

NOTES ON REGISTERS AND RETURNS.

1. In the cases of School Sections to which extra holidays have been granted under any of the Regulations, and of teachers applying for the extra Class A or Agricultural Grants, the facts should be plainly endorsed on the margin of the Return or otherwise inseparably attached to it.

2. For sex write down only the letter, not the whole word, for which there is neither necessity nor space.

3. For class also use the proper symbols.

4. Nos. 1 to 8 are supposed to be filled in on the day on which the school opened, as is plainly indicated. It is to be copied exactly as in the Register into the Annual Return at the end of the year.

5. No. 13 is the product of the number of feet the school room is in *height, breadth and length*. Never mind the fractions of feet.

6. No. 14 means the "number of pupils for whom seats and desks are provided."

7. HOW TO FILL IN TABLES 65 TO 90. (1) Suppose book-keeping to be taken up in an ungraded school for only *six* weeks, the teacher giving his attention to the class for an average of 15 minutes every day. That would be 75 minutes per week for 6 weeks, or 450 minutes altogether for the year. But as there are 44 weeks in the year, that would give an average of 10 minutes and a fraction per week for the year. When the fraction is less than $\frac{1}{2}$ it must be rejected. When $\frac{1}{2}$ or greater than $\frac{1}{2}$, the next integer above should be taken, as there is no room for fractions. (2) Suppose a "ten minute" oral lesson on Patriotic and Moral Duties is given, say on the first Monday of each month. That gives 100 minutes per year. Divided by the number of weeks, 44, it gives an average of 2 minutes per week for the year, during which the teacher is employed in giving lessons under (69).

The table is checked for correctness in this way. If there are five hours and thirty minutes each day on an average during which the teacher is engaged in teaching some subject in this table, that is 330 minutes per day or 1,650 minutes per week, the sum of the minutes in the table should approximate 1,650. It should never be *made* exactly equal to the total figured from (12), because fractions are not directed to be taken into account. Exact equality therefore is not likely to occur without a tampering with some figures after they had been calculated previously from the teacher's best memory and judgment.

8. On page 3, "grade at beginning" while necessarily filled in as soon as the teacher can provisionally estimate the pupil's "grade" is not to be copied into the *return*. "Pupil's standing" in the *return* is simply the sum of the numbers under "Conduct and Progress" in the Register.