIVISION.

##### 1. (a) OBJECTS OF A SCHOOL GARDEN—

- (i) A training ground where children learn the cultivation methods used for growing useful and ornamental plants and the foundations of practical agriculture and horticulture.
- (ii) A means of disseminating seeds and plants.
- (iii) An agency for the trial of new crops.
- (iv) To train the children's power of observation and to interest them in their surroundings.
- (v) To teach the dignity of labour and encourage an honest pride in good work.
- (vi) To relieve the routine of indoor work with outdoor work of a pleasant and recreative nature.
- (vii) To cultivate a love of order, neatness and good taste.

##### (b) FACTORS CONTROLLING THE SUCCESS OF A SCHOOL GARDEN—

- (i) Interest of teachers and pupils in agriculture.
- (ii) Suitability of site.
- (iii) Competitions.



2. SEASONS—Months for planting; rainfall, etc.
3. THE SITE—Local peculiarities (soil and climatic) and agricultural difficulties (drainage, etc.).
4. THE PLOT—
  - (a) Knowledge of the plan or lay-out; convenience for drainage; position of dams and paths; seed-beds; nursery, etc.
  - (b) Preparation before bringing into cultivation; general weeding, forking, levelling; division into individual, communal or propagation plots (due regard to suitability of size to allow easy reach from any point without trampling).
5. CULTIVATION—
  - (a) Soil tilth, etc.; intercultivation and care of plants during growth by forking, manuring, mulching, pruning, staking, watering, weeding, etc.
  - (b) Crop rotation—importance and value.
  - (c) Fallowing.
  - (d) Mulches: object of (i) dust mulch; (ii) artificial mulch, i.e. straw, leaves, or any other material.
  - (e) Weeds; the harm they do. How they find their way into the garden. How to prevent their growth and to get rid of them.
6. SEEDS—
  - (a) (i) Germination of various seeds; time taken.  
(ii) Seed selection.  
(iii) Seed vitality.
  - (b) Time taken by different plants to flower, to fruit, to ripen, etc.; time taken from planting to harvesting; how to store seeds.
7. NURSERY—
  - (a) Its position, use, etc.
  - (b) Preparation of seed-boxes and seed-beds.
  - (c) How to sow seeds in boxes or beds; differences to be observed in respect of different seeds.
  - (d) How to care for seedlings; watering, sunlight, etc.
  - (e) Methods of plant propagation.
8. PLANTING—
  - (a) How to prepare beds for planting—
    - (i) Whole beds.
    - (ii) Holes.
  - (b) How to plant—
    - (i) Seeds.
    - (ii) Seedlings.
    - (iii) Cuttings, etc.
  - (c) Distancing.
  - (d) Transplanting—when, how; after-care, including watering, shading, supplying, etc.
9. MANURES AND MANURING—
  - (a) Farm manure—composition; agricultural value.
  - (b) Artificial fertilizers; functions; principal types.
  - (c) Soil amendments—uses (liming).
  - (d) Compost heaps—value of such heaps and methods of making.
  - (e) Cover crops.

10. CROPS—
  - (a) Crops suitable for a school garden—having regard to size, soil, locality, etc.
  - (b) To distinguish between one plot and another (seed, seedling, plant).
  - (c) General observation work in connection with each crop during growth.
11. HARVESTING—Periodicity of various crops; methods to be adopted, etc. Yields per acre and cost of production.
12. MARKETING—
  - (a) The necessity for choice of varieties suited to local conditions.
  - (b) The necessity for quality in garden produce.
  - (c) The necessity for grading of garden produce.
13. MISCELLANEOUS—
  - (a) Vegetative propagation—budding, ringing, etc.
  - (b) Detection of pests and diseases and early control measures; friends in the garden.
  - (c) Tools necessary for a school garden; uses.
  - (d) Observation work; use of note-books.
  - (e) Correlation of garden work with other subjects.
14. HOME GARDENS—Students to have their own gardens at home. Seed supplies, etc., to be obtained from the school garden.

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A ONE YEAR COURSE FOR MIDDLE DIVISION (b).

1. OBJECTS OF A SCHOOL GARDEN—
  - (i) A training ground where children learn the cultivation methods used for growing useful and ornamental plants and the foundations of practical agriculture and horticulture.
  - (ii) A means of disseminating seeds and plants.
  - (iii) An agency for the trial of new crops.
  - (iv) To train the children's power of observation and to interest them in their surroundings.
  - (v) To teach the dignity of labour and encourage an honest pride in good work.
  - (vi) To relieve the routine of indoor work with outdoor work of a pleasant and recreative nature.
  - (vii) To cultivate a love of order, neatness and good taste.
2. SEASONS—Months for planting; rainfall, etc.
3. THE SITE—Local peculiarities (soil and climatic) and agricultural difficulties (drainage, etc.).
4. THE PLOT—
  - (i) The dams and their use.
  - (ii) The drains and their use.
  - (iii) The beds—
    - (a) Their size.
    - (b) Why they should be easily reached from drains or paths.
    - (c) Why they should not be trampled.
5. SEEDS—Germination of various seeds; time taken, etc.

6. THE NURSERY—
  - (i) Why a nursery is necessary.
  - (ii) How to make seed-beds and seed-boxes, and how to use them.
  - (iii) How to tend seedlings; watering, shading, etc.
  - (iv) Methods of plant propagation.
7. PLANTING—
  - (i) Conditions necessary for planting.
  - (ii) How to plant seeds in holes (e.g. blackeye, ochro).
  - (iii) How to plant seedlings in holes (e.g. boulders, tomatoes).
  - (iv) When to plant seedlings (time of day, weather, etc.).
  - (v) When to care for seedlings and plants.
8. CULTIVATION—
  - (a) Soil tilth, etc.; intercultivation and care of plants during growth by forking, manuring, etc.
  - (b) Crop rotation—its importance and value.
  - (c) Fallowing.
  - (d) Mulching—object and methods.
  - (e) Weeds—the harm they do; why we weed.
9. MANURES AND MANURING—
  - (a) Farm manure—composition; agricultural value.
  - (b) Artificial fertilizers; functions, principal types.
  - (c) Soil amendments—uses (liming).
  - (d) Compost heaps—value of such heaps and methods of making.
  - (e) Cover crops.
10. CROPS—What to plant at different seasons, and methods adopted for planting various crops.
11. HARVESTING—Periodicity of various crops; methods to be adopted, etc. Yields per acre and cost of production.
12. MARKETING—
  - (a) The necessity for choice of varieties suited to local conditions.
  - (b) The necessity for quality in garden produce.
  - (c) The necessity for grading of garden produce.
13. MISCELLANEOUS—
  - (a) Vegetative propagation—budding, etc.
  - (b) Detection of pests and diseases, and early control measures; friends in the garden.
  - (c) Tools necessary for a school garden; uses.
  - (d) Observation work; use of note-book.
  - (e) Correlation of garden work with other subjects.

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 PART 5.

## COURSE OF INSTRUCTION IN DOMESTIC SUBJECTS.

## A.—OUTLINE OF COURSE.

 (i) *Cookery*—

All plain cooking.

The planning of a well balanced diet based on local foods and conditions as far as possible.

The principles of nutrition.

- (ii) *Housewifery*—  
 Hygiene in person and home.  
 Daily, weekly and periodical cleaning.  
 Division of weekly income.  
 Furnishing, decorating and renovating home.  
 Elementary care of infants.  
 Household accounts.
- (iii) *Laundry Work*—  
 Family washing and care of clothes.
- (iv) *Needlework*—  
 Making, mending and renovating garments and household linen.
- (v) *Craft Work*—  
 Raffia and cane work.  
 Making of articles and ornaments for the home.
- (vi) Examinations and revision will be held at the end of each term.
- (vii) Pupils will make notes of recipes, etc.
- (viii) Books and magazines relating to these subjects will be provided.
- (ix) When possible, materials will be provided by the girls, and articles made from school supplies will be sold to them.

## B.—FIRST YEAR.

## (1) TERM I.

*Cookery*—

Methods of cooking.	Local cookery.
Milk.	Food value, purchase, boiling, storing.
Cereals.	Rice, corn, oatmeal porridge.
Vegetables.	Local roots and green foods.
Stoves and fuel.	Used in the home and school.

*Laundry Work*—

Accommodation and equipment.	Compare with other countries.
Care of clothing in washing.	Buttons, tapes, etc.
Laundry aids.	Soap, soda, starch, blue.
Treatment of coarse things.	Dusters, towels, aprons.

*Housewifery*—

Personal Hygiene	Body, teeth, nails, hair.
Parasites.	
Cleanliness.	In the home.
Disposal of refuse.	
Fresh air and light.	Need of fresh air, natural and artificial light. Trimming lamps.
Household pests.	Flies, cockroaches, moths, mice, rats, etc., prevention.
Rules for sweeping and dusting.	Sweeping and dusting school and house.

*Needlework*—

Tools.	Thimbles, scissors, needles, pins, etc.
Essential stitches and seams.	Work-bags, towels, dusters, aprons.
Fastenings.	Buttons, buttonholes, tapes.
Mending.	Darning and patching garments brought from home.

*Craft Work*—

Dinner mats.	Cane and raffia
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## (2) TERM II.

*Cookery—*

Cereals, rice, all roots.	Boiling, steaming, baking, roasting.
Fish (shrimps, salt fish).	Methods of cooking.
Salads, green food, etc.	Value in diet. Boiling of green foods.
Fruits grown locally.	
Eggs.	Food value. Methods of cooking.
Preparing of simple meals based on work done.	
Care and storing of food.	

*Laundry Work—*

Treatment of different fabrics.	One each week.
Continue work as last term.	

*Housewifery—*

Cleaning of house.	Daily and weekly cleaning of home and surroundings.
Care of plain and polished wood.	Scrubbing tables, desks and forms; cleaning and polishing furniture.
Diets.	Planning meals for children.
Cleaning of metals.	Brass, tin, aluminium, cutlery.
Cleaning of lamps.	

*Needlework—*

Materials.	Their source, manufacture and price.
Pattern making.	Divisions of figure. Taking of measurements. Drafting simple garments.
Continue work as last term.	

*Craft Work—*

Raffia bag.

## (3) TERM III.

*Cookery—*

Soups and stocks.	Creole soup compared with other soups.
Meats, choice and preparation.	Salt and fresh, boiling, roasting, grilling, baking.
Meats left over.	Rissoles.
Air as a raising agent.	Pancakes, bread.
Fresh fish.	Choice, preparation, price, methods of cooking.
Children's food.	Preparation, choice, etc.
Meals to be prepared based on work done.	

*Laundry Work—*

Continue work of previous terms.	
Undergarments.	Own garments.
Treatment of fast and loose dyes.	Printed dresses.
Ironing.	Equipment and preparation.

*Housewifery—*

Bedroom work.	Making and care of beds.
Laying of table.	Breakfast and tea for students.
Rules for washing up.	Washing glasses and all crockery.
Cleanliness and order in kitchen and pantry (including disposal of day's refuse).	Cleaning kitchen and equipment.

*Needlework—*

- Mending and renovating garments brought from home.
- Care and use of machine.
- An undergarment to be made, introducing simple decorative stitches.
- Machine to be used for long seams only.

*Craft Work—*

- Students to make some article for the home.

## C.—SECOND YEAR.

## (1) TERM I.

*Cookery—*

- |                |   |
|----------------|---|
| Milk and eggs. | Custards and puddings.                      |
| Fruit.         | Stewed fruit.                               |
| Preserves.     | Jams, jellies, pickles.                     |
| Beverages.     | Coffee, cocoa, roasting, grinding, storing. |

Complete meals planned by girls based on first year's work.

*Housewifery—*

- |                                |  |
|--------------------------------|--|
| Care and cleaning of garments. | Outer garments, boots and shoes                  |
| Expenditure of income.         | Division of weekly wages. Household accounts.    |
| Citizenship.                   | Habits, care of property, truthfulness, honesty. |
- All general household duties.

*Laundry Work—*

- |                                  |                               |
|----------------------------------|-------------------------------|
| Removal of stains.               | Homely methods.               |
| Care of clothes in drying.       | Use of clothes line and pegs. |
| Preparation of clothes for wash. | Simple mending.               |
| Continue work of last year.      |                               |

*Needlework—*

- Continue work taken in first year.
- Use of paper patterns. Adapting of patterns.
- Dressmaking. School dresses.
- Boy's clothing. Boy's shirts and trousers.
- Girls to be allowed to use machine.

*Craft Work—*

- Lampshades.

## (2) TERM II.

*Cookery—*

- |               |  |
|---------------|--|
| Pastry.       | Meat pies and shrimp patties.                    |
| Eggs.         | Poached, scrambled, omelettes, boiled and fried. |
| Sweetmeats.   | Fudge, candy, toffee, local chocolate.           |
| Fruit drinks. | Made from local fruit.                           |
- Meals planned by girls on work done.

*Housewifery—*

- |                                |   |
|--------------------------------|---|
| Care and feeding of infants.   | Bottles, care and cleaning. Washing of infants. |
| Treatment of common accidents. | Cuts, burns, bruises.                           |

*Laundry Work—*

Family washing.  
Rules for disinfecting clothes.

*Needlework—*

Continue work of last term.  
Pyjamas and shirts.  
All family and household mending.

*Craft Work—*

A hat made from simple straw, combined with raffia.

## (3) TERM III.

*Cookery—*

Invalid cookery.	Beef tea, barley water, etc.
Cakes.	Sponge sandwich, fruit cake, small rock cakes.
Custard and puddings.	Ice-cream, milk puddings.
Planning of meals.	For children; for family.
Complete meals to be planned and cooked.	

*Housewifery—*

All household duties.

*Laundry Work—*

Family washing.	All clothing with the exception of large sheets, or any very heavy garments.
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*Needlework—*

Outfit for baby.	Large doll to be dressed. Cradle to be fitted up.
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*Craft Work—*

Decoration of simple pottery.  
Revise any work necessary this term.

**AIDED SECONDARY SCHOOLS' REGULATIONS.**

## ARRANGEMENT OF REGULATIONS.

## REGULATION.

1. Short title.

## PART I.—ORGANISATION, CURRICULUM AND STAFF.

2. Qualification for grants-in-aid.
3. Duration of school year.
4. Curriculum.
5. Practical instruction.
6. Languages.
7. Special courses.
8. Alterations in curriculum.
9. Teaching staff.
10. Size of classes.
11. Religious observances and instruction.

## PART II.—GENERAL CONDITIONS OF RECOGNITION FOR GRANTS.

12. System of management.
13. School not to be for private profit.
14. Premises.

## REGULATION.

15. Minimum number of pupils.
16. (1) Inspection by Director or Director of Medical Services.  
(2) Director may inspect all educational institutions which receive grant.
17. Organisation.
18. Returns.
19. (1) Admission of pupils.  
(2) Pupil not to be refused by reason of religion, race or language.
20. Nominated pupils.
21. Registers.
22. Method of payment.
23. Applications for grants.
24. Suspension of payment.

## REGULATIONS

*made by the Governor in Council under section 53 on the 28th October, 1929, and amended on the 17th November, 1930.*

Regs.  
28th Oct.,  
1929.  
17th Nov.,  
1930.

## AIDED SECONDARY SCHOOLS.

1. These regulations may be cited as the Regulations for Aided Secondary Schools. Short title.

## PART I.—ORGANISATION, CURRICULUM AND STAFF.

2. In order to qualify for grants-in-aid a school shall offer to each of its pupils a progressive course of general education as defined in regulation 4 of these regulations (with the requisite organisation, curriculum, teaching staff, and equipment) of a kind and extent suitable for pupils ranging in age from at least 12 to 16 years. Any provision made for pupils below the age of 12 shall be similarly suitable and in proper relation to the work done in the main portion of the school.

Qualification  
for  
grants-in-aid.

3. The school shall meet regularly during not less than 36 weeks in the course of each year, the school hours, dates of the vacations and occasional holidays being notified to the Director. Periods of closure under the advice, or by order, of a medical or sanitary authority, or for other unavoidable cause, shall be notified to the Director and shall be deemed to be periods during which the school met for the purpose of this regulation.

Duration of  
school year.

4. (1) The curriculum (with time-analysis) of the whole school shall be submitted to the Director for approval. It shall provide for due continuity of instruction in each of the subjects taken and for an adequate amount of time being given to each of these subjects.

Curriculum.



(2) The curriculum shall provide instruction in the English language and English literature, at least one language other than English, mathematics, geography, history and hygiene.

(3) The curriculum shall make such provision as the Director, having regard to the circumstances of the school, may accept as adequate for organised games, physical exercises, manual instruction, science, drawing and singing.

Practical instruction.

5. In schools for girls the curriculum shall, wherever possible include provision for practical instruction in domestic subjects, such as needlework, cookery, laundry work and housekeeping; and an approved course in a combination of these subjects may, for girls over 15 years of age, be substituted wholly or in part for science, and for mathematics other than arithmetic.

Languages.

6. By permission of the Director, languages other than English may be omitted from the curriculum:

Provided that the Director is satisfied that the instruction in English includes adequate linguistic and literary training and that practical work is being given in science or manual instruction.

Special courses.

7. Special groups of pupils may, with the approval of the Director, follow a curriculum varying from the curriculum approved for the rest of the school.

Alterations in curriculum.

8. Permanent alterations which it is desired to make in the approved curriculum shall be submitted to the Director for approval, but an approved curriculum need not be re-submitted so long as no substantial alteration in it is desired by the Governing Body, or required by the Director.

Teaching staff.

9. The teaching staff shall be sufficient in number and qualification for providing adequate instruction in each subject of the approved curriculum.

Size of classes.

10. The number of pupils taught together at one time shall not as a rule exceed 30, and shall never exceed 40 except with the consent of the Director.

Religious observances and instruction.

11. (1) It shall not be required that a pupil shall attend or abstain from attending any Sunday school or any place of religious worship, or that he shall, or shall not, attend any religious observance whatever.

(2) (a) Religious observances may be used at the beginning or at the end of the school session, the time of religious instruction shall be specified in the time-table, and for such observances and instruction the children may be taken to a neighbouring church.

(b) Any pupil may, at the request of the parent or guardian, be withdrawn from any such religious observance or instruction without forfeiting any of the other benefits of the school.

(3) Religious instruction, if given, shall be provided from funds other than grants made from colonial revenues.

## PART II.—GENERAL CONDITIONS OF RECOGNITION FOR GRANTS.

12. (1) The school shall be conducted by a Governing Body acting in accordance with written regulations to be approved by the Director, which, as regards responsibility for general control, shall state the constitution and define the functions of the Governing Body, and, as regards immediate responsibility for the conduct of the school, define the functions of the Governing Body and of the Head Teacher. A copy of the regulations shall be deposited with the Director and their provisions shall not be varied or departed from in any important respect without previous notification to the Director.

System of  
management.

(2) The Governing Body shall appoint a person to act as correspondent for the school with the Director.

(3) A meeting of the Governing Body, of which sufficient notice will be given, shall be held, if required, when the school is inspected, and the accounts and any other papers necessary for inquiry into the control and conduct of the school shall be produced when required by the Director.

13. Save and except as to any such school now existing no school shall hereafter be conducted for private profit or farmed out to the Head Master or Head Mistress.

School not to  
be for private  
profit.

14. The school premises shall be kept in a sanitary condition, be convenient for teaching purposes, and provided with adequate equipment and appliances for the curriculum approved in accordance with these regulations.

Prentises.

15. A school shall not be placed, or retained on the Aided List, unless it has at least 20 pupils over 11 years of age, undergoing an approved course of secondary education.

Minimum  
number of  
pupils.

Inspection  
by Director  
or Director  
of Medical  
Services.

16. (1) The school shall at all times be open to inspection and examination by the Director or any qualified person authorised by him. The school premises and surroundings shall also be subject to inspection by the Director of Medical Services or any medical officer authorised by him.

Director  
may inspect  
all  
educational  
institutions  
which receive  
grant.

(2) Where a grant is paid out of general revenue in respect of or towards the assistance of the education of pupils at an institution or any branch thereof, all branches of educational work carried on in or by that institution shall be subject to inspection and examination by the Director of Education or any qualified person authorised by him.

Organisation.

17. Generally, the school shall be organised and conducted in a manner which the Director considers efficient.

Returns.

18. Any statistical returns called for by the Director shall be furnished promptly, and a statement of the income and expenditure of each school, in such form as may be required, and made up to the 31st December of each year, shall be furnished by the Governing Body not later than the 31st January of the following year. No such statement shall be published without the consent of the Governing Body concerned.

Admission  
of pupils.

19. (1) Any school may be required to accept as a pupil the holder of any scholarship or foundation administered by the Education Department, who applies for admission and who is recommended by the Director.

Pupil not to  
be refused by  
reason of  
religion, race  
or language.

(2) No applicant shall be refused admission to any Government or aided school on account of the religious persuasion, race, or language of such applicant, or of his parents or guardians.

Nominated  
pupils.

20. In addition to the places reserved for the holders of scholarships, each school shall reserve places at the rate of one place for each \$500 of grant or part thereof, for pupils nominated by the Director, who shall be exempt from the payment of any entrance or tuition fee.

Registers.

21. Records of the admission and attendance of all pupils shall be kept in Registers approved by the Director. These shall be open to inspection by the Director.

Method of  
payment.

22. Grants shall be issuable by the Financial Secretary on the requisition of the correspondent of the Governing Body

concerned certified by the Director on the prescribed form. Grants may be applied for quarterly or monthly in arrear, at the option of the Governing Body concerned.

23. (1) Applications for placing a school on the list of Aided Secondary Schools shall be made to the Director by the Governing Body of the school. Applications for grants.

(2) The Director, in dealing with the application shall have regard to the suitability of the education provided by the school, and to the relation of the school to other schools available for the area.

(3) The school shall not compete unduly with a neighbouring school, and shall be eligible in respect of its character, financial position, and scale of fees (if any), to receive aid from public funds.

24. The Director may at any time suspend the issue of grants to any school which, in his opinion, has ceased to be efficient, or to fulfil any other of the conditions requisite for the issue of grants from colonial revenues. Before doing so, he shall send to the Governing Body a statement showing in what respect the school has fallen below the standard required, and such statement shall be laid before the Education Committee at the first opportunity. Suspension of payment.

## REGULATIONS

*made by the Governor in Council under section 53 on the 4th September, 1936.*

### TEACHERS' FINE FUND.

1. These regulations may be cited as the Teachers' Fine Fund Regulations. Short title.

2. In these regulations—

“ Director ” means the Director of Education;

“ Fund ” means the Teachers' Fine Fund. Inter-pretation.

3. All fines imposed on teachers of aided or colonial schools shall be deducted from their salaries and shall be withdrawn from the Treasury quarterly and deposited in the Post Office Savings Bank to the credit of the account styled “ The Teachers' Fine Fund.” Fines to be deducted from salaries and deposited in Post Office Savings Bank.

Authority for withdrawal of money from account.

4. No sum of money shall be withdrawn from the account except on the signed order of the Director.

Investment of fund.

5. The Director may invest the fund or any portion thereof in any security approved by the Governor.

Utilisation of fund.

6. The Director may utilise the fund or any portion thereof for the provision and maintenance of books and other publications for the Education Department Library or for the provision and maintenance of equipment or grounds for physical training and games or for any other purpose which the Governor determines is for the benefit or in the interests of the teachers or pupils of aided or colonial schools.

Account to be audited annually and submitted to the Governor.

7. An account of the receipts and payments made up to 31st December, together with the Post Office Savings Bank Book and all vouchers, shall be submitted not later than the 31st January to the Director of Audit for audit. The audited statement shall then be laid before the Governor.

## GOVERNMENT TECHNICAL INSTITUTE REGULATIONS.

### ARRANGEMENT OF REGULATIONS.

#### REGULATION.

1. Short title.
2. Interpretation.
3. Control and management.
4. Age of admission.
5. Examination of candidates prior to admission.
6. Enrolment.
7. Fees.
8. Curriculum and courses of instruction.
9. Training as a result of the activities of the Institute.
10. Administration.
11. Terms.
12. Vacation leave.
13. Estimates.
14. Annual report and accounts.
15. Advisory Committees.

## REGULATIONS

Regs. 13 of 1953. *made by the Governor in Council under section 53 on the 24th January, 1953.*

## THE GOVERNMENT TECHNICAL INSTITUTE.

Short title.

1. These regulations may be cited as the Government Technical Institute Regulations.

2. The Interpretation Ordinance shall apply to the interpretation of these regulations as it applies to the interpretation of an Ordinance. Inter-pretation.  
Cap. 5.

3. (1) The control and management of the Government Technical Institute hereinafter referred to as "the Institute," 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 nine and not more than twelve members.

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

(4) The Principal of the Institute, hereinafter referred to as "the Principal," shall be a member of the Board, but he 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 initially one-half shall hold office for one year from the date of appointment and the other half shall hold office for two years from the date of appointment, and shall be eligible for re-appointment for further periods of two years.

(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.

4. No candidate shall be admitted until he has attained the age of 15 years: Age on  
admission.

Provided that the Board 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 14 years of age.

5. (1) The Board may require candidates to undergo a test examination before admission, such test to be conducted by the Principal. Examination  
of candidates  
prior to  
admission.

(2) The subjects of the examination shall be determined by the Board.

**Enrolment.**

6. (1) Except with the special approval of the Board, candidates shall only be admitted in the September term of each year.

(2) No candidate shall be entitled to admission to any course unless he complies with the requirements of the Board in connection therewith.

**Fees.**

7. (1) Each candidate shall, before admission, pay the fee for the course selected, fixed from time to time by the Board.

(2) No fee shall be charged for teachers or students of the Government Training College who attend for special courses referred to in regulation 6 of these regulations.

**Curriculum and courses of instruction.**

8. (1) The curriculum shall provide courses for technical education and workshop practice for apprentices, learners and others engaged in the various industries and commerce of British Guiana through day and evening classes and the Institute shall conduct such classes and other courses of instruction for juveniles and adults as the Board of Governors in consultation with the Board of Industrial Training and other bodies, with the approval of Government may deem expedient for the promotion of culture, knowledge, technical and vocational training of persons desirous of entering or who are engaged in industry or commerce.

(2) The Board, with the advice of the Principal, shall work out schemes for curricula, examinations and certificates. Particulars of approved schemes shall appear in an annual prospectus.

(3) Special courses for teachers and students of the Government Training College and such other courses as the Board may from time to time approve may be offered.

**Training as a result of the activities of the Institute.**

9. The activities of the Government Technical Institute shall be principally confined to the training of students, and trading may be resorted to as is commensurate with the particular course of training, and shall be subject to the approval of the Board.

**Administration.**

10. The Principal shall be in complete control of the internal administration of the Institute.

**Terms.**

11. The Institute's academic year shall consist of three terms, the length of which shall be decided by the Principal with the approval of the Director of Education.

12. In addition to all public holidays, there shall be a vacation at the end of each term, for such period as fixed by the Principal with the approval of the Director of Education. Vacation leave.

13. The Board shall be required to submit through the Director of Education for submission to Government annual estimates accompanied by an explanatory statement outlining the courses offered by the Institute and any proposals for development involving capital or recurrent expenditure. Estimates.

14. The Board shall within three months of the end of the final term of each academic year, prepare an annual report and statement of accounts which shall be duly audited by an auditor approved in that behalf by the Governor. Annual report and accounts.

15. (1) The Board may appoint Advisory Committees in respect of and representative of industries or trades or of both industries and trades for which courses are or are to be provided. Advisory Committees.

(2) Each Advisory Committee shall comprise of at least one member of the Board.

## CARNEGIE TRADE SCHOOL FOR WOMEN REGULATIONS.

### ARRANGEMENT OF REGULATIONS.

#### REGULATION.

1. Short title.
2. Interpretation.
3. Change of name of institution.
4. Control and management.
5. Age on admission.
6. Examination of candidates prior to admission.
7. Fees.
8. Award of scholarships and exhibitions.
9. Curriculum and courses of instruction.
10. Control of the Principal.
11. Ordinary vacations.

### REGULATIONS

*made by the Governor in Council under section 53 on the 14th December, 1939, and amended on the 21st April, 1947, 28th July, 1947, and 8th August, 1951.* Regs.  
14th Dec.,  
1939.  
7 of 1947.  
20 of 1947.  
23 of 1951.

### THE CARNEGIE TRADE SCHOOL FOR WOMEN.

1. These regulations may be cited as the Carnegie Trade School for Women Regulations. Short title.



Inter-  
pretation.  
Cap. 5.

2. The Interpretation Ordinance shall apply to the interpretation of these regulations as it applies to the interpretation of an Ordinance.

Change of  
name of  
institution.

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."

Control and  
management.

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."

(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.  
Regs. 20 of  
1947.

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 14 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 candidates will be examined in needlework and at a personal interview with the Principal. Regs. 23 of 1951.

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

7. (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. Fees.

(2) No fees shall be charged for teachers or students of the Teachers' Training College who attend the special courses referred to in regulation 9 (2).

(3) The fees to be charged for the special classes to be arranged for the general public, referred to in regulation 9 (2) shall be fixed from time to time by the Board on the recommendations of the Principal.

8. (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.

9. (1) The curriculum shall provide for a two years' course and shall include cooking, housekeeping and marketing, elementary dietetics, elementary hygiene, laundry work, needlework and dressmaking. Curriculum  
and courses  
of instruction.  
Regs. 23 of  
1951.

(2) Special courses shall be provided for students of the Teachers' Training College and for teachers in primary schools and, where practicable, evening classes will be held for members of the general public. Regs. 23 of  
1951.

10. The Principal shall be in complete control of the internal administration of the School. Control of the  
Principal.

11. In addition to all public holidays the School shall be closed for two to three weeks at Christmas, two to three weeks at Easter and five to six weeks during the period July to September. These vacations may be changed to other periods at the discretion of the Board, so however that no change shall be made which would permit the School to be kept open continuously for more than four months. Ordinary  
vacations.  
Regs. 7 of  
1947.

**REGULATIONS**

Regs. 12 of  
1951.  
9 of 1952.  
35 of 1952.

*made by the Governor in Council under section 53 on the 7th May, 1951, and amended on the 26th April, 1952, and 28th November, 1952.*

**BRITISH GUIANA SCHOLARSHIPS.**

1. These regulations may be cited as the British Guiana Scholarships Regulations.

2. "Scholarship" means a British Guiana Scholarship.

3. Two scholarships, one for boys only and one for girls only, to be known as the British Guiana Scholarships, shall be open to public competition at an examination to be held once in each year.

9 of 1952.  
35 of 1952.

4. (1) Scholarships for courses of study of three years' duration shall each be of the value of £1,416, and those for courses of study of four years' duration shall each be of the value of £1,873. These scholarships shall be tenable at such university or institution of similar rank within the British Empire as may be approved by the Governor in Council.

(2) Each scholarship holder shall be entitled to a free passage to the place of study, and, in the event of his return to the Colony after the completion of the scholarship, to a free return passage.

(3) Each scholarship shall be distributed over three, four or five years at the option of the holder and the discretion of the Governor in Council.

5. (1) Any person shall be eligible to compete for a scholarship (hereinafter referred to as "a candidate") who—

(a) is nineteen years of age or under on the 1st January in the year in which the examination is held;

(b) was born in the Colony or is the child of parents who have resided in the Colony for seven years or one of whom—

(i) died in the Colony; or

(ii) has had his or her permanent residence in the Colony throughout the five years immediately preceding the date of the examination;

(c) has, during four of the five years immediately preceding the examination, been educated in the Colony and

has resided therein during the six months immediately preceding the date of examination;

(d) is attested by his principal instructor or instructors, in the form of certificate set out in the schedule hereto, to be of good moral character;

(e) has, before the 31st January in the year preceding that in which the scholarship examination is held, passed either—

(i) a school certificate examination recognised by the Board of Education with credits in not less than four subjects; or

(ii) the matriculation examination of a recognised British University; or

(iii) a General Certificate of Education Examination recognised by the Board of Education in four subjects at the ordinary level; and

(f) has paid to the Financial Secretary such a fee as may from time to time be fixed by the Governor in Council under this regulation.

(2) Every candidate shall forward to the Director of Education so as to reach the said Director at his office in Georgetown not later than a date to be notified annually by the Director of Education, a written application for permission to compete for a scholarship.

(3) In his application each candidate shall state the three optional subjects selected by himself under sub-regulation (3) of regulation 6 of these regulations.

(4) Each application made under this regulation shall be accompanied by evidence in writing that the candidate satisfied the conditions set out in sub-regulation (1) of this regulation.

6. (1) The scholarship examination shall be the General Certificate of Education Examination of the University of London.

(2) Every candidate for a scholarship shall submit the English Essay as one of his subjects and must satisfy the Examiner in that subject but the marks so gained shall not be included when the marks of any candidates are aggregated for the purpose of awarding the scholarships.

(3) Each candidate for a scholarship shall be examined in three subjects in addition to the English Essay, the subjects being offered at the advanced or scholarship level as notified by the Director of Education from time to time in the Gazette.

7. (1) As soon as conveniently possible after each examination a report on the work of each candidate in each subject shall be submitted to the Governor in Council and such report shall state the order of merit of the candidates for each scholarship.

(2) The Governor in Council shall consider the report and shall base the award of the scholarships thereon:

Provided that, if in any year the Governor in Council is of opinion that the standard of scholarship disclosed by the report is not such as to merit the award of a scholarship to any candidate, he may direct that the scholarship be not awarded that year.

(3) When in any year either scholarship is not awarded the Governor in Council may award an additional scholarship in the next, or any subsequent year when the standard of scholarship of a candidate, other than the successful candidate, is such as, in the opinion of the Governor in Council, merits the award.

(4) A person shall not at the time hold a scholarship and the Nuffield or any other scholarship which, in the opinion of the Governor in Council, is of equivalent value.

(5) Any person to whom a scholarship is awarded and who holds or is awarded a scholarship of the class described in sub-regulation (4) of this regulation shall be required to elect which scholarship he will relinquish.

8. (1) Within two weeks of a candidate being informed of the award of a scholarship he shall forward to the Director of Education a medical certificate that he has been examined by a Government medical officer and found to be medically and constitutionally fit to pursue a course of studies in a temperate climate for a University Degree.

(2) Within two months of a candidate (hereinafter referred to as "a scholar") being informed of the award of a scholarship he shall make application in writing to the Director of Education for approval of the university or institution which he desires to enter and of the course of study which he proposes to take and shall state the vocation he proposes to follow on the completion of his studies.

(3) The Director of Education shall invite the parents or guardian of a scholar to express in writing their views concerning the proposals contained in the scholar's application made under this regulation.

(4) The Director of Education shall also invite a scholar's principal instructor to submit to him in writing any facts concerning the scholar, which in the opinion of the said instructor will be of assistance to the Governor in Council when considering the scholar's application.

9. (1) As soon as conveniently possible after the receipt of the documents mentioned in the last preceding regulation the Director of Education shall forward them together with his comments thereon, for the consideration of the Governor in Council.

(2) The Governor in Council may approve the university or institution and the course of study proposed by a scholar or may direct that a scholar attend some other university or institution or that he pursue some other course of study or give both such directions.

(3) A scholar shall be informed of the decisions of the Governor in Council and shall conform thereto.

(4) Except with the prior approval of the Governor in Council no scholar shall change either the university or the institution or the course of study approved, or selected by the Governor in Council.

10. As soon as conveniently possible after the award of a scholarship the Director of Education shall inform the scholar's parents or guardian that the Government will in no circumstances whatever increase the total value of a scholarship.

11. Except with the prior approval of the Governor in Council a scholar shall enter the university or institution which he is to attend as soon as possible after the award of a scholarship and thereafter shall keep his terms regularly until the scholarship expires.

12. A scholar shall transmit quarterly to the Director of Education through the Director of Colonial Scholars a report from the proper authority of the university or institution at which he is studying concerning his conduct and the progress made in his studies:

Provided that, if a scholar studies at a university or institution situate elsewhere than in the United Kingdom, he shall transmit the reports through such person as the Governor in Council may nominate.

13. (1) If a scholar pursues a course of study at a university or institution in the United Kingdom he shall, during the period he holds the scholarship, be under the charge, and subject to the directions, of the Director of Colonial Scholars and the scholar shall comply with any direction given to him by the said Director.

(2) The Director of Colonial Scholars shall have the power to fine a scholar, on one occasion only, a sum not exceeding £10 for not complying with any direction given to him by the said Director or for any serious breach of discipline or for persistent idleness and if on any subsequent occasion a scholar is guilty of committing an offence specified in this sub-regulation the Director of Colonial Scholars shall report the fact to the Governor in Council.

(3) If a scholar pursues a course of study at a university or institution elsewhere than in the United Kingdom the Governor in Council shall nominate some person to have the charge and direction of the scholar and such person shall have the powers conferred upon the Director of Colonial Scholars by this regulation.

14. The Governor in Council may declare a scholarship to be forfeited or may reduce the value of a scholarship if a scholar—

(a) marries; or

(b) is expelled from the university or institution at which he is studying; or

(c) fails, within the period fixed by the authorities of the university or institution, to satisfy the said authorities in any examination prescribed by those authorities; or

(d) engages in any occupation or accepts any appointment which, in the opinion of the authorities of the university or institution is detrimental to his progress in the course of study approved, or selected, by the Governor in Council; or

(e) is reported to the Governor in Council, by the Director of Colonial Scholars, or by a person duly nominated, under regulation 13 of these regulations; or

(f) fails to fulfil any of the requirements of these regulations unless he furnishes an explanation to the satisfaction of the Governor in Council.

15. The Governor in Council shall have power to decide all questions that may arise in respect of the administration of these regulations.

16. The British Guiana Scholarship Regulations, 1942, as amended by the British Guiana Scholarship (Amendment) Regulations, 1948, are hereby revoked except in respect of British Guiana Scholarships awarded under the said regulations which shall continue to be held thereunder.

Regs. 42 of  
1942.  
21 of 1948.

### SCHEDULE.

Reg. 5.

I have been the principal instructor of.....  
for.....years and in my opinion he is of good moral character.

(Signed).....

(Description).....

Dated this.....day of.....19.....

## GOVERNMENT COUNTY SCHOLARSHIPS REGULATIONS

### ARRANGEMENT OF REGULATIONS.

#### REGULATION.

1. Short title.
2. Number of scholarships.
3. Berbice and Essequibo Scholarships.
4. Candidates to be of good character.
5. Other conditions of eligibility.
6. Test examination.
7. Method of award.
8. Awards to be made by Governor.
9. Allotment of scholarships may be varied.
10. Tenure and value of scholarships.
11. Maintenance allowance.
12. Schools at which tenable.
13. Scholarships not to be held with any other scholarships, etc.
14. Extension of scholarship.
15. Supervision and discipline of scholars.

### REGULATIONS

*made by the Governor in Council under section 53 on the 16th November, 1931, and amended on the 8th October, 1938, and by regulations operative on the 1st January, 1940, and by further regulations made on the 7th August, 1943, 22nd October, 1945, 6th July, 1948, and 23rd September, 1952.*

Regs.  
16th Nov.  
1931.  
8th Oct.,  
1938.  
2 of 1940.  
32 of 1943.  
42 of 1945.  
20 of 1948.  
24 of 1952.

### GOVERNMENT COUNTY SCHOLARSHIPS.

1. These regulations may be cited as the Government County Scholarships Regulations.

Short title.  
24 of 1952.



Number of  
scholarships.  
Regs. 42 of  
1945.

2. Twenty-five Government County Scholarships shall be open for competition annually, namely—

(a) five Demerara Scholarships—three for boys and two for girls;

(b) four Berbice Scholarships—two for boys and two for girls;

(c) three Essequibo Scholarships—two for boys and one for a girl;

(d) thirteen general scholarships.

Berbice and  
Essequibo  
Scholarships.  
Regs. 32 of  
1943.

3. A boy or girl shall not be eligible to compete for a Berbice or Essequibo Scholarship unless he or she has been in attendance in a primary school in the county of Berbice or Essequibo, as the case may be, for a period of not less than two years immediately preceding the examination and unless evidence of that fact is produced by the head teacher to the satisfaction of the Director of Education.

Candidates to  
be of good  
character.

4. Every candidate shall satisfy the Director of Education as to general character and conduct.

Other  
conditions of  
eligibility.  
Regs.  
8th Oct.,  
1938.  
2 of 1940.

5. (1) Any boy or girl may compete for these scholarships who is qualified under regulations 3 and 4 and fulfils the following conditions—

(a) is a British subject;

(b) is under 12 years of age on the 31st May in the year of the examination;

(c) has had his or her usual place of residence in the Colony—

(i) if a native of the Colony, for a period of not less than two years immediately preceding the first day of the examination; and

(ii) if not a native of the Colony, for a period of not less than five years immediately preceding the first day of the examination;

(d) has not at any time during the two years immediately preceding the examination, attended a school at which a Government County Scholarship is tenable.

Regs. 32 of  
1943.

(2) Proof of the age of a candidate must be produced to the satisfaction of the Director of Education.

Test  
examination.

6. The subjects of the test examination for the scholarships shall be English and Arithmetic and such other subjects as the

Governor may from time to time approve. The Director of Education shall publish a notice in the Gazette not less than six months before the first day of the examination, stating the subjects of the examination, the date thereof, and the place or places where it is to be held.

7. (1) No scholarship shall be awarded to any candidate who has obtained less than 60 *per centum* of the total marks in the subjects of the examination.

Method of award.  
Regs. 2 of 1940.

(2) Scholarships to the number stated in paragraphs (a), (b) and (c) of regulation 2 shall, subject to regulation 9, be awarded to the boys and girls who have obtained the highest marks among the pupils of their respective counties at the foregoing examination.

Regs. 2 of 1940.

(3) After excluding from the list of candidates the names of those to whom scholarships have been awarded under the preceding sub-regulation, scholarships to the number stated in paragraph (d) of regulation 2 shall be awarded to the candidates, irrespective of sex, place of birth or place of residence, who secure in the examination the first thirteen places in order of merit.

Regs. 2 of 1940.  
42 of 1945.

8. The Director of Education shall report the results of the examination to the Governor by whom the awards will be made.

Awards to be made by Governor.

9. In the event of any scholarship available for a boy in any county not being won, it shall be awarded to the girl next in order of merit, similarly should any scholarship for a girl in any county not be won, it shall be awarded to the boy next in order of merit. In the event of scholarships available for both boys and girls in any county not being won, they shall be awarded to the candidate next in order of merit in any of the other counties. But in no case shall a candidate be awarded a scholarship who has not reached the qualifying standard prescribed in regulation 7.

Allotment of scholarships may be varied.

10. Each scholar shall be entitled to (a) free tuition for five years at an approved secondary school, the cost of which to the Government shall not exceed \$30 a term, commencing from the 1st September and ending on the 31st August of the succeeding year, for a school year of three terms; (b) the sum of \$25 *per annum* payable to the parent or guardian of each scholar in three equal terminal instalments; and (c) free books the cost of which to the Government shall not exceed \$35 during the whole tenure of the scholarship.

Tenure and value of scholarships.  
Regs. 8th Oct., 1938.  
24 of 1952.

Maintenance allowance.

11. (a) All applications for the maintenance allowance and free issue of books attached to a scholarship shall be accompanied by a declaration made by the parent or guardian and signed before a justice of the peace that he or she is unable to maintain the scholar and to provide the necessary school books for such scholar's secondary education. Such declaration shall be forwarded to the Director of Education who may require it to be supplemented by any further information he may deem necessary to determine the financial circumstances of such parent or guardian. After due investigation of each claim the Director may, at his discretion, issue the allowance and books or either of them.

(b) Any scholar whose parent or guardian withholds any information asked for under this regulation, or supplies false or misleading information, shall be disqualified from holding, or continuing to hold, a scholarship.

(c) Any sum of money voted for scholarships to be awarded under these regulations which becomes available on account of scholarships being awarded without maintenance allowances or free issue of books shall be utilised for the purpose of providing additional scholarships.

Schools at which tenable.

12. Scholarships shall be tenable at such secondary schools as the Governor may from time to time direct.

Scholarships not to be held with any other scholarships, etc.

13. No boy or girl who holds a scholarship or is in receipt of any other aid towards the cost of his or her education which is administered by the Education Department or by any other public department or officer, shall at the same time hold a Government County Scholarship.

Extension of scholarship. Regs. 8th Oct., 1938. 32 of 1943.

14. If the holder of a scholarship qualifies for the School Certificate of a recognised Schools Examination Board with credits in four or more subjects, the Governor may extend the scholarship for such period as the holder is eligible to sit as a candidate for the British Guiana Scholarship. During any period of extension the scholar shall be entitled to the benefits of the scholarship as stated in regulation 10, but shall be subject to the provisions of regulation 15.

Supervision and discipline of scholars. Regs. 20 of 1948.

15. (1) Every scholar shall be under the general supervision of the Director of Education, and the Principal of a school attended by a scholar shall, at the end of each term, send to the Director of Education a certificate of conduct and progress of the scholar. Failure to obtain a certificate of good conduct

and satisfactory progress may, at the discretion of the Director of Education, entail the suspension of all rights and privileges of a scholar for one or more terms, and two consecutive failures to obtain such a certificate shall entail forfeiture of such scholarship if the Governor so directs.

(2) In the case of misconduct on the part of a scholar, the scholarship may be forfeited forthwith if the Governor so directs.

## GOVERNMENT SCHOOL CERTIFICATE SCHOLARSHIPS REGULATIONS.

### ARRANGEMENT OF REGULATIONS.

#### REGULATION.

1. Short title.
2. Number of Scholarships to be awarded annually.
3. Condition of eligibility.
4. Form of application and evidence of eligibility.
5. Test examination.
6. Method of award.
7. Awards to be made by the Governor.
8. Tenure and value of scholarships.
9. Schools at which tenable.
10. Scholarship not to be held with other scholarships.
11. Supervision of scholars.
12. Previous regulations revoked.
13. Date of commencement.

### REGULATIONS

*made by the Governor in Council under section 53 on the 19th January, 1951, and amended on the 12th September, 1952.*

Regs. 6 of  
1951.  
22 of 1952.

## GOVERNMENT SCHOOL CERTIFICATE SCHOLARSHIPS.

1. These regulations may be cited as the Government School Certificate Scholarships Regulations. Short title.  
Regs. 22 of  
1952.
2. Five Government School Certificate Scholarships (hereinafter referred to as "the scholarships") shall be open to competition annually. Number of  
scholarships  
to be  
awarde  
annually.  
Regs. 22 of  
1952.
3. Any boy or girl may compete for the scholarships who— Condition of  
eligibility.
  - (i) is a British subject;
  - (ii) is under sixteen years of age on the last day of November in the year of the examination;
  - (iii) satisfies the Director of Education (hereinafter referred to as "the Director") as to his or her good character and conduct; and

(iv) has had his or her usual place of residence in the Colony—

(a) if born in the Colony or the child of parents one of whom was born in the Colony, for a period of not less than two years immediately preceding the first day of the examination; or

(b) in all other cases, for a period of not less than five years immediately preceding the first day of the examination.

Form of application and evidence of eligibility.

4. (1) Any boy or girl desiring to compete for one of the scholarships shall submit to the Director a form of application giving such information as the Director may require.

(2) Each form of application shall be supported by written evidence of the candidate's eligibility under regulation 3 hereof and shall be forwarded so as to reach the Director at his office in Georgetown not later than 4 p.m. on such date as the Director may fix by notice in the Gazette and in a newspaper circulating in the Colony.

Test examination.

5. The test examination shall be the School Certificate Examination of the University of Cambridge Local Examinations Syndicate, or such other examinations as the Governor may from time to time direct. The Director shall publish a notice in the Gazette and in a newspaper circulating in the Colony not less than six months before the first day of the examination, stating the subjects of the examination, the date thereof and the place or places where it will be held.

Method of award. Regs. 22 of 1952.

6. (1) The five scholarships shall be awarded annually as follows—

(a) one to the boy who is placed first in order of merit among the approved boy candidates;

(b) one to the girl who is placed first in order of merit among the approved girl candidates; and

(c) three to the candidates (of either sex) who are placed next in order of merit:

Provided that no scholarship shall be awarded to any candidate who fails to attain the standard required by the examining body in the test examination.

(2) In the event of the boy candidate placed first in the list of approved boy candidates, or the girl candidate placed first in the list of approved girl candidates, not reaching the standard required by the examiners all the scholarships shall be awarded to candidates of the sex who attain the said standard.

7. The Director shall report the results of the examination to the Governor by whom the awards will be made. Awards to be made by the Governor.
8. Each successful candidate (hereinafter referred to as "the scholar") shall be entitled to— Tenure and value of scholarships.
- (i) free tuition for three years at an approved school, the cost of which to the Government shall not exceed \$30 per term for a school year of three terms; and
- (ii) the sum of \$40 *per annum* for three years payable to the parent or guardian of such scholar in three equal instalments.
9. The scholarships shall be tenable at such secondary schools as the Governor may from time to time direct. Schools at which tenable.
10. No boy or girl who holds a scholarship or is in receipt of any other aid towards the cost of his or her education which is administered or provided by any public department or public officer, shall at the same time hold a Government School Certificate Scholarship. Scholarship not to be held with other scholarships.
11. (1) For the purposes of his education every scholar shall be subject to the general supervision of the Director. Supervision of scholars.
- (2) The Principal of the school which the scholar attends shall, at the end of each term, forward to the Director a report on the work, conduct and progress of the scholar.
- (3) If any scholar is the subject of an unfavourable report by a Principal, the Director may, at his discretion, suspend for one or more terms any or all of the rights conferred on such scholar by regulation 8 hereof.
- (4) If any scholar is the subject of two consecutive unfavourable reports from a Principal the Governor may direct that such scholar shall forfeit the scholarship and thereupon all rights and privileges under the scholarship shall determine.
12. The Government Junior Scholarship Regulations, 1940, are hereby revoked: Previous regulations revoked. Regs. 1 of 1940.
- Provided that any Government Junior Scholarship awarded in respect of an examination held before the date of the coming into force of these regulations shall continue to be tenable under the provisions of such regulations.
13. These regulations shall be deemed to have come into force on the 1st January, 1951. Date of commencement.

**BLAIR SCHOLARSHIPS.**

17th Oct.,  
1938.

The trustees of the Scholarship Fund established under the will of the late William Blair, Inspector of Schools, desire to give notice that in and after 1940 Blair Scholarships will be awarded under the following conditions—

Number of  
scholarships.

1. One " Blair Scholarship " shall be competed for each year.

Candidate to  
be of good  
character.

2. Every candidate shall satisfy the Trustees as to general character and conduct.

Other  
conditions of  
eligibility.

3. A Blair Scholarship may be held by any boy or girl who has been a pupil at a colonial or an aided primary school for not less than two years immediately preceding the first day of the test examination, and who is under 12 years of age on the 31st May in the year of the examination, and has had his or her usual place of residence in the Colony—

(a) if a native of the Colony, for a period of not less than three years immediately preceding the first day of the examination; and

(b) if not a native of the Colony, for a period of not less than five years immediately preceding the first day of the examination.

Test  
examination.

4. The test examination for the scholarship shall be fixed by the Trustees from time to time.

Trustees  
to award  
scholarship.

5. The award of the scholarship shall be made by the Trustees.

Value and  
tenure of  
scholarship.

6. The scholarship shall be of the value of \$48 per year for five years and shall be tenable at any secondary school approved by the Trustees. Extension of the scholarship for one year may be sanctioned at the discretion of the Trustees.

Payment of  
school fees.

7. The sum due in respect of each scholarship shall be paid in three equal terminal instalments. The Trustees shall deduct from each instalment all amounts due for school fees and pay these direct to the principal of the approved school. Any balance of the instalments remaining in hand after payment of such fees shall be paid by the Trustees to the parent or guardian of the scholar.

8. No boy or girl who holds any other scholarship or is in receipt of any other aid towards the cost of his or her education which is administered by the Education Department or by any other public department or officer, shall the same time hold a Blair Scholarship.

Scholarship not to be held with any other scholarship, etc.

9. Every Blair Scholar shall be under the general supervision of the Trustees to whom the parent or guardian of each scholar shall send at the end of each term a certificate of good conduct and satisfactory progress from the principal of the school attended. Failure to obtain such a certificate may, at the discretion of the Trustees, entail a suspension of all the rights and privileges of a scholar, for one or more terms, and two consecutive failures to obtain such a certificate shall entail forfeiture of the scholarship if the Trustees so decide.

Supervision of scholars.

## RULES

### GOVERNING THE AWARD OF THE BAIN GRAY PRIZES

*made by the Governor, with the approval of the Secretary of State, on the 20th September, 1950, and amended on the 18th March, 1953.*

1. These rules may be cited as the Bain Gray Prizes (Government Training College and Broad Street Government School) Rules.

Rules  
20th Sept.,  
1950.  
1 of 1953.

2. There shall be awarded by the Director of Education (hereinafter referred to as "the Director") in the month of September each year, commencing in the month of September, 1951, a prize known as the Bain Gray Prize to each of the following—

(a) the student teacher at the Government Training College who in the final year of the ordinary course obtains the highest number of points in the manner hereinafter specified; and

(b) the most outstanding pupil of the Upper Division of the Broad Street Government School leaving school who—

(i) has been on the Register not less than three years; and

(ii) has made not less than 80 *per centum* of the maximum number of attendances during the three years immediately preceding the award;

and who obtains the highest number of points as hereinafter provided:



Provided that the Director may in any year award the prize to the candidate obtaining the highest number of points, notwithstanding that he has failed to make the number of attendances prescribed by (ii) above, where such failure has been due to circumstances beyond his control.

3. Each prize shall consist of books to the value of one-half of the annual income of the fund for the provision of Bain Gray Prizes, and such books shall be inscribed with the words "Government Training College—Bain Gray Prize" or "Broad Street Government School—Bain Gray Prize," as the case may be.

Rules 1 of  
1953.

4. Points shall be awarded—

(a) in respect of a candidate from the Government Training College, in the manner following—

(i) for an essay of not less than 5,000 words on an educational subject. The subject shall be selected by the student from subjects set by the Director each year, and such choice shall be made six months before the essays are to be submitted—50 points;

(ii) character—honesty of purpose, determination to overcome difficulties, adaptability and co-operation—50 points;

(b) in respect of a candidate from the Broad Street Government School—

(i) for school work during the past three years, including work in special subjects such as Gardening, Woodwork, Handicraft, Domestic Science, Art and Sewing—50 points;

(ii) the candidates record in extra-curricular activities—25 points;

(iii) character—25 points.

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**REGULATIONS.**  
**NOMINATION OF STUDENTS TO THE IMPERIAL**  
**COLLEGE, TRINIDAD.**

ARRANGEMENT OF REGULATIONS.

REGULATION.

1. Short title.
2. Number and privileges of nominated students.
3. Composition of Selection Committee.
4. Date and method of application.
5. Documents to accompany application.
6. Directions to Selection Committee.
7. Standard of general education.
8. Conditions under which nominations are granted.
9. Forfeiture of nomination.
10. Termination of nomination.

**REGULATIONS**

*approved by the Legislative Council on the 22nd October, 1930,  
relating to the Nomination of Students to the Imperial College of  
Tropical Agriculture, Trinidad, by the Government of British  
Guiana.*

1. These regulations may be cited as the Regulations for the Nomination of Students to the Imperial College, Trinidad. Short title.

2. The Governor in Council of British Guiana has power to nominate qualified persons as students of the Imperial College of Tropical Agriculture, Trinidad: Number and privileges of nominated students.

Provided that not more than three of these are resident at the same time. Nominated students are exempted from fees for tuition.

3. Nominations will be made by the Governor in Council on the recommendation of a Committee consisting of— Composition of selection committee.  
The Director of Education, Chairman, *ex officio*;  
The Director of Agriculture, member, *ex officio*; and  
one other member nominated by the Governor.

4. Applications for nomination must reach the Chairman of the Committee (the Director of Education) not later than 31st May, annually, and all nominations will take effect from the beginning of the next academic year (1st October). Persons who know a year or more in advance that they will be applying Date and method of application.

for nomination, should register their names, for consideration in a subsequent year.

Documents to accompany application.

5. Every applicant must forward—

(a) a full statement of the course he wishes to take;

(b) certificate of birth or other proof of age;

(c) proof that he is a native of British Guiana, or that he, or one of his parents, has had his, or her, permanent residence there for a period to be specified in his application, which shall be not less than four years, except in special cases approved by the Governor in Council;

(d) proof that he is physically fit to undergo the course proposed;

(e) a statement of his educational qualifications, specifying any public examination he has passed, the school or schools he has attended, and the period spent at each;

(f) two certificates of moral character, one from the head-teacher of the last school attended, and one from another person of recognised standing, who has known him well for *at least* the two years immediately preceding.

Directions to selection committee.

6. In general, preference will be given to candidates over 17 and under 25 years of age, who are qualified by previous education and training to enter upon the full Diploma Course, and desire to do so. Should there be no such candidate to fill any vacancy, the Committee may recommend the nomination of a candidate applying for a special course extending over at least one year, but they will in all cases satisfy themselves that the candidate is qualified by his general education, and by his previous training, to undertake the course he desires to follow.

Standard of general education.

7. (a) The College does not at present hold an entrance examination, but all entrants should have reached the Matriculation standard of a University within the British Empire. Other things being equal, candidates who have passed such a Matriculation examination, or its equivalent, will be given preference in the award of nominations. In every instance an adequate knowledge of English will be required. The Committee may, for any reason, require an applicant to undergo either a public examination or a special examination conducted under their direction, in any subject or subjects.

(b) If in any year there are, for one nomination, three or more candidates who have reached the standard required by

this regulation, an examination shall be held in the Colony for the purpose of awarding the nomination.

8. (a) Nominations will be valid for the period required under the College Regulations to enable each student to complete the course which the Committee has approved under regulation 6. Conditions under which nominations are granted.

(b) Every nominated student shall, before beginning his course, enter into an agreement with the Government in such form as the Governor in Council may approve, that should he fail to complete his course to the satisfaction of the Governor in Council, he shall pay to the Government a sum equivalent to the tuition fees from the payment of which he has been exempted in virtue of his nomination.

(c) Every nominated student, whose approved course entails attendance during more than one academic year, shall be required to submit to the Committee, at the end of each year, a report from the College Authorities, that his conduct, and his progress, in the approved course, have been satisfactory.

9. The Committee may, with the approval of the Governor in Council, terminate the nomination of any student who— Forfeiture of nomination—

(a) is expelled from the College;

(b) fails to pass any examination within the period specified by the College Authorities;

(c) accepts any appointment, or follows any occupation or course of study, without the sanction of the Committee previously obtained;

(d) fails to fulfil any obligation imposed on him by these regulations, or to comply with any direction or instruction of the Committee, issued under these regulations.

10. The Governor in Council may, for any reason which he may deem sufficient, terminate the nomination of any student, at any time. Termination of nomination.