

another. In any such case, the apportionment was made by this Department to each such Township accordingly; but in all cases where the children in Union School Sections were reported for 1850 to the Superintendent of one Township only, the apportionment for 1851 must be made by the Superintendent of such Township including both parts of the School Fund. This year and in time to come, there will be no exception to the general rule.

"7. The father of whom you speak had no right to vote at the school meeting to which you refer. If he had *rented* the house of his son, and occupied it, he and his son would have both had a right to vote—the one as *householder*, the other as *freeholder*. But the father was neither; he was only an inmate in his son's house."

NUMBER 4.

Some persons in a School Section objected to paying their School rate because the Trustees included in it the sum necessary to pay for certain school apparatus, though a public meeting had voted in favour of purchasing it. The Trustees inquire if they can enforce the payment of the rate. The following is the answer to their inquiry:

"You have ample authority to include the expense of your School Apparatus and all other expenses of your School in the rate on property which you propose to assess; nor was it necessary for you to call a meeting in regard to the purchase of the apparatus, as the 4th and 5th clauses of the 12th Section of the Act leave all such matters to the discretion of the Trustees, as the representatives of their School Section."

NUMBER 5.

Several persons in a School Section refused to pay the School rate levied by the Trustees, because they had not called a meeting to get its sanction as to the amount of the Teacher's salary and other expenses incurred in support of their School. The Trustees ask whether they had proceeded according to law. The following is the answer to their inquiry:

"The majority of the Trustees of any School Section have the right to decide what expenses they will incur for School Apparatus, salaries of Teachers and all other expenses of their School, as you will see by referring to the 4th and 5th clauses of the 12th Section of the School Act. The Trustees are not required to refer to any public meeting whatever as to the nature or amount of any expenses they may judge it expedient to raise to promote the interests of the School under their charge; they have only to leave to the decision of a public meeting the manner in which such expenses shall be paid, and then if such meeting does not provide adequate means to defray the expenses incurred, the Trustees have authority by the latter part of the 7th clause of the 12th Section of the Act to provide for the balance of such expenses by *assessing* the property of their Section."

(TO BE CONTINUED.)

OFFICIAL CIRCULAR TO CERTAIN LOCAL SUPERINTENDENTS—REMARKS AND SUGGESTIONS.

SIR,—I have the honour to acknowledge the receipt of your Report of the Schools under your superintendence for 1851; but it is so defective, that I herewith return it to you with its inaccuracies noted in pencil, that you may prepare it on the accompanying blank sheets, according to the provisions of the Act and the instructions authorized by it, as you alone have or can procure the data by which the defects can be supplied, and as I am resolved to spare no pains to make my annual statistical returns trustworthy.

There can be no reasonable excuse on the part of any local Superintendent for transmitting to this Department a defective report, as he has the means, and as I have provided him with every convenience and facility in my power, to secure correct and full returns from Trustees, and prepare his own report with accuracy and completeness. The local Superintendent is not authorised to pay the last instalment of the Annual School Fund to any School Section until he receives a *satisfactory* report from such section for the previous year: and I, instead of merely complying with the requirements of the law to prepare forms according to which local Superintendents and Trustees may prepare their reports, have actually furnished them with blank reports themselves, and plain directions printed on them for filling them up in every particular. The local

reports, therefore, cannot be defective except from negligence or indifference. In all cases where I fail to obtain local reports fully and accurately prepared, I have resolved to forward copies of the correspondence and statement of the circumstances to the Clerks of County Councils within whose jurisdiction such omissions have occurred, that such Councils may provide against their recurrence.

I have the honor to be, Sir,

Your obedient Servant,

E. RYERSON.

EDUCATION OFFICE, Toronto, 9th Feb., 1852.

In connexion with the foregoing Circular, we would direct the special attention of local Superintendents to the following explanatory remarks, on the more important headings of their Annual School Reports. We regret that inattention on the part of local Superintendents to the very plain directions, printed at the foot of their own and the Trustees' Blank Reports, has in so many instances compelled the Chief Superintendent to return several local Superintendent's Reports for correction and explanation. We hope that those Superintendents who have not yet transmitted their Annual Reports to the Education Office, will spare no pains or trouble to make their returns as accurate and complete as possible, so as to obviate the necessity of incurring additional labour and expense of postage in returning them for correction. The Reports should be transmitted in as light an envelope as possible, and without filling up the blanks on the back of sheet C.

EXPLANATORY REMARKS AND SUGGESTIONS

FOR THE GUIDANCE OF LOCAL SUPERINTENDENTS IN COMPILING THEIR ANNUAL REPORTS.

[The following remarks would, under other circumstances, have been unnecessarily minute; but having invariably observed inattention to, or misapprehension of, parts of the Annual Report, by some local Superintendents, we have thought it advisable to be thus particular.]

I. SCHOOL MONEYS.

1. Moneys available for Teacher's salaries consist of (1) the Legislative School Grant, (2) Municipal Assessment, (3) School Section Assessment, Rate Bill or Subscription, and (4) amount received from other sources: such as grants from balances appropriated under the authority of the 5th clause of the 35th section of the School Act, or special grants made by Municipal Councils, in accordance with the 1st clause of the 27th section, &c. All these sums, whether actually collected or in the course of collection for the payment of the Teacher's Salary, should be reported in full, in order to complete the financial report for the year.

2. Amount paid Teachers. Under this head should be given the amounts paid or which should have been paid to Teachers for the year ending at the date of the Trustees' Report.

3. Balances unappropriated consist solely of moneys apportioned during the year, but which have been forfeited by reason of non-compliance with the provisions of the school law; and any sums which may have been raised over and above the amount required to pay the Teachers' salaries.

4. As the sum total of the moneys enumerated above (No 1) constitutes the funds available for the payment of Teachers' salaries, the amount actually paid or to be paid Teachers, and the balance unappropriated (if any) should exactly agree with that sum total. The annual salary of Teachers should be equal to the amount paid them, as compared with the time during which the Schools have been kept open during the year. All moneys apportioned, whether paid or not, should be reported in the column for total amount received.

II. SCHOOL POPULATION AND PUPILS.

5. Whenever the number of pupils attending a School exceeds the number of children of the legal school age, resident in a School Section, the excess—arising from the admission of pupils from other sections, or of pupils over 16 years of age—should be noted and explained.

6. The number of pupils between the ages of 5 and 16 years, the indigent or non-paying pupils (if any) and those over 16 years, should be equal to the total number of pupils on the roll—distinguishing the sexes.

7. The average attendance of pupils is one of the most important items of information in the report, both to the Superintendent himself and to this Department, and should be correctly ascertained and stated. The average attendance of boys and girls should make up the total of the average attendance of pupils,—in Summer or in Winter; and, as a matter of course, should be less than the total number of pupils on the roll. [For mode of determining the average attendance at a School, see *Journal of Education* for June, 1851, page 88.]

8. In reporting the number of pupils in the various branches of study, the highest number, at any one time during the year, in each branch should be given.

III. BOOKS USED IN THE SCHOOL.

9. The information sought under this head must be compiled from the Trustees' reports and the local Superintendent's notes, taken during his visitations, and should be as accurate as possible. [See xvth section of the School Act.]

IV. MODES OF INSTRUCTION.

10. The local Superintendent will find an explanation of the different modes of instruction on page 9 of the Chief Superintendent's Annual Report for 1849.