

ment neglect to comply with the postage law in regard to the pre-payment of postage on letters, (thereby increasing the postage charge by nearly *fifty per cent.*) the effect has been to unduly swell this item of the contingencies of the Department. It may be that this omission arises from the impression that the official correspondence of the Educational branch of the public service, like those of the Dominion Executive Departments, goes free. But this is a mistake. We have to request, therefore, that all correspondence be pre-paid, (as is on letters, &c., going from the Department,) and that thinner paper be used in all cases. Several letters occupying but one page, or less, have from time to time been received written on large, thick paper, and embracing four pages. Foolscap paper should be used where practicable; and only so much of it sent as may be written on. The rest has to be cut off when the letter is filed in the Department.

2. COMMUNICATIONS TO THE EDUCATIONAL DEPARTMENT FOR ONTARIO.

1. *Appeals to the Chief Superintendent of Education.*—All parties concerned in the operations of the Grammar and Common School Laws have the right of appeal to the Chief Superintendent of Education; and he is authorized to decide such questions as are not otherwise provided for by law. But for the ends of justice,—to prevent delay, and save expense,—it will be necessary for any party thus appealing: 1. To furnish the party against whom the appeal may be made with a correct copy of their communication to the Chief Superintendent, in order that such party may have an opportunity of transmitting any explanation or answer deemed expedient.

2. To state expressly, in the appeal, that the opposite party has been thus notified, as it must not be supposed that the Chief Superintendent will decide, or form an opinion on any point affecting different parties, without hearing both sides—whatever delay may at any time be occasioned in order to secure such hearing. Application for advice in Township Common School matters, should, in all cases, be first made to the local Superintendent having jurisdiction in the Municipalities.

3. The *Journal of Education* having been constituted by His Excellency the Governor in Council, the official medium of communicating all Departmental intelligence and information, parties should refer to its pages on matters relating to the apportionment, blank reports, Depository, Normal School, &c.

4. *Communications generally.*—The parties concerned are left to their own discretion as to the forms of all communications relating to Schools, for which specific instructions are not furnished by the Department; but they are requested to use large sized, or foolscap paper, and to keep copies of their letters. In all communications, however, the number of the *School section*, and the name of the *Township and Post Office*, with the *Official Title* of the writer, should be given: and also, the numbers and dates of any previous correspondence on the same subject.

5. *Communications with the Government relating to Schools*, should be made through the Educational Department, Toronto; as all such communications, not so made, are referred to the Chief Superintendent of Education, to be brought before His Excellency through the proper Department—which occasions unnecessary delay and expense.

6. *Communications relating to the Journal of Education; to the Educational Depository; to Public Libraries; or to the Superannuated Teachers' Fund, School Accounts, Poor Schools, &c.*, should be written on separate sheets from letters of appeal, or on legal questions, in order that they may be separated and classified in the Department.

3. PRE-PAYMENT OF POSTAGE ON BOOKS REQUIRED BY LAW.

From a synopsis of the postage law on the next page, it will be seen that the postage on all books, printed circulars, &c., sent through the post must be pre-paid by the sender, at the rate of one cent per ounce. Local Superintendents and teachers ordering books, merit cards, object lesson sheets, &c., from the Educational Depository will therefore please send such an additional sum for the payment of this postage, at the rate specified, as may be necessary.

4. REGULATION IN REGARD TO SCHOOL RETURNS.

All official returns to the Chief Superintendent or to Local Superintendents which are made upon the printed blank forms furnished by the Educational Department should be pre-paid, and open at both ends, so as to entitle them to pass through the post as printed papers. No letters should be enclosed with such returns. See the following notice:

5. POSTAGE REDUCED ON TRUSTEES' RETURNS.

The Honourable the Postmaster General has issued the following circular notice to Postmasters in Ontario: "The Half-Yearly School

Returns made by School Trustees to the Local Superintendents of Schools, may, though the printed form be partly filled up with the names of the pupils and the days of attendance, in writing, be transmitted by post, in Canada, as printed papers, at one cent each, to be prepaid by Stamps." These returns, when sent through the post, should be in wrappers open at both ends.

6. DELIVERY OF THE JOURNAL OF EDUCATION.—SUGGESTIONS TO LOCAL SUPERINTENDENTS.

Numerous complaints having reached this Department of the non-receipt at various Post Offices of the *Journal of Education*, application has been made to the Postmaster General's Department to have the evil remedied. The Post Office authorities express their willingness to co-operate in the matter, and a circular notice has been issued on the subject. As several Postmasters are at a loss how best to facilitate the delivery of the *Journal* to the School Corporations to which they are addressed, we would suggest to the various Local Superintendents that it might be well for them to confer with the several Postmasters in their neighbourhood, and afford them every information in their power as to the proper localities and parties to whom the *Journal* should be delivered. By law it is free of postage.

PREPAYMENT OF POSTAGE ON BOOKS.—INDISTINCT POST MARKS.

In the course of the year, a number of letters are received on which the post marks are very indistinct, or altogether omitted. These marks are often so important, that Postmasters would do well to see that the requirements of the Post-office Department, in relation to stamping the post-mark on letters is carefully attended to.

SYNOPSIS OF THE NEW POSTAGE LAW OF CANADA.

2. On Letters passing between any two places within the Dominion of Canada, a uniform rate (irrespective of distance) of 3 cents per $\frac{1}{2}$ oz., if prepaid; and 5 cents per $\frac{1}{2}$ oz., if posted unpaid.

3. On Letters between any place in the Dominion and any place in the United States—6 cents per $\frac{1}{2}$ oz., if prepaid; and 10 cents per oz., if posted unpaid.

4. On Letters to or from the United Kingdom, in Mails by Canada Packets, to or from Quebec in summer, or Portland in winter; or by Mail Packet to or from Halifax—12 $\frac{1}{2}$ cents per $\frac{1}{2}$ oz.

On do. in Mails *via* New York Packets.....15 cents do.

On Letters to Prince Edward Island, if prepaid, 3 cents per $\frac{1}{2}$ oz.; if posted unpaid, 5 cents per $\frac{1}{2}$ oz.

On Letters to Newfoundland, 12 $\frac{1}{2}$ cents per $\frac{1}{2}$ oz.; to be in all cases prepaid.

On Letters to British Columbia and Vancouver Island—10 cents per $\frac{1}{2}$ oz.
On Letters to Red River—6 cents per $\frac{1}{2}$ oz. } to be in all cases prepaid.

5. Newspapers printed and published in Canada may be sent by Post from the office of publication to any place in Canada, at the following rates, if paid quarterly in advance, either by the Publisher at the Post Office where the papers are posted, or by the Subscriber, at the Post Office where the papers are delivered:

For a Paper published once a week.....5 cents per qr. of a year.

Do.	twice	"	10	"	"	"
Do.	three times	"	15	"	"	"
Do.	six times	"	30	"	"	"

If the above rates are prepaid by the Publisher, the Postmaster receiving payment must be careful to have the papers so prepaid, separately put up, and marked, distinctly as prepaid.

When the above rates are not paid in advance, by either the Publisher at the Office of posting, or by the Subscriber at the Office of delivery, the papers are to be charged one cent each on delivery.

6. Canadian Newspapers, addressed from the office of publication to Subscribers in the United Kingdom, the United States, Prince Edward Island or Newfoundland, may be forwarded, on prepayment at the Office in Canada where posted, at the above commuted rates, applicable to such papers within the Dominion.

7. Exchange papers passing between Publishers in Canada, and between Publishers in Canada and Publishers in the United States, Prince Edward Island or Newfoundland, are to pass free—one copy of each paper to each Publisher.

8. Transient Newspapers include all Newspapers posted in Canada, other than Canada Newspapers, sent from the Office of publication, and when addressed to any place within the Dominion, to the United Kingdom, to the United States, Prince Edward Island or Newfoundland, must be prepaid two cents each by Postage Stamp.

9. Newspapers coming into Canada will be subject to the following charges on delivery: