

tural, or geometrical; whether taught, and in what manner. 5. *Arithmetic*; whether acquainted with the simple rules, and skilful in them; whether acquainted with the tables of moneys, weights, measures, and skilful in them; whether acquainted with the compound rules, and skilful in them; whether acquainted with the higher rules, and skilful in them. 6. *Book-keeping*; how far taught. 7. *English Grammar*; whether acquainted with the rules of orthography, parts of speech, their nature and modifications, parsing. 8. *Composition*; whether acquainted with the grammatical structure of the language by frequent composition in writing, and the critical reading and analysis of the reading lessons in both prose and poetry. 9. *Geography and History*; whether taught as prescribed in the official programme, and by questions suggested by the nature of the subject. 10. *Christian Morals and Elements of Civil Government*; how far taught, and in what manner. 11. *Algebra and Geometry*; how many pupils, and how far advanced in; whether they are familiar with the definitions, and perfectly understand the reason, as well as practice, of each step in the process of solving each problem and demonstrating each proposition. 12. *Elements of Natural Philosophy, Chemistry, Agriculture and Natural History*, as prescribed in the programme; whether taught; what apparatus for teaching them; how many pupils in each. 13. *Vocal Music*; whether taught, and in what manner. The order of questions is to be suggested by the nature of the subject. The extent and degree of minuteness with which the inspection will be prosecuted, in respect to any, or all of the foregoing and kindred subjects, must, of course, depend on circumstances.

(g). *Miscellaneous*.—How many pupils have been sent to the High School during the year. 2. Whether a visitors' book and register are kept, as required by law. 3. Whether the *Journal of Education* is regularly received by the trustees. 4. Whether the pupils have been examined before being admitted to the school, and arranged in classes, as prescribed by the regulations; and whether the required public examinations have been held. 5. What prizes or other means are offered to excite pupils to competition and study; and whether the merit system of cards issued by the Department is employed. 6. *Library*.—Is a library maintained in the section; number of volumes taken out during the year; are books covered and labelled as required; are books kept in library case; is catalogue kept for reference by applicants; are fines duly collected, and books kept in good order; are library regulations observed. 7. How far the course of studies and method of discipline prescribed according to law, have been introduced, and are pursued in the school; and such other information in regard to the condition of the School as may be useful in promoting the interests of Public Schools generally.

5. *Authority of an Inspector in a School*.—The authority of an Inspector in a school, while visiting it, is supreme; the Masters, Teachers, and pupils, are subject to his direction; and he shall examine the classes and pupils, and direct the Masters or Teachers to examine them, or to proceed with the usual exercises of the school, as he may think proper, in order that he may judge of the mode of teaching, management and discipline in the school, as well as of the progress and attainments of the pupils.

6. *Procedure in the Visitation of Schools*.—On entering a school, with a view to its inspection, and having courteously introduced himself to the teacher, if a stranger, or, if otherwise, having suitably addressed him, the Inspector shall:

(1).—note in the Inspector's book, the time of his entrance, and on leaving, the time of his departure from the school.

(2).—see whether the business going on corresponds with that assigned to that particular hour on the time table, and generally whether the arrangements which it indicates agree with the prescribed programme of studies, and are really carried out in practice. If not, he should at once privately notify the Master or Teacher of the omission, and the penalty for neglect to observe the regulations.

(3).—examine the registers, and other school records, and take notes of the attendance of pupils, number of classes in the schools at the time of his visit, &c.

(4).—observe the mode of teaching, the management of the school, and generally its tone and spirit; also whether the bearing, manner, and language of the teacher, his command over the pupils, and their deportment at the time of his visit, are satisfactory.

7. *Intercourse with Teachers and Pupils*.—*Inspection*.—In his intercourse with Masters and Teachers, and during his visit to their schools, the Inspector should treat them with kindness and respect, counselling them privately on whatever he may deem defective or faulty in their manner and teaching; but by no means should he address them authoritatively, or in a fault-finding spirit in the presence or hearing of the pupils.

8. *See to Attendance of Children at School*.—The Inspector should see that the provisions in the twenty-sixth (19), and hundred and fifty-

sixth and following sections of the School Act, in regard to the right of every child in the municipality under his jurisdiction to attend some school, are not allowed to remain a dead letter; but he should, when necessary, frequently call attention to the subject, and examine the school census of the section or division.

9. *Teachers Visiting other Schools*.—County and City Inspectors shall have authority to allow teachers to visit schools, under the restrictions contained in regulation eight of the "*Additional Duties of Masters and Teachers*."

10. *Payments to Teachers' Superannuation Fund*.—The hundred and twelfth (5), and hundred and fourteenth (19) sections provide for the collection by County, City and Town Inspectors of the superannuation money from the teachers, and the transmission the same to the Education Department. This may be done in registered letters, or by deposit to the credit of the Chief Superintendent of Education, in any of the branches of the Bank of Commerce or the Royal Canadian Bank. In this latter case the deposit certificate should be transmitted, with the list of names, without delay, to the Education Department.

[NOTE.—If the Board of Trustees in cities and towns prefer it, they can direct the treasurer to deduct the full amount of the male teachers' half yearly subscription in one sum from the salaries payable to such teachers, and transmit it, as above, through the Inspector (who is by law responsible for the performance of this duty) to the Department.]

11. *Granting Special Certificates*.—The School Law (section one hundred and twelve, sub-section 24), authorizes Inspectors "to give any candidate, on due examination, according to the programme authorized for the examination of teachers, a certificate of qualification to teach school within the limits of the charge of the Inspector, until (but no longer than) the next ensuing meeting of the board of examiners of which such Inspector is a member; no such certificate shall be given a second time, or be valid if given a second time, to the same person in the same county." In giving effect to this provision of the Act, Inspectors will observe: (1) that they are required to examine all candidates desiring special certificates; (2) that they are not authorized to grant "permits," or endorse as good any previous certificates of the applicant, unless under general regulations herein provided; (3) that the special certificates given can only have the value of those of the third class and be valid "within the limits of the charge of the Inspector;" (4) that under no circumstances can they give a special certificate to a teacher who has already previously received one from any (Local Superintendent or) Inspector in the same county; and (5) that no certificate can be given to a teacher who has been rejected by the Board of Examiners, unless by consent of the Board and of the Chief Superintendent.

12. *Suspension of Certificates*.—When an Inspector finds it necessary to suspend the certificate of a Master or Teacher, he should not do so on the mere report of improper conduct, immorality or incompetency, but he should give the master or teacher due notice of the charge against him, and afford him a full opportunity for defence; and he should also examine carefully into the alleged facts of the case, and, if necessary, visit the school and assure himself personally of their truth before proceeding to suspension.

[NOTE.—Officers required by law to exercise their judgments, are not answerable for mistakes in law, or mere errors of judgment, without any fraud or malice.

13. *Blank Forms of Returns*.—Inspectors are responsible for obtaining blank reports from the Education Department, at the proper periods of the year, and supplying them to the Public Schools, and also for the prompt despatch of the blank forms of yearly and half-yearly returns directly to the trustees; and the trustees are equally responsible (in addition to the penalty imposed by law) for the delivery of the returns and reports to their Inspector, within ten days after the close of the year or half-year.

14. *Attendance of Pupils*.—The Inspector should see that the aggregate attendance of each school is correctly added up, and divided by the divisor for the half-year, and that no lost time is made up by teaching on Saturdays, or other holidays or vacations. (See note to regulation 4, of "*Terms, Hours of Teaching, etc.*") Under regulation eight, of the "*Additional Duties of Masters and Teachers*," teachers may employ certain days in the year in visiting other schools. In order that the school may not lose a corresponding proportion of the School Fund, the Inspector is authorized to add a proportionate amount of average attendance for time so employed, or by using a smaller divisor. After having examined and tested the correctness of the return, the Inspector should file away and carefully preserve it, so that it may be handed over, with other school documents, to his successor, when he retires from office.

15. *Check against incorrect Returns*.—The half yearly return of the pupils' names, and number of days on which they attended during each month, will be a check against false or exaggerated