

(3) The inspection report shall consist of a statement in general terms regarding the efficiency of the school as a whole, and shall relate to the organization and management of the school; the order, discipline, and tone; the regularity of the attendance; the general efficiency of the teaching; the instruction and training of the probationers and the training of probationary assistants; the accommodation; the state of the buildings, grounds, and fences; the provision made for ventilation, warming, and cleaning; special circumstances affecting the efficiency of the school; and any other matters which, in the opinion of the Inspector, should be brought under the notice of the Education Board and the School Committee.

(4) After each visit the Inspector shall furnish the teacher in charge with a confidential criticism of the details of the work of the school, and with notes for his guidance. Such detailed notes shall relate to any or all of the following matters:—

(a) The organization of the school as arranged by the head teacher with respect to—

(i) The manner in which the staff has been distributed in accordance with the accommodation, the abilities of the teachers, and the salaries they are receiving:

(ii) The size of the different classes in relation to the accommodation available, and to the number of pupils under instruction by each member of the staff:

(iii) The general scheme of instruction:

(iv) The arrangement of the time-tables:

(v) The instruction and training of the probationers and the training of probationary assistants:

(vi) The arrangements for playground supervision, for keeping grounds tidy and attractive, and for physical instruction, organized games, and the like.

(b) The head teacher's management of the school with respect to his direction of the work of his staff, and the extent and manner in which he makes his influence felt throughout the school, particularly in the development of a good tone, of corporate life, and of the patriotic sentiment; his relations with his staff and with the parents of his pupils; and the discretion he displays in the determination of the promotion of pupils from class to class.

(c) The efficiency of each assistant teacher with respect to his development of the scheme of work outlined by the head teacher, his method and power of imparting instruction, his influence over his pupils as shown by his ability to secure their co-operation in the work of instruction, in class government, in keeping their class-room tidy and attractive, and in organizing playground activities.

(d) Any other matter the Inspector may see fit to comment on.

It shall be the duty of the head teacher to show his assistants and allow them to copy those portions of the confidential notes that relate to their work, and such notes shall be the personal property of the teacher; but, so long as the teacher remains in the same school, the notes shall always be available for the Inspector. A copy of the confidential criticism and notes shall be filed by the Inspectors along with the copy of the inspection report that is retained for the use of the Education Department.

(5) At each of his visits the Inspector should make such notes on the quality of the teaching, discipline, environment, tone, and organization as will enable him to grade the teacher with confidence. The work of the Inspector is not, however, to be subordinated to the grading of the teachers; his chief duty is to endeavour to raise the efficiency of the schools in his charge. If the Inspector is satisfied that the teacher's work is in any respect ineffective he shall recommend and, where practicable, demonstrate improved methods which it shall be the duty of the teacher to put into operation.

(6) The Inspector's investigation should be made on the broadest lines possible, and he should guard against estimating the efficiency of a school or a teacher solely in accordance with measurable results, irrespective both of the manner in which these results have been produced and the effect the production of such results may have had on the mental and spiritual development of the pupil as evidenced by his intelligence, his spontaneity, his interest in his work, and his general alacrity. He should pay particular attention to the manner in which the teacher is training and developing the character of his pupils. Every encouragement should be given to teachers to investigate and experiment with new methods of education, provided the pupils' general progress is not impeded thereby. It shall be the Inspector's duty to see that the pupils are being trained to be careful and accurate in their work, and, where either care or accuracy is wanting,