

Page 1795—*Education Regulations.*

Delete note (2) and substitute:—

“(2) By Orders in Council dated 12.6.1914, 25.8.1926, 22.10.1930 and 4.10.1937, and published in *Papua Govt. Gaz.* of 1.7.1914, 1.9.1926, 5.11.1930 and 3.11.1937, the Lieutenant-Governor fixed the school vacations. The Order in Council dated 4.10.1937 was the only one in force on 29.10.1945 and provided as follows:—

“Vacations as under for the Government Schools at Port Moresby and Samarai:—

April Vacation: 22nd April to 29th April, exclusively.

August Vacation: 19th August to 26th August, exclusively.

Christmas Vacation: 10th December to 7th February, exclusively.”

EDUCATION REGULATIONS.⁽¹⁾

GENERAL.

Interpretation.

1. (a) In these Regulations, unless the context otherwise requires, the word "Secretary" means the Secretary for Public Instruction; the word "Department" means the Department of Public Instruction; and generally the terms used have the same meanings as are respectively assigned to them in the *Education Ordinance, 1914*.

(b) Words importing the masculine gender shall be deemed and taken to include females, and the singular to include the plural and the plural the singular, unless the contrary as to gender or number is expressly provided.

Regulations take effect from 10th March, 1915.⁽¹⁾

2. These Regulations commence and take effect as from the first day of February, 1915.⁽¹⁾

Appropriation to precede Expenditure.

3. No money shall be expended for the payment of the salaries of teachers or other officers, or for the establishment or maintenance of schools, or for additions, improvements, or repairs to schools, nor shall any teacher or other officer be entitled to make any claim for or in respect of any salary, allowance, or other emoluments, or any increase thereto, unless and until money has been duly appropriated for such specific purposes.

ESTABLISHMENT AND MAINTENANCE OF SCHOOLS.

Mode of Procedure.

4. When it is desired to establish a State or a Provisional school in any locality a public meeting shall be convened for the consideration of the matter, of which fourteen days' notice shall be given throughout the neighbourhood. At such meeting a school building committee

(1) Particulars of these Regulations are as follows:—

Ordinance under which made.	Date on which made by Lieut.-Gov. in Council.	Date on which published in Papua Govt. Gaz.	Date on which commenced and took effect.
<i>Education Ordinance, 1914</i>	8.3.1915	7.4.1915	(a)

(a) The date stated in the heading to Regulation 2, as that on which these Regulations commenced and took effect is the "10th March, 1915", whereas the date stated in the body of Regulation 2 is the "first day of February 1915". See, however, Section 5 of the *Education Ordinance, 1914*, which provides that the "regulations shall be published in the *Gazette* and when so published shall have the force of law".

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shall be chosen for the purpose of communicating with the Department, obtaining information, and taking such other action as may be necessary.

Forms of Application.

5. Applications for the establishment of State and of Provisional schools shall be in the form and contain the particulars specified in Schedules I. and II. hereto respectively.

Establishment of State Schools.

6. State schools shall not be established except—

- (a) Where sites, central, suitable, and of sufficient area, have been secured not too near to any other school already established or about to be established by the Department; and
- (b) Where a permanent average daily attendance of not less than twelve children of school age (as defined in these Regulations) is likely to be secured.

Establishment and Maintenance of Provisional Schools.

7. (a) Under ordinary circumstances the Secretary will not establish Provisional schools except in places distant at least four miles from any existing State or Provisional school by the nearest route practicable for children, and unless the average monthly attendance of pupils is likely to reach nine.

(b) The school building must be provided by the local promoters at their own expense, and it will be approved by the Secretary if it is suitable as regards situation, form, and size; if it is weatherproof, sufficiently lighted, and furnished; and if there is detached closet accommodation for each sex. The building shall contain at least 8 square feet of floor space per pupil, sufficient desks to accommodate at least two-thirds of the children, and sufficient seats and hat-pegs for all the children. The school shall be furnished with two blackboards (3 feet x 2 feet), an easel, a clock, a press for the reception of school books, a table, and a chair. The closets shall be at least a chain from each other and from the school.

(c) The Secretary may establish a special Provisional school, full time or part time, in a place where the average monthly attendance of pupils is not likely to reach nine.

Provisional School may be Closed.

8. A Provisional school may be closed if the average attendance falls below nine, if the building or furniture is not suitable, if suitable accommodation near the school is not provided for the teacher, or if the capitation rate agreed upon is not paid.

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Claim for Refund or Subsidy.

9. No claim for a refund or for subsidy will be recognised in respect of any expenditure not authorised by the Department in connection with any State or Provisional school.

Destruction of Property.

10. If a pupil shall break any slate or window, or in any other way injure the school property, the parents of such pupil shall pay for the damage done, and the Secretary may direct the exclusion of any such pupil from school privileges till payment is made.

Apparatus and Books.

11. The Department will supply books and other school material deemed necessary by the Secretary.

Teachers Not to Compete with Local Tradesmen.

12. Teachers shall not sell to their pupils copybooks, exercise-books, or other school material which the pupils can conveniently obtain from local tradesmen, and they shall not in any case sell such material at a profit.

Property Not to be Removed.

13. The school registers, records, books, apparatus, and materials for instruction supplied by the Department shall not be removed from the school premises.

USE OF SCHOOL BUILDINGS FOR OTHER THAN SCHOOL PURPOSES.

Uses of School Buildings.

14. School buildings, towards the cost of which the Territory has contributed, may, when not required for school purposes, be used for any lawful purpose other than the holding of religious services, subject to the following conditions:—

- (a) The permission of the Secretary shall first be obtained;
- (b) Timely intimation of any application for the use of the school buildings shall be given to the head teacher or person in charge of the school premises, and a fee not exceeding five shillings, to defray the cost of cleaning, must be deposited with him;
- (c) The proposed use must ordinarily be approved by the school committee, whose approval in writing should accompany the application. The Secretary may, however, dispense with the approval of the committee;

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- (d) Any damage to the buildings or school property shall be at once repaired by the persons using them;
- (e) Any furniture or school apparatus which it may be necessary to move must be moved at the expense and risk of the persons using the room, and the same shall be replaced by such persons at least one hour before the commencement of the next meeting of the school, but no fixtures shall in any case be moved from their places without the consent of the Secretary;
- (f) The Secretary shall not approve of any proposed use of a school building if it is likely to interfere with the work of the school or to be injurious to the building or furniture, and any approval may be withdrawn by the Secretary at any time;
- (g) Head teachers must not allow the school buildings in their charge to be used for other than school purposes until they have seen or have received the permission issued by the Department;
- (h) The Secretary may authorise any Resident or Assistant Resident Magistrate to give permission for the use of schools under this Regulation.

School Committees.

15. Any person who is an adult British subject, born or naturalised, shall be eligible for appointment as member of a school committee, and such person shall not necessarily be a parent of a pupil.

16. A school committee may be appointed for any school for the purpose of advising and assisting the Secretary in matters relating thereto. The committee shall consist of not less than three and not more than seven members, of whom three shall form a quorum.

17. (a) Meetings for the purpose of nominating members of a school committee shall be summoned by the head teacher when instructed by the Secretary to that effect.

(b) At such meetings the head teacher shall not vote. His duty shall be merely to explain the purpose for which the meeting has been called. At the close of the meeting the chairman shall hand to the teacher the names *in full* of the persons chosen, and the teacher shall forward them to the Department.

(c) In appointing school committees the Secretary will ordinarily be guided, in the case of new schools, by the recommendation of the subscribers to the building fund.

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(d) In the case of schools already established, only male parents and guardians of children, whose names are on the roll of the school for the four weeks preceding the date of the meeting, shall vote. Provided that if the father is dead the mother if a widow may vote; if there is no male guardian, a female guardian may vote. Voting by proxy shall not be allowed.

(e) The Secretary may dispense with a school committee, or any member of a school committee, at any time, and may authorise the calling of a meeting for the nomination of persons to fill the vacancy or vacancies caused thereby.

Vacancies.

18. (a) The secretary of the committee shall inform the Secretary for Public Instruction of the death, resignation, or removal from the district of any member of committee.

(b) When a vacancy occurs on the committee, the secretary of the committee shall forward for the approval of the Secretary for Public Instruction the name *in full* of a person whom a majority of the remaining members recommend as suitable to fill the vacancy. The Secretary for Public Instruction may, however, require a member to be nominated by a meeting of parents.

Retirement and Appointment of School Committees.

19. On the last day of December, 1915, and on the same date in every third year thereafter, all school committees throughout the Territory shall retire. New committees will be nominated according to the provisions of clause 17 of these Regulations, as soon as possible after the summer vacation. The members retiring shall be eligible for reappointment, and shall hold office until their successors have been appointed by the Secretary.

Officers of Committee.

20. The school committee shall choose one of their number to act as chairman, one to act as secretary, and one to act as treasurer. The offices of chairman and secretary may be held by one and the same person, but the office of treasurer cannot be held by either the chairman or the secretary.

Neglect to attend Committee Meetings.

21. When a member of a school committee neglects to attend three meetings in succession, which have been duly called by the secretary of the committee by circular or advertisement, the secretary of the committee shall notify the circumstances to the Secretary for Public Instruction who may declare the seat of such member vacant, and appoint another person in his place.

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Rules for Committee Meetings.

22. (a) School committees should meet at least once a month.

(b) Special committee meetings, on the requisition of not less than two members of committee, shall be called by its secretary within fourteen days of the date of such requisition.

(c) Meetings of committee shall be held in the schoolroom wherever practicable.

(d) The secretary of the committee shall conduct all necessary correspondence with the Department or otherwise. He shall keep minutes of committee meetings in minute books, and all such minute books and all records and correspondence shall be the property of the committee and shall be handed over to his successor as soon as his successor has been appointed. The chairman shall have power, on behalf of the committee, to take proceedings in a court of summary jurisdiction to recover such documents should it be necessary.

(e) The treasurer shall, on behalf of the committee, take charge of all money collected in any way and for any purpose connected with the school, and shall keep a proper account of receipts and expenditure. He shall also hand over to his successor all accounts and money belonging to the school funds as soon as his successor has been appointed. The chairman shall have power, on behalf of the committee, to take proceedings in a court of summary jurisdiction to recover such documents and money should it be necessary.

(f) The committee shall arrange for a yearly audit of the treasurer's accounts, and shall at the end of their term present to the parents a financial statement covering their full period of office.

Duties of Committee.

23. The principal duties of a school committee shall be—

(a) To take care that the school buildings are not used for any purpose or at any time not authorised by the Secretary for Public Instruction;

(b) To observe and report upon the state of the school buildings and premises, and to supervise the execution of such improvements as the Secretary for Public Instruction may authorise them to carry out;

(c) To inspect periodically the school registers and records;

(d) To use their influence with parents to induce them to send their children regularly to school;

(e) To report to the Secretary for Public Instruction misconduct on the part of any member of the teaching staff, and to protect teachers from frivolous and vexatious complaints;

- (f) To correspond with the Secretary for Public Instruction, through their secretary, on subjects connected with the school, and to make suggestions that they may consider beneficial. The Secretary for Public Instruction, however, while availing himself of the advice and assistance of school committees, reserves to himself the power of controlling through his officers the professional management of the schools;
- (g) To assist in supervising local examinations when they are asked to do so.

Head Teachers' Relations to Committees.

24. Head teachers shall facilitate the work of school committees. They shall place the schoolroom at the disposal of the committees for their meetings, and they shall submit to the committees the school records and reports for inspection and examination.

RESIGNATIONS, TRANSFERS, AND TRAVELLING EXPENSES.

Teachers' Wives.

25. When a head teacher ceases to have charge of a school the services of his wife as assistant or sewing mistress in such school, if theretofore availed of, shall also terminate.

Female Teachers who Marry.

26. Female teachers shall resign when they marry.

Teachers' Duties when Leaving a School.

27. On leaving a school the head teacher shall make out in triplicate on the forms furnished for that purpose an inventory of all the movable school property. He shall then forward to the office one copy duly certified by a member of the school committee, and shall leave the other two copies in the hands of the school committee. At the same time he shall forward a certificate, signed by two members of the school committee, that the premises are left in a clean and habitable condition, without broken windows, and with the full complement of locks and keys in working order.

Penalties for Neglect of Duties.

28. If any teacher on his transfer to another school fails to leave the grounds tidy, and the premises clean and habitable, without broken windows, and with the full complement of locks and keys in working order, such cleaning and repairs as may be necessary shall be done at his expense, and the cost of the same shall be deducted from his salary.

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Certificate from Committee.

29. When a head teacher is leaving the service his salary shall not be paid in full, unless he has proved to the Secretary by a certificate signed by two members of the committee that he has left the grounds tidy, and the premises clean and habitable, without broken windows, and with the full complement of locks and keys in working order; and unless the inventory and all other necessary returns have reached the Department.

Teachers' Duties when Taking Charge of a School.

30. (a) On taking charge of a school to which he has been appointed, the head teacher shall at once examine the inventories left by his predecessor, file one copy in the portfolio of official documents, and forward the other to the Department, together with a report on the state of the school property, including the grounds, buildings, furniture, apparatus, records, and documents.

(b) If not satisfied with the condition of the premises as to cleanliness and repair, he should report the defects to the Department, and point them out to the school committee.

New Schools.

31. On taking charge of a new school, the head teacher shall at once forward an inventory of the movable school property, and a report on the school property and premises.

Removal of Teachers.

32. Teachers may be removed to any school in any part of the Territory, according to the requirements of the Public Service.

HEAD TEACHERS.

Care of Property.

33. Head teachers are held responsible for the condition and good order of the school buildings, grounds, and furniture, and of the books and other materials provided for instruction. They shall make arrangements for the care of the buildings and premises in their absence.

34. Head teachers shall report promptly any circumstance likely to prove injurious to the property in their charge, to the welfare of the school, or to the health of the children. Teachers must be vigilant to protect the school buildings and fences from injury or destruction by fire, and the first appearance of white ants in any part of the woodwork must be specially reported, and efforts must be made at once to destroy them.

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35. Head teachers are required to see that—

All the school rooms, passages, and verandahs are swept and the furniture is dusted each day that the school is open;

All the schoolroom floors, desks, forms, and closet seats and floors are well scrubbed and washed with soap and water once in each quarter;

Windows and fanlights are washed with soap and water once in each quarter;

The walls and roofs are kept free from cobwebs, and that the playground is free from papers and litter;

Sufficient soap and towels, tin basins and water cans are provided for the use of the pupils, and dusters for use in school;

Sufficient tin drinking cups and a bucket are provided for the use of the pupils.

Head teachers will be provided on application with necessary assistance for carrying out these duties.

Offices.

36. Head teachers will be specially responsible for the cleanliness and proper state of the school closets. They must exercise a close supervision over the children to see that they conduct themselves in a cleanly and becoming manner, and by daily inspection they must keep themselves informed as to the state of the offices.

37. Committees of Provisional schools shall provide for the cleaning of the closets without cost to the Department.

Public Notifications in School.

38. The head teacher shall keep the following documents constantly suspended on the walls of his school, viz. :—

Notice to visitors;

Time-tables (including time-table of pupil teachers' lessons, if pupil teachers are employed);

Names of members and officers of school committee;

Copy of the sections of the *Education Ordinance*, 1914, relating to compulsory education.

Visitors.

39. (a) Head teachers shall receive visitors courteously and allow them to observe the books in the hands of the children or on the desks, the notices suspended on the walls, and the methods of instruction.

(b) Visitors shall not interrupt the business of the school by calling for papers, or otherwise diverting the attention of the teachers or the children from their work, and they shall not examine the classes or address or question the pupils without the consent of the head teacher.

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Records and Returns.

40. (a) The following records shall be kept:—

Admission Register, Class Roll Book, Daily Report Book, Teachers' Time Book, Work Book, Punishment Register, Certificate of Transfer Book, Portfolio of Official Documents.

(b) The following returns shall be compiled and forwarded to the Department:—

Monthly Returns, Annual Returns, Stock Report and Requisition Forms, Inventory Forms, Compulsory Attendance (Form A).

(c) Head teachers shall be responsible for the proper keeping of the school records and the punctual preparation and despatch of the returns prescribed.

(d) Any teacher guilty of negligence in compiling or forwarding returns or in keeping school records is liable to a fine not exceeding £5, and any teacher guilty of fraudulently making false entries in any record or return is liable to dismissal.

(e) Duplicates shall be kept of the following:—Annual Returns, Stock Reports and Requisitions, Inventories, Compulsory Attendance (Form A). And these duplicates, together with all official letters, memoranda, and reports of examinations, shall be arranged and filed in the school portfolio.

(f) When a teacher resigns or is transferred he may take away any Departmental communications addressed to him conveying admonition or censure, but he must not remove reports of inspection.

Subordinate Teachers to be Trained in Keeping Records.

41. Head teachers shall train their assistants in keeping the records and filling up the returns, and each assistant shall help in these duties if required by the head teacher to do so.

General Management.

42. (a) Head teachers shall be responsible for the general management of the schools in their charge. They shall regulate, apportion, and supervise the work of the assistants and see that such work is properly done.

(b) They shall promptly report misconduct, incompetence, or insubordination on the part of any member of their staffs.

Subordinate Teachers.

43. Head teachers may at their discretion require their assistants to perform necessary schoolwork either before or after the ordinary school hours.

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Responsible for Progress and Good Behaviour of Pupils.

44. Head teachers shall be responsible for the progress and good behaviour of their pupils while at school. They shall make arrangements for the effective supervision of the pupils during the forenoon and the mid-day recesses, and may require the members of their staffs to assume duty by turns for this purpose. A teacher in sole charge of a school shall keep the pupils under supervision during recesses.

45. Teachers of all ranks shall impress on their pupils the principles of morality, truth, and justice; encourage and, if necessary, enforce personal neatness and cleanliness; train the children to habits of modest, orderly, and polite behaviour; and instruct them in the principles of government, in patriotism, and in the privileges and duties of citizenship.

Detention of Pupils.

46. Pupils may be detained after school hours as a punishment for disobedience, misconduct, and wilful neglect to prepare home tasks, but no pupil shall be detained during the forenoon intermission or during mid-day recess, and the whole time of detention in any one day must not exceed half an hour.

Corporal Punishment.

47. (a) Head teachers may administer corporal punishment in their schools. Corporal punishment shall not be inflicted for trivial breaches of school discipline, but may be employed for offences against morality, for gross impertinence, and for wilful and persistent disobedience, and for these only as a last resource. All degrading, injurious, and unnecessarily cruel and severe modes of punishment are strictly prohibited. Female pupils who have reached the age of twelve years shall not be subjected to corporal punishment.

(b) In every case where corporal punishment is inflicted the full particulars shall be recorded at the time in the Punishment Register.

(c) Assistants are strictly forbidden to inflict corporal punishment.

Charges before a Magistrate.

48. Any teacher against whom a charge is laid before a magistrate shall immediately inform the Secretary of the facts.

Suspension from Attendance.

49. (a) Pupils shall not be expelled from school without the express sanction of the Secretary, but, pending his decision, a head teacher may suspend a child from attendance for—

- (1) Want of cleanliness;
- (2) Liability to communicate any infectious disease;

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- (3) Gross misconduct; or
- (4) Incurrible disobedience or insolence.

(b) Such suspension, and the reasons for it, shall be reported to the Secretary immediately, and shall be notified to the parent or guardian, who may appeal to the Secretary.

(c) Pupils suffering from infectious disease, or who belong to homes in which there is infectious disease, must be excluded from school till danger of their conveying infection has ceased.

(d) In respect of pupils suffering from, or suspected of suffering from, any infectious disease, teachers shall be guided by the directions of the nearest Government Medical Officer, to whom the teacher shall at once report the circumstances.

To Report Children Not Educated.

50. (a) Head teachers shall ascertain as fully and accurately as possible the names and circumstances of all children in their neighbourhood of school age who are not attending school, who are not educated up to the standard, and whose education appears to be neglected; and they shall report the particulars in the Annual Return.

(b) Children of school age are those who have attained the age of five and have not attained the age of fifteen years.

Definition of Day's Attendance.

51. Attendance at school for not less than two hours and a-half in the morning, or for not less than one hour and a-half in the afternoon, shall be reckoned as attendance for half a school day; and attendance for two half days, whether on the same day or on different days, shall be reckoned to be attendance for one school day.

52. The roll shall be called at 10 o'clock in the morning and at half-past 2 in the afternoon.

Compulsory Attendance.

53. (a) At the end of each month head teachers shall make out in triplicate, in the form of Schedule III. hereto,

(i) A list of the names of all children not less than six nor more than ten years of age living within a distance of two miles of their school;

(ii) A list of the names of all children between the ages of ten and fourteen living within a distance of three miles of their school

who have not attended school the full number of school days during that month, and who have no valid excuse for absence.

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One copy shall be forwarded without delay to the Department, one copy shall be filed in the school portfolio, and one copy shall be sent to the nearest Resident Magistrate.

(b) If there are no irregular attendants to report, a statement to that effect must be entered under the heading of "Remarks" in the ordinary monthly return.

(c) Head teachers shall co-operate with those to whom is entrusted the enforcement of the compulsory clauses of the Ordinance, and shall, if possible, give them the information they need.

Certificate of Exemption.

54. Children who are educated up to the standard of education shall receive a certificate to that effect in the form of Schedule IV. hereto on application to an inspector of schools when he visits the school.

Teaching of Needlework.

55. (a) In mixed State schools in which there is no female assistant the head teacher's wife shall teach needlework to the girls, according to the programme set down in the Syllabus for the time being, for two hours weekly, and these hours shall be entered in the time-table. She shall be considered a paid member of the school staff, her name shall appear in the monthly return, and the teacher's salary shall be deemed to include remuneration for her services. She may, however, at her own request, be excused from such duty, provided that the salary otherwise payable to the head teacher shall be reduced by £10 per annum. A deduction of equal amount may be made from the salaries of unmarried male teachers in charge of mixed State schools.

(b) When the duty of teaching needlework falls upon the teacher's wife in accordance with this Regulation she may be relieved of that duty if the teacher makes other arrangements satisfactory to the Secretary for its efficient performance, without additional cost to the Department.

Assistant Teachers.

56. Assistant teachers shall be under the direction of the head teacher in the discharge of their school duties, and shall take such part in the work of the school as the head teacher, subject to the Regulations, may direct.

Criticism Lessons.

57. When required by the head teacher assistants shall attend and take part in criticism lessons out of school hours for one hour in each week.

GENERAL ROUTINE AND INSTRUCTION.

58. (a) Schools may be established for the instruction of infants only, boys only, girls only, girls and infants, or for boys, girls, and infants.

(b) The minimum age for admission into any school shall be five years. The age of a child at admission shall be ascertained accurately, and a written statement of the date of birth shall be procured from the parents.

(c) Children under seven years of age shall not be admitted into a school for boys only or into a school for girls only unless qualified by attainments to enter the Second Class.

(d) Children over seven years of age shall not be admitted into a school for infants only, and pupils of a school for infants only must be removed from it at the end of the half-year in which they reach the age of seven years.

(e) Pupils under the age of seven years shall be removed from a school for infants only at the beginning of the half-year next following that in which they have finished the programme of work for the First Class.

(f) In every school for girls and infants boys who have reached the age of seven years, whatever be their attainments, and boys under that age who are able to do all the work prescribed for the First Class shall be removed to a school for boys at the beginning of the half-year next following the one in which they reached that age or attained that proficiency.

(g) Children who have reached the age of fifteen years may be excluded from school at the discretion of the head teacher, on the approval of the Secretary.

(h) Children shall present a certificate of transfer in the form of Schedule V. hereto on passing from one school to another.

(i) The half-years referred to in Clauses (d), (e), and (f) of this Regulation are those ending 30th June and 31st December respectively.

59. Children shall come to school clean and respectably clothed, and they shall conduct themselves in a becoming manner while they are at school and on the way to and from school.

Time of Instruction.

60. In all schools the pupils shall be instructed during five hours in every school day, but at the discretion of the head teacher the time of daily instruction in the First Class may be limited to four hours.

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Home Tasks.

61. Teachers may require lessons to be prepared at home by the pupils, but such lessons must be well within the power of the pupils to do without help from others. Head teachers shall be responsible for the nature and quantity of the home work prescribed by their assistants. Home tasks burdensome to the pupils are expressly prohibited. Pupils in classes above the Second shall write at home exercises on paper, each exercise bearing a date, and showing mechanical and intellectual work proportioned to the status of the pupil. Home tasks, oral or written, should not require answers to questions involving principles and methods which have not been explained to the pupils in school.

Daily Routine.

62. The daily school routine shall be as set down in Schedule VI. hereto, unless otherwise authorised. A clear half-hour for lunch and recreation shall be allowed to each member of the staff during mid-day recess.

Alteration of Daily Routine.

63. On the request of the school committee the Secretary for Public Instruction may approve that the time for beginning school in the morning and in the afternoon may be varied according to local circumstances, but the relative distribution of time as set forth in Schedule VI. hereto shall be observed, and under no circumstances shall the morning recess be curtailed or the mid-day recess reduced to less than an hour.

General Time-Table.

64. The school routine shall be carried on according to suitable time-tables. A general time-table shall be drawn up showing the apportionment of the whole school time among the teachers, the classes, and the subjects of instruction; and in schools with more than one teacher class time-tables shall be prepared, showing the routine of each class or draft.

Subjects of Instruction.

65. In State schools with more than one teacher the course of instruction shall be as set forth in the "Syllabus or Course of Instruction in Primary Schools, with Notes for the Guidance of Teachers," issued by the Department of Public Instruction in the State of Queensland, and in force in the Primary schools of that State, with the exception of Bible lessons.

66. In Provisional schools and in State schools with only one teacher the course of instruction shall include English, Mathematics, Nature Knowledge, Drill, and Gymnastics, and, where practicable, Needlework; and in these subjects the standard of proficiency shall

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be as laid down in the Syllabus. In addition to the foregoing other subjects of the Schedule may be undertaken should a teacher so desire and the inspector approve.

Books must be Authorised by the Secretary.

67. (a) Books that are not authorised by the Secretary shall not be used in school by the pupils. Lists of books authorised are set forth in the Syllabus.

(b) Care must be taken that parents are not burdened unnecessarily with expenditure on books.

Admission of Pupils.

68. (a) Pupils admitted for the first time into a school under the Department shall be examined by the head teacher as to their attainments, and classified accordingly. Pupils admitted from other schools in Papua shall be classified with due regard to their certificates of transfer issued in accordance with these Regulations, but they will not be admitted into any class until their average attainments in the subjects of instruction show that they are fit for that class.

(b) Pupils must be enrolled according to their classification. Classes may be taught together in one subject or more if it is found judicious to do so.

(c) After a special examination of pupils by the head teacher promotions should be made at the beginning of the first and third quarters, but may be made at the beginning of the second and fourth quarters if necessary.

Course of Instruction.

69. The course of instruction for each class shall be as shown in the Syllabus.

Standards of Proficiency.

70. Pupils are expected to be acquainted with the work of the classes below that in which they are enrolled.

Vacations.

71. There shall be such and as many vacations in each year as may from time to time be fixed⁽²⁾ by the Lieutenant-Governor in Council.⁽³⁾

(2) By Order in Council dated 12.6.1914 and published in *Papua Govt. Gaz.* of 1.7.1914 the Lieutenant-Governor fixed the school vacations. This Order in Council was cancelled by Order in Council dated 4.10.1937 and published in *Papua Govt. Gaz.* of 3.11.1937 which provided as follows:—

“Vacations as under for the Government Schools at Port Moresby and Samarai:—

April Vacation: 22nd April to 29th April, exclusively.

August Vacation: 19th August to 26th August, exclusively.

Christmas Vacation: 10th December to 7th February, exclusively.

Provided that these dates shall be movable to ensure the closing of the schools on a Friday and the re-opening on a Monday.”

No other Order in Council has been published in *Papua Govt. Gaz.*

(3) See Section 19(2) of the *Ordinance Interpretation Ordinance, 1911-1940.*

EDUCATION—

Regular Holidays.

72. Regular holidays are—

Every Saturday, and

Every day observed as holidays in the Public Offices under Regulations⁽⁴⁾ made in pursuance of *The Public Service Ordinance of 1907*.

Special Holidays.

-73. Special holidays are holidays granted by the Lieutenant-Governor.⁽³⁾

No Attendance.

74. If there is no attendance of pupils on account of wet weather, or if on account of unforeseen circumstances school is not held, the teacher shall forward with the monthly return a letter explaining the circumstances, and the letter shall be verified by at least one member of the school committee.

SCHEDULE I.

APPLICATION* FOR THE ESTABLISHMENT OF A STATE SCHOOL.

, 19 .

To the Secretary for Public Instruction, Port Moresby.

SIR,—

1. At a public meeting held on the _____ day of _____, 19____, at _____, of which fourteen days notice was duly given in accordance with Regulation 4, the following gentlemen, namely—

were elected members of a Building Committee for promoting the establishment of a State school at _____

2. Mr. _____ has been appointed secretary to the committee. His postal address is _____

3. The number of children over the age of five and under fifteen years likely to attend the proposed school is _____. Annexed is a list of the same and of their parents, which we certify to be correct.

4. The nearest school maintained or subsidised by the State is at _____, distant _____ miles from the proposed site by the nearest road. The nearest State or Provisional schools within a radius of 10 miles are the following†:—

5. Enclosed is a lithograph plan of the locality, showing the position of the proposed site and of the nearest existing schools, together with the homes of the parents and the number of children to attend from each home. The nearest Post Office is at _____, distant _____ miles.

6. Parcels of school requisites should be addressed _____

7. The proposed site consists of‡ _____, and is situated§ _____

8. We have the honour to request that a State school may be established as proposed, to be known as the** _____ State School.

Members of the
Building
Committee.

(3) See Section 19(2) of the *Ordinance Interpretation Ordinance*, 1911-1940.

(4) See Regulation 71 of the *Public Service Regulations*, 1941, printed below, title PUBLIC SERVICE.

Education Regulations.

- * This application should be accompanied by a letter giving full particulars.
- † Insert (if any) names of schools and distances from proposed site.
- ‡ Insert acreage and description and state whether the land is freehold leased or native owned, or Crown land.
- § Describe position exactly, giving number of portion or allotment, if possible.
- ** A distinctive name to be given.

LIST OF PARENTS AND CHILDREN RESIDING NEAR THE PROPOSED SCHOOL AT , 19 .

Name of Parent or Guardian. (To be written by himself or by a Member of the Committee.)	Christian Name of Child.	Age last Birthday in years.	Residence. (Number of portion or allotment on Government map, or name of street if in a town.)	Distance from proposed site in miles.	Name of School that the child has been attending lately and distance from parents' residence.	
						Miles.

(To be signed by Applicant.)

*** In this list the entries should be made by the parents themselves in all cases in which the Committee are able to procure their signatures.

SCHEDULE II.

APPLICATION* FOR THE ESTABLISHMENT OF A PROVISIONAL SCHOOL.

, 19 .

To the Secretary for Public Instruction, Port Moresby.

SIR,—

1. At a public meeting held on the day of , 19 , at , of which fourteen days notice was duly given in accordance with Clause 4 of the Regulations, the following gentlemen, namely—
were elected members of a Building Committee for promoting the establishment of a Provisional school at
2. Mr. has been appointed secretary to the committee. His postal address is
3. The number of children over the age of five and under fifteen years likely to attend the proposed school is . Annexed is a list of the same and of their parents, which we certify to be correct.
4. The nearest school maintained or subsidised by the State is at , distant miles from the proposed site by the nearest road. The nearest State or Provisional schools within a radius of 10 miles are the following†:—
5. Enclosed is a lithograph plan of the locality, showing the position of the proposed site and of the nearest existing schools, together with the homes of the parents and the number of children to attend from each home. The nearest Post Office is at , distant miles.
6. Parcels of school requisites should be addressed
7. The proposed site consists of‡ , and is situated§
8. The total cost of the building, furniture, tanks, closets, and fencing is estimated at £
9. We make this application under the provisions of Subsection (b) of Regulation 7, and we undertake to comply with the conditions set forth therein.
10. We have the honour to request that a Provisional school may be established as proposed, to be known as the**
Provisional School.

Members of the Building
Committee.

EDUCATION—

- * This application should be accompanied by a letter giving full particulars.
- † Insert (if any) names of schools and distances from site proposed.
- ‡ Insert acreage and description and state whether the land is freehold, leasehold, native owned, or Crown land.
- § Describe position exactly, giving number of portion or allotment, if possible.
- ** A distinctive name to be given.

LIST OF PARENTS AND CHILDREN RESIDING NEAR THE PROPOSED SCHOOL AT , 19 .

Name of Parent or Guardian. (To be written by himself or by a Member of the Committee.)	Christian Name of Child.	Age last Birthday in years.	Residence. (Number of portion or allotment on Government map, or name of street if in a town.)	Distance from proposed site in miles.	Name of School that the child has been attending lately and distance from parents' residence.
					Miles.

(To be signed by Applicants.)

*** In this list the entries should be made by the parents themselves in all cases in which the Committee are able to procure their signatures.

SCHEDULE III.

COMPULSORY ATTENDANCE, FORM A.

This return is to be made out in triplicate. One copy is to be sent to the Department, one is to be retained as a school record, and one is to be sent to the Police Attendance Officer.

No. of School: _____

School, _____ Nearest Post Town _____

RETURN of children who have not attended school the full number of school days, namely* _____ during the month of _____, 19 _____.

Name in Full.	Age at beginning of Current Quarter.	Number of Days Absent without Valid excuse.		Name in Full of Parent or Guardian, Occupation, Address (See Note 2.)	Distance from Residence to nearest State or Provisional School.	Cause of Irregular Attendance or Non-attendance.	Remarks of Teacher.
		From this School.	From any other School.				

NOTE 1. Only those cases to be reported for which in the opinion of the Head Teacher there is no valid excuse for absence.

2. The Teacher should endeavour to obtain the latest postal address of the parent or guardian, and must furnish the name in full of such parent or guardian.

3. Read Regulation 53.

(Teacher's signature.)
Date, _____, 19 _____.

* Give number of days on which school was open.

Education Regulations.

SCHEDULE IV.

CERTIFICATE THAT A CHILD HAS BEEN EDUCATED UP TO THE STANDARD OF EDUCATION.

Place: _____ Date: _____
I hereby certify that _____ has been educated up to the standard
of education required by the *Education Ordinance, 1914.*
Inspector of Schools.

SCHEDULE V.

COMPULSORY ATTENDANCE—CERTIFICATE OF TRANSFER.

Name of pupil		
Date of birth		
Classification at date of leaving	Class	Half-year.
Date of last attendance at this school		
During the current month to date of leaving he was absent without valid excuse.		days

I certify that the above particulars are correct.
Signature of Head Teacher _____
Name of School _____
Date of issue _____

The Head Teacher receiving this Certificate must file it for reference, but the Certificate need not be kept for longer than one year.
Children are not to be admitted from another school without this Certificate.

SCHEDULE VI.

DAILY SCHOOL ROUTINE.

Morning.

- 9.15.—Preparation for morning school.
- 9.25.—Children to fall into line, to be inspected as to cleanliness and neatness, and to be marched into school in an orderly manner.
- 9.30.—Lessons to be commenced in accordance with the time-table.
- 10.0.—Roll Call.
- 11.0.—Morning recess in the playground.
- 11.15.—Lessons to be resumed in accordance with the time-table.
- 12.30.—School to be dismissed.

Afternoon.

- 12.30 to 1.45.—Mid-day recess for dinner and recreation. Correction of children's home exercises by teachers and pupil-teachers not engaged in other duty.
- 1.45.—Preparation for afternoon school.
- 1.55.—Children to be inspected as to cleanliness and marched into school.
- 2.0 —Lessons to be commenced in accordance with the time-table.
- 2.30.—Roll Call.
- 4.0 —School to be dismissed.