

SCHEDULE.

1. CLAUSES 2 and 3 are hereby revoked, and the following substituted:—

“2. The head teacher shall arrange for, and the Inspector take cognizance of, the organization of the school in respect of the following:—

“(1.) The classification of the pupils in accordance with any method approved by the Inspector: The head teacher shall have full discretion to arrange his pupils in different classes for different subjects according to their ability and proficiency, and to group two or more classes for instruction in one subject, but he must exercise this discretion to the satisfaction of the Inspector.

“Pupils shall for all purposes of record, but not necessarily of teaching, be classified according to their capacity and attainment in English.

“The classification of a school shall be determined at the beginning of the year; but, if necessary, promotion of individual pupils from class to class may be made at any other time by the head teacher. In the preparatory division, especially where it contains three or more classes, the pupils should be promoted at least half-yearly.

“No part of these regulations is to be read in such a way as to discourage or prevent the more rapid promotion of children who exhibit more than average mental capacity or intelligence as compared with other children of the same age. The retardation of pupils is always to be regarded as an element of weakness, and the Inspector shall require from the head teacher an explanation of every case of unduly retarded progress.

“(2.) The effective distribution of the staff with a view to (a) utilizing the special aptitudes of the assistants, and (b) a fair apportionment of labour with due regard to the relative positions of the assistants on the school staff: The first assistant master should be given a definite share in the management of the school. He may, for example, deal with any urgent matter that arises during the headmaster's teaching periods.

“Likewise the first female assistant should be allotted definite duties in connection with the education and care of the older girls.

“(3.) The preparation of schemes of work not later than the second week of each school year: The head teacher shall prepare the schemes in outline, and shall explain and discuss them with the whole of his staff. He shall then require his assistants to elaborate his outline with such attention to detail as he may deem necessary. All the schemes of work shall be submitted to the Inspector, who should see—

“(a.) That in the preparatory and junior classes the scheme of work drawn up by the teacher does not make greater demands on the pupils than the syllabus provides for:

“(b.) That such essentials as accuracy of speech, intelligent reading, and accuracy in arithmetic are not neglected through over-emphasis on other subjects or phases of work:

“(c.) That the schemes provide for proper sequence both with regard to matter and method in the work from class to class, especially in such subjects as history, geography, nature-study, and drawing, and that needless overlapping is avoided:

“(d.) That drawing, handwork, and elementary science are shown in the scheme to be closely related to the other subjects of instruction:

“(e.) That the general aim and method for each subject is set out, and that mere tabulations of pages of books and items of instruction are not accepted as a scheme of work:

“(f.) That the head teacher shows a general outline of his plan for supervising and guiding the work of the school, and for dealing with the weaker subjects or classes in his school.

“(4.) The preparation of daily programmes of work, which shall show in the case of the head teacher the projected distribution of his duties for the day and in the case of all other teachers a brief indication of the content of each lesson and any special method of treatment: It shall be the duty of the head teacher, and also of the Inspector as far as his engagements permit, to see that every teacher gives adequate preparation to his work for the day.

“The programmes of work referred to in this subclause may, with the approval of the Inspector and the head teacher, be drawn up one week in advance; but such weekly plans of work shall contain sufficient detail to show that the teacher has given adequate preparation to each day's work.

“The schemes of work and the daily or weekly programmes of work shall be the property of the Education Board, and shall not be removed from the school except with the Board's consent.