

58. Every teacher shall be on duty ten minutes before the time of opening school in the morning and five minutes before the time of opening in the afternoon.

59. The head teacher shall keep a log-book in which he shall briefly record, *e.g.*, the principal events in the history of the school during each year, particulars of corporal punishment, absences in staff, causes affecting attendance, observance of Arbor Day and special days other than holidays. Any entry affecting a member of the staff shall be initialled by that member. The log-book shall not be open to any but officers of the Education Department.

60. All correspondence with the Department from teachers and from School Committees relating to school matters shall be addressed to the Director of Education, Wellington.

61. The head teacher shall, in conjunction with the School Committee, make provision for the regular cleaning of the schoolroom and other school buildings, including the out offices. They should be swept and dusted daily and washed with sufficient frequency to keep them thoroughly clean.

62. The head teacher is responsible for the safe custody of the school buildings, furniture, and records.

63. The head teacher shall arrange for the organization of the school in respect of the following, and shall display in his office or in some prominent place in the school schedules showing the manner in which he is carrying out the duties specified in this clause. Organization.

(1) 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.

(2) The preparation of schemes of work not later than the fourth 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 each of his assistants to submit for his approval a scheme of work based on 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 the teaching of English, 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 the correlation of subject with subject is arranged for in a natural manner, and that the instruction given in manual training is not divorced from the other subjects of instruction :
- (e) That the general aim and method for each subject are 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.

(3) The daily preparation of programmes of work, which shall show in the case of all 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 to see that every teacher gives adequate preparation to his work for the day. The head teacher shall indicate in a general way the distribution of his time as required for compliance with the requirements of subclause (1) hereof.

(4) 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.

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

(6) The instruction and professional training of the junior assistants, which should be arranged for and set in operation early in February.