

- (2) 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.
- (3) Pay special attention to the physical welfare of the pupils by such means as physical exercises, games, correct posture in the school-room, teaching of swimming, &c.
- (4) Prevent as far as possible the retardation of pupils in any of the classes. An effort should be made to discover the cause of the 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.
- (5) Examine the pupils of every class periodically in accordance with the requirements of clause 4 hereof.
- (6) Enter on a form provided for the purpose a record of each pupil's progress through the school, with such particulars as the Director shall prescribe.
- (7) 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, term and other returns, admission register, and examination register shall be allotted to responsible assistants.
- (8) Hold staff conferences at least monthly, and keep a record of the nature of such conferences and of the conclusions arrived at.

HEAD TEACHER'S EXAMINATION OF PUPILS.

4. (1) The head teacher shall hold periodical examinations of the classes, the last of which, called the "annual examination," shall be held in November or December, and he shall keep for the information of the Inspector a record of the nature and results of these examinations.

(2) In regard to any periodical examination, except the annual examination, the record kept in the school examination register shall be held to be sufficient if it contains the particulars referred to in (a), (b), (c), and (e) of subclause (4) hereof, and also, in lieu of (d), merely the changes from class to class made as a result of the examination to which it relates.

(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.

(4) Immediately after the annual examination the head teacher shall forward to the Inspector, on forms provided by the Education Department, a report to be called "The Teacher's Annual Examination Report," setting out the results of that examination as contained in the school examination register. The report shall contain—

(a) The names and ages, as on the 31st of December, of all the pupils on the school-roll, excluding those who have already been examined for Certificates of Proficiency, the class in which a pupil has been placed for English during the preceding three months determining the list on which his name shall appear:

(b) The names of all retarded pupils—*i.e.*, those whose ages exceed the average ages determined by the Director of Education for the various classes throughout New Zealand—such names to be underlined in red, and an explanation to be furnished in each case:

(c) The number of marks gained by each pupil of the Junior, Middle, and Senior Divisions, according to the following scale:

English—

Language (Composition, 100; Formal Language, 50)	150
Reading (including Recitation and Appreciation)					100
Spelling	25
Writing	25

Arithmetic 100

Other subjects—

History, Geography, Science, Drawing, Handwork,					
each	50