

1963/46



**THE ORGANISATION AND INSPECTION OF STATE
PRIMARY SCHOOLS REGULATIONS 1963**

BERNARD FERGUSSON, Governor-General

ORDER IN COUNCIL

At the Government Buildings at Wellington this 1st day of April 1963

Present:

THE RIGHT HON. KEITH HOLYOAKE, C.H., PRESIDING IN COUNCIL

PURSUANT to the Education Act 1914, His Excellency the Governor-General, acting by and with the advice and consent of the Executive Council, hereby makes the following regulations.

REGULATIONS

1. (1) These regulations may be cited as the Organisation and Inspection of State Primary Schools Regulations 1963.

(2) These regulations are divided into Parts, as follows:

Part I—General.

Part II—Duties of Head Teacher.

Part III—Duties of Assistant Teachers.

Part IV—Custody of School Records.

Part V—Inspection of State Primary Schools.

Part VI—Leaving Certificates.

PART I—GENERAL

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

“Senior Inspector” means the Senior Inspector of Primary Schools for the Education district:

“State primary school” means any public school, intermediate school or department, district high school, or Maori school; and includes any special school established under Part IX of the Education Act 1914.

3. (1) Except as otherwise provided in subclause (2) or subclause (3) of this regulation, the pupils of every State primary school shall be divided into three divisions:

(a) The Junior Division, comprising the Infant Department and Standards 1 and 2:

(b) The Middle Division, comprising two classes, Standards 3 and 4:

(c) The Senior Division, comprising two classes, Forms I and II.

(2) In the case of every public school or Maori school which is a contributing school, the pupils shall be divided into Junior and Middle Divisions; and in the case of every intermediate school or department, the pupils shall be in the Senior Division.

(3) The Minister of Education may, in any case where he considers that local circumstances warrant a State primary school providing less than the full range of classes, approve such organisation of those classes into Divisions as he considers desirable.

4. (1) Where children enter school for the first time at the beginning of the school year the primary school course shall normally cover eight years:

Provided that where any such children are found later to be unusually mature for their age a full primary school course may cover only seven years or in exceptional cases, less than seven years; or where such children are found later to be unusually immature for their age, the primary school course may be lengthened to nine years, or in an extreme case of severe mental retardation and general immaturity, 10 or more years.

(2) Where children enter school for the first time during the school year the primary school course shall be less than eight years or more than eight years, the time in individual cases depending on the child's level of maturity and progress at school.

(3) In general, children will pass through the Divisions and complete their primary schooling at an age of not less than 12 years or more than 14 years 0 months:

Provided that, in exceptional cases of intellectual and general maturity, a pupil's progress through the primary school may be so accelerated that he completes a full primary school course below the age of 12 years; and that, in exceptional cases of extreme mental and general immaturity, pupils may remain at primary school beyond the age of 14 years. A pupil classified in Form II shall not previously have completed the course in Form II.

5. Pupils who, having completed a course of study in Form II in a public school, and being unable, on account of distance or other reason, conveniently to attend a district high school, a secondary school, a technical school, a combined school, or other registered school providing post-primary instruction shall, unless the Director otherwise approves in the case of a pupil receiving special educational treatment, enrol in Form III with the Correspondence School.

6. The programmes of work for the classes in each division shall be based on the requirements of the official syllabus for public schools and shall be suitable for the ability and aptitudes of the pupils in each class.

7. The classification of each pupil for the ensuing year shall be determined by the Head Teacher each December on the basis of the pupil's general development, record at school, and age; but where necessary, individual pupils may be reclassified at any time during the school year.

PART II—DUTIES OF HEAD TEACHER

8. The Head Teacher shall arrange for the organisation and administration of the school in respect of the following:

- (a) The distribution of duties among the staff with a view to utilising the special aptitudes of the individual teachers, and having due regard to the positions they occupy on the staff:
- (b) The preparation, in consultation with the staff, of a school scheme of work which includes details of the objectives and organisation and administration of the school, staff responsibilities, and programmes of work for each class. The school scheme shall be subject to the approval of an Inspector of Schools:
- (c) Ensuring that every teacher gives adequate preparation to his work and to the compilation of work plans that are closely linked to the school scheme, describe the composition of the class, make specific reference to problems the teacher considers lie before him, and show how he intends to deal with them. A teacher's work plan shall be subject to the approval of the Head Teacher:
- (d) The planning of timetables throughout the school:
- (e) Recording in a general way the circumstances of visits away from the school made by members of the school staff, and significant events in the life of the school:
- (f) Ensuring that the staff carry out duties required of them, including the supervision of the buildings, playground and games before, during, and after school hours, and the general care of the school grounds and buildings:
- (g) The instruction and professional training of probationary assistants, which should be arranged for and set in operation early in February; supervision of the observation and practice of such student teachers as shall be posted to his school; and the further training, guidance, and supervision of the assistant teachers including manual training teachers and other specialists attached to the school:
- (h) The development of the corporate life of the school:
- (i) Ensuring that the pupils in the school are making satisfactory progress according to their abilities and aptitudes in all parts of the curriculum and, on two occasions during the year, one of which shall be in November or December, review all available data about each child's achievements and record in the Register of Progress and Achievements assessments of such achievements and write a general report on the work of each class:
- (j) The entry of such particulars as may be required by the Director in the Register of Admission and Withdrawal, the Register of Attendance, the Register of Progress and Achievement, the Primary School Record and such other records as may be prescribed by the Director; the carrying out of such instructions for the safe keeping, transfer, and disposal of any records as may be required from time to time by the Director; and the making out of official returns:
- (k) Holding planned staff conferences regularly and keeping a record of the business discussed and the conclusions arrived at:

- (1) Taking such steps as are necessary to secure the cooperation of the parents; informing them at least twice a year on what the school is doing for their children and the main features of their children's progress and development; and obtaining such information as parents are able to give that will help the school in providing for the children's education:
- (m) The maintenance of close relations with the teachers conducting classes in manual training for the pupils of his school. The Head Teacher of every school sending pupils to manual training classes shall be furnished with a copy of an outline of the manual training teacher's schemes of work. The Head Teacher and the manual training teacher are responsible for ensuring that the instruction given in the manual training centre is not divorced from the other subjects of the curriculum and is suitable for particular groups of children. Manual training centres shall be attached to a public school and shall be part of that school in regard to the status of the manual training teacher, the provision of equipment, materials, and grants, and the discipline of children attending the centre.

PART III—DUTIES OF ASSISTANT TEACHERS

9. All assistant teachers, including manual training teachers of any centre attached to the school, shall provide suitable instruction for the pupils under their care during the school day, shall be expected to be on duty for a reasonable period before and after school and to take part in playground supervision and school activities generally as requested by the Head Teacher, before, during, and after school, and shall carry out instructions of the Head Teacher in regard to all matters that come within the scope of these and other regulations under the Education Act 1914 and the bylaws of the Education Board.

10. (1) Should an assistant teacher at any time consider that any instruction or direction he has received from the Head Teacher is unreasonable he may refer the matter to the Senior Inspector but shall, in the meantime, carry out the instruction or direction.

(2) In the case of an assistant teacher in a Maori school, the Senior Inspector to whom an instruction or direction may be referred in accordance with subclause (1) of this regulation shall be the Senior Inspector of Maori Schools, but in every other case the Senior Inspector shall be the Senior Inspector of Schools for the Education district.

(3) Where any matter has been referred to the Senior Inspector of Schools for the Education district in accordance with this regulation, the Senior Inspector may, at his discretion or if requested to do so by the Education Board, report the matter to the Board.

11. A manual training teacher shall furnish the Head Teacher of each school sending pupils to his manual training classes with a copy of the outline of his schemes of work.

PART IV—CUSTODY OF SCHOOL RECORDS

12. The Register of Admission and Withdrawal, the Register of Attendance, and the Register of Progress and Achievement, together with copies of Sections A and B of the Inspector's reports on the school (but not

Section C, which shall be confidential to the Head Teacher) shall be carefully preserved by the Head Teacher until their destruction is authorised by the Minister of Education and, in the case of the closing of a public school, shall be delivered up to the Education Board. The School Scheme of Work of a public school shall be the property of the Education Board and shall not be removed from the school except with the Board's consent. If a teacher resigns from a position in a school during the year, he shall leave at the school details of the work covered by his class and plans for the work to be covered during the remainder of the year. Primary School Record cards shall be carefully preserved in the school or transferred to other schools, the office of the Education Board, the Department of Education, or a Vocational Guidance Centre as required in accordance with instructions issued by the Director of Education from time to time.

13. The Register of Progress and Achievement, and other records of individual pupils, the School Scheme of Work, and teachers' work plans shall be treated as strictly confidential to teachers and authorised officers of the Department of Education and the Education Board. The Primary School Record card of an individual pupil shall be available for perusal at any reasonable time by the parents of the pupil and authorised officers of the Departments of Education and Health and the Education Board, but shall not in any case be made available to a pupil.

14. The Register of Admission and Withdrawal, the Register of Attendance, and Sections A and B of the Inspector's reports on the school shall be open at any reasonable time, except during the ordinary school hours, to the inspection of the School Committee, but they shall in all other respects be treated as strictly confidential and shall not be removed from the school except by the authority of the Education Board or other controlling authority of the school.

PART V—INSPECTION OF STATE PRIMARY SCHOOLS

15. Every State primary school shall be visited at intervals not greater than three years by an Inspector of Schools for the purpose of holding a detailed survey of the work of the school. The Inspector shall give or cause to be given to the Head Teacher notice of his intention to visit the school. Once every three years the Inspector shall present to the Education Board an inspection report on schools visited which are controlled by that Board, but a special report may be presented after any visit.

16. The inspection report shall comprise the following:

Section A: Organisation Summary (to be completed by the Head or Sole Teacher).

Section B: Report. This shall contain a statement in general terms about the running of the school, a report on any actions by the School Committee that have specially helped the teachers and pupils; and information about such matters as equipment, the state of the grounds, and the cleanliness of the classrooms and of the school generally.

Section C: Additional Report (confidential to Education Board). This section may have reference to:

- (a) The School in action;
- (b) Buildings and School Environment;
- (c) Equipment;
- (d) Community relationships; and
- (e) Such recommendations as the Inspector wishes to make to the Board concerning the school.

17. There shall be four copies of the inspection report on the form provided for the purpose by the Department, which shall be dealt with as follows:

- (a) One copy of the report (Sections A, B, and C) shall be filed by the District Senior Inspector for the use of the Department of Education:
- (b) Two copies of the full report and one copy of Sections A and B shall be submitted to the Education Board which shall: keep one copy (Sections A, B, and C); forward a copy of Sections A, B, and C (whole or in part) to the Head or Sole Teacher; and forward a copy of Sections A and B to the School Committee.

18. No part of any report by an Inspector of Schools shall be published.

19. An Inspector of Schools, after consultation with the Head Teacher, may alter for such period as he considers necessary, the organisation of a school, the programmes of work, or the classification of the pupils.

20. The District Senior Inspector, in collaboration with his colleagues, shall submit to the Chief Inspector of Primary Schools at the close of each year a report on the work of the State primary schools of the district, dealing, for the schools generally, with the curriculum and such other topics as it may seem expedient to include. The report shall also indicate the following matters, namely, the condition particularly of the more remote schools; the methods of inspection; the steps taken by the inspection staff to improve the methods of teaching and to encourage the teachers to further their professional studies; the nature and results of any investigations teachers or Inspectors have made into school problems; the manner and extent of the instruction in the principles of temperance; and the success which has attended the teachers' efforts to foster a corporate spirit, to inculcate patriotism and loyalty to duty, and generally to train and develop the character of their pupils.

PART VI—LEAVING CERTIFICATES

21. (1) Every pupil on leaving any State primary school, registered private school, correspondence school of the Department of Education, intermediate school or department, or Maori school, who has reached the age of 15 years and who does not intend to continue his full-time education at any school shall be entitled to receive a leaving certificate.

(2) Every such certificate shall include particulars of the pupil's age on leaving school, and the length of time spent in the class of which he was a member before leaving.

REVOCATIONS

22. The regulations specified in the Schedule hereto are hereby revoked.

SCHEDULE
REGULATIONS REVOKED

Reg. 22

Title or Subject-matter	Reference
Education Act 1914—Amended Regulations The Primary Schools Classification and Certificate Regulations 1937 Part IV of the Education Amending Regula- tions 1941	<i>Gazette</i> 1929, Vol. III, page 2647 Statutory Regulations S.R. 1937/274 S.R. 1941/189

T. J. SHERRARD,
Clerk of the Executive Council.

EXPLANATORY NOTE

This note is not part of the regulations, but is intended to indicate their general effect.

These regulations define the duties of Head Teachers and assistant teachers in State primary schools. They provide for the custody of the records of the schools, the inspection of the schools, and the issue of leaving certificates to pupils of primary or intermediate schools who have reached the age of 15 years and do not intend to continue their full-time education.

Issued under the authority of the Regulations Act 1936.

Date of notification in *Gazette*: 4 April 1963.

These regulations are administered in the Department of Education.