

A complete schedule should be prepared showing the proposed arrangements for at least six months at a time.

(7) 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.

64. It shall be the duty of the head teacher to—

- (1) Devote a substantial part of his time to supervising the work of the several classes, to assisting and co-operating with the class-teachers, and to teaching the classes himself, with the object of demonstrating approved methods of instruction and of removing weaknesses. The teaching referred to in this subclause shall, apart from the conduct of periodical examinations, include all occasions when the head teacher himself takes control of a class for the time being.
- (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 67 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 may 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.

65. (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 she at any time consider that any instructions or directions she has received from the head teacher are unreasonable, she may appeal therefrom to the Inspector, but shall in the meantime carry out such instructions. The Inspector may at his discretion report the matter to the Director.

(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.

66. (1) For purposes of instruction, the pupils of every Native school shall be divided into four divisions—namely, the Preparatory Division, the Junior Division, the Middle Division, and the Senior Division.

(2) The Preparatory Division shall in general include those children who have been under instruction at school or elsewhere for not more than two years, and whose age does not exceed eight years. The Preparatory Division may be divided into two but not more than four classes, the lowest being called P. 1, the next P. 2, and so on.

(3) The Junior Division shall be divided into two classes, the lower of which shall be called S. 1 and the higher S. 2. In general, S. 1 shall include children who have been under instruction at school or elsewhere for not more than three years, and S. 2 those who have been under instruction for not more than four years.

(4) The Middle Division shall be divided into two classes, the lower of which shall be called S. 3 and the higher S. 4. In general, S. 3 shall include children who have been under instruction at school or elsewhere for not more than five years, and S. 4 those who have been under instruction for not more than six years.