

- (d) The class in which it is proposed to place each pupil in consequence of the results of the annual examination, taken in conjunction with those of the other periodical examinations and with the general character of his work during the year :
- (e) A general estimate of the quality of the work done by each class :
- (f) A summary showing the number of pupils on the roll of each class, the number present at the time of the examination in English, the aggregate ages as on the 31st of December, and the average age of the pupils in each class.
- (g) A summary showing for each class the number of pupils in the various years of their school life.
- (5) For pupils of Form II, the form that has been previously used in the case of candidates for Certificates of Proficiency will suffice.
- (6) The same standards of appraisalment of the pupils' work shall as far as possible be adopted throughout New Zealand, and to this end the teacher shall follow the directions and standards laid down by the Director of Education or, with his authority, by the Senior Inspector.
- (7) The Inspector may return the copy of the class-lists of the annual examination to the head teacher, and require him to note in the column for remarks the reason for the more or less rapid promotion of any pupil, or to give an explanation in the case of any pupil whose age is much above the average age of the pupils in that class for New Zealand, and to forward such of the examination-papers as the Inspector may desire. The Inspector may modify the classification of the pupils in any way that appears to him desirable.
- (8) If it appears to the Inspector that the report of the annual examination is complete and in order, he shall at his next visit to the school sign the school record thereof in the examination register, and make any comment he may deem necessary. The record so signed shall be kept in the school in the manner herein prescribed.

DUTIES OF ASSISTANT TEACHERS.

5. (a) It shall be the duty of every assistant teacher to carry out the instructions of the head teacher in regard to all matters that come within the scope of these regulations. Should he at any time consider that any instructions or directions he has received from the head teacher are unreasonable, he may appeal therefrom to the Senior Inspector, but shall in the meantime carry out such instructions. The Senior Inspector may at his discretion report the matter to the Education Board.
- (b) All assistant teachers will be expected to take part in such school activities as may be organized by the head teacher, and in particular shall take a reasonable share of responsibility in respect to school games and playground supervision.

SCHOOL RECORDS.

6. (1) The class registers and the records of examinations, together with copies of the Inspector's reports, shall be carefully preserved by the head teacher until their destruction is authorized by the Minister of Education, and in the case of the closing of the school shall be delivered up to the Education Board. The teacher's annual examination report, signed by the Inspector, shall be kept in the Education Board's office. The schemes of work and the 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.
- (2) All school records, including the Inspector's reports, 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.

INSPECTION.

7. (1) Every public school shall, as a general rule, be visited annually by an Inspector of Schools. No notice of any visit shall in general be given unless the Inspector deems it advisable to hold a more or less detailed examination of the pupils, in which case ten days' notice shall be given. After one of his visits in each year the Inspector shall present to the Education Board an "inspection report," but a special report may be presented after any visit.
- (2) Where the Senior Inspector decides that a school of Grade I or higher grade need not be visited during the year, either for the purpose of grading the teachers or for the general purposes of inspection, he shall report the matter to the Education Board and to the Director of Education, and shall file the explanation along with the inspection reports.