

"(5.) The arrangement of the time-tables throughout the school: The time allotted to any subject should be apportioned (a) according to the relative difficulty and extent of the work in the various classes, and (b) according to the strength or weakness of any particular class. The order in which the subjects are set down on the time-tables should also be the head teacher's care, and a general time-table for the whole school should be posted in the head teacher's room.

"(6.) The duties of the whole staff with relation to the supervision of the playground and games and to the care of school gardens.

"(7.) The instruction and professional training of the pupil-teachers and probationers, which should be arranged for and set in operation early in February: A complete schedule should be prepared showing the proposed arrangements for at least six months at a time. (*Vide* regulations for pupil-teachers and probationers.)

"(8.) The development of the civic life of the school: This should be the head teacher's special care. A definite policy should be laid down and the co-operation of the whole staff secured.

"Organization schedules showing the manner in which the head teacher is carrying out the duties specified in this clause, shall be displayed in the head teacher's office or in some prominent place in the school.

"3. It shall be the duty of the head teacher—

"(a.) To devote the major portion of his time to the actual work of teaching, with the object of demonstrating approved methods of instruction and of removing weaknesses in class work as they appear. Visits of parents must not be allowed to interfere with this duty.

"(b.) To take such steps as will ensure attention to the following: The ventilation of the rooms, the proper placing of the pupils with respect to the light, the size of the desks in each class-room, the tidiness, cleanliness, and attractiveness of the rooms, the sanitary arrangements generally, with the care of the grounds, and the supply and care of all material and apparatus.

"(c.) To secure special attention to the physical welfare of the pupils by such means as physical exercises, games, correct posture in the schoolroom, teaching of swimming, &c.

"(d.) To adopt measures to prevent as far as possible the retardation of pupils in any of the classes. An effort should be made to discover the cause of retardation and, in particular, whether it is due to any fault in the classification, in the methods of teaching, or in the scheme of work.

"(e.) To examine the pupils of every class periodically in accordance with the requirements of clause 4 hereof.

"(f.) To hold himself responsible for the safe keeping of all school records and the making out of all returns. Certain duties in connection with the daily registers, weekly summary, quarterly and other returns, admission register, and examination register may be allotted to responsible assistants.

"(g.) To hold staff conferences at least fortnightly. A record shall be kept of the nature of these conferences and of the conclusions arrived at."

2. Clause 4 is hereby amended by deleting subclause (3), and substituting the following:—

"(3.) (a.) The written questions used at the periodical examinations are to be set by the head teacher, who shall also make the standard of marking his special care. The assistant teachers may be called upon to mark the errors in the pupils' work, but the head teacher should, as far as possible, allot the marks himself.

"(b.) The written work done at the periodical examinations, together with the questions set, shall be kept in the school for twelve months or for such shorter period as the Inspector may direct."

3. Clause 5 is hereby amended—

(a.) By adding to subclause (3) (a) thereof the words "The names of all retarded pupils,—*i.e.*, those whose ages exceed the average ages for the various classes throughout the Dominion—are to be underlined in red, and an explanation furnished in each case."

(b.) By deleting paragraph (b) of subclause (3), and substituting the following: "The number of half-days on which each pupil who has attended less than half the number of times the school has been open has received instruction from the beginning of the year till the date of the annual examination."

C. A. JEFFERY,

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