

II.

In proceeding with the examination of the School, special attention should be given to the following points:

1. *As to the Teacher.*

- (a) The date, grade and nature of his diploma, and whether from the Normal School or from a Board of Examiners.
- (b) The date of his appointment to the School.
- (c) The amount of his salary and other emoluments.
- (d) The style of his teaching and discipline, and any circumstances favourable or unfavourable to his success
- (e) He should impress upon Teachers the necessity of not merely recording absences, but of insisting upon reasons of absence so as to make it an object for the children to be punctual. A little care and persistence on the part of the Teacher in this will soon secure general attendance.
- (f) The Inspector should urge, as far as possible, a classification of the scholars, and to this end secure as far as possible uniformity of text-books on each subject in each class of the School.
- (g) He should urge upon Teachers to endeavour to teach Reading and Spelling thoroughly, and to do this before pressing upon children advanced studies while they can only read and spell very imperfectly.

2. *As to the Pupils.*

- (a) Their progress and proficiency in Reading, Spelling, Grammar, Arithmetic and Geography.
- (b) Their progress and proficiency in any higher, or other branches taught, as Agriculture, Sciences, Drawing, Music, Languages, Geometry and Algebra; provided that there is time and opportunity to examine in these.
- (c) Their conduct, deportment and regularity of attendance.

3. *As to Buildings and Apparatus.*

- (a) State of Repair.
- (b) Heating, Ventilation, &c., (Is there sufficient space per pupil, say 9 feet of floor and 100 cubic feet of air?)
- (c) Conveniences and play ground.
- (d) Apparatus, as Maps, Blackboard, &c.
- (e) Text-books, whether sufficient and of the kinds sanctioned by the Council of Public Instruction.

III. PRIZE BOOKS.

The attention of the Inspectors is called to the instructions issued by the Superintendent of Education, July 23rd, 1856, and it is desired that they will attend particularly to the following points:

- 1. Prizes should be rewards for general proficiency in all the regular subjects of the School course, and if the examination is unsatisfactory no prize should be given.
- 2. Prizes are to be given on the results of an actual examination by the Inspector, and this should relate chiefly to those regular subjects of the course which are most likely to give certain results, as Reading, Spelling, Arithmetic and Writing.

3. It is desirable that one prize at least should be given in each of the classes of the school where the classification is such as to admit of this.

4. An extra prize may be given for attendance and conduct as vouched for by the School Register, but this should be distinct from the prizes for proficiency, and should not be given except where a Register has been properly kept.

5. In Schools in which Drawing, Agriculture Music, Scientific subjects, &c., are taught, and when the progress made has been creditable, a prize may be given for any of these subjects, but distinct from the general proficiency prize.

6. It is to be observed that the above directions are limited by the rule that not more than six books are to be given in a school of not more than 50 children, and not more than twelve books in any school.

7. In city Schools, or in Schools where prizes have been provided by the Commissioners or Trustees, these prizes are not to be given, except by request of such Commissioners or Trustees.

8. In ordinary circumstances the same pupil should not receive a prize twice, except when promoted into a new class, or in a different subject from that in which a prize was previously taken.

9. Forms for Report of Inspectors with reference to relative merits of Schools:

Designation of school and date.	Condition of School Building.	Supply and condition of Apparatus.	Proficiency of pupils in ordinary branches.	Proficiency of pupils in special studies, as drawing, music, agriculture.	Attendance as compared with Register.	Remarks, especially with reference to improvement or otherwise since last visit.

On this form the Inspector will mark in each column opposite the name of the School visited—V. G. G. F. M. I. or B., according to the character of the School, these initials indicating, Very Good, Good, Fair Middling, Indifferent and Bad, respectively. In his report he shall state the percentage of Schools in the district attaining to each grade in each column. Any School marked V. G. or G. in all the columns shall be specially mentioned, and any teacher whose School for three successive years is marked V. G. or G. in the three last columns, shall be reported to the Superintendent for such honorable mention or other reward as may be proved for excellence in teaching.

The foregoing Special Directions to the Protestant Inspectors of Schools are issued by order of the Honorable the Superintendent of Public Instruction.

H. H. MILES, LL. D.,

Protestant Secretary of the Department of Public Instruction.

**Depository**

for Books, Maps, Models, Specimens, Apparatus and other school necessaries.

His Excellency the Lieutenant Governor has been pleased by order in council, dated the 12th of June instant (1877), and