

The special register shall be kept and marked in accordance with instructions issued therewith.

3. A capitation grant of 3s. per annum will be paid for each unit of average attendance at these classes, provided that the members of the class must be doing work in other subjects not lower than that of Standard IV. Not less than twenty lessons of not less than half an hour each must be given to the class during the school year. Provided also that the head teacher furnishes a return showing the names of pupils in the class who have learned to swim during the year, and the number of such pupils who are proficient in life-saving.

4. Where there is no female teacher on the staff of a public school below Grade III, a payment of 15s. per annum will be made for each unit of the average attendance of the pupils on the roll of such school who receive instruction in needlework, as defined in the Standard Regulations, for not less than two hours a week regularly throughout the school year; provided that in the case of a school of Grade I or II the total payments for instruction in needlework shall not be less than £10 per annum.

5. Special manual-training classes conducted by instructors graded under the regulations for the grading of technical and manual-training instructors may be recognized on the following conditions, namely:—

- (a.) That special and appropriate provision is made for the practical teaching of the subjects:
- (b.) That the instruction is held regularly for not less than twenty periods of not less than one hour and a half nor more than two hours and a half each in any one year; provided that at least half the total time shall be devoted to individual practice by the pupils themselves:
- (c.) That no pupils are admitted who are doing work in other subjects lower than that of Standard V; provided that from schools of less than 200 in average attendance pupils who are in Standard IV or who are over twelve years of age may be admitted:
- (d.) That approved programmes of work and syllabuses of instruction are followed in each subject:
- (e.) That the number of pupils on the roll of a class receiving practical instruction under one teacher in any subject shall not exceed twenty-four.

6. Before any appointment of any additional instructor or supervisor of manual-training classes is made, the controlling authority shall submit for the approval of the Director the proposed time-table for such instructor or supervisor.

7. Capitation payments will be made in the case of recognized classes for manual training in aid of incidental expenses and cost of material. Such payments shall be based on the average roll number in each class, and on the number of lessons given during the year; provided that the rate of capitation payable shall not be less than 1d. nor more than 2½d. for each lesson for each unit of average roll.

8. The Director shall, at the beginning of each school year, determine within the limits specified in clause 7 hereof the rates of capitation to be paid for that year for material and incidentals in respect of the several subjects of manual training, and such rates shall thereupon be payable provided the conditions of clause 5 hereof are fulfilled.

9. All claims for payment of capitation in respect of classes included under clauses 3, 4, and 5 hereof shall be made by the controlling authority on forms supplied by the Department, and must be rendered to the Department within one month after the end of the year. Such claims must be accompanied by the attendance sheets provided in the registers issued by the Department and used in connection with the classes in respect of which the claims are made. The absence of an attendance sheet shall be an absolute bar to the payment of a claim which such attendance sheet should support as a voucher.

10. Regulation 55 of the regulations for manual and technical instruction is hereby amended by omitting the words "or of manual-training classes other than those referred to in clauses 15 (c) and 27 (c) of the said regulations," and substituting therefor the words "or recognized manual-training classes."

11. Regulation 65 of the regulations for manual and technical instruction is hereby amended by the omission of the words "school classes in the subjects named in clauses 23 (a) and 27 (a) hereof," and substituting therefor the words "recognized manual-training classes."

F. D. THOMSON,
Clerk of the Executive Council.