

and must be addressed to "The Inclosure Commissioners for England and Wales, London."

The Tithe Commissioners seem to have a frightful quantity of large-sized correspondence:—

"All communications on Public Service to the Commissioners must be directed as follows;—'To the Tithe Commissioners for England and Wales, London.'

"In case of further correspondence on the subject of this communication, it is requested that the number as well as the date of the enclosed letter may be quoted.

"It is also desirable that matters relating to different parishes or townships should be written on separate sheets of paper, and that all letters whatever should be written on paper of the size of foolscap.

"The Tithe Commissioners request you will be careful to forward all letters and packets not exceeding three feet in length, addressed to this Board, through the Post Office; and to send such packets only as exceed the above length by coach or van."

The Paymaster General works it would appear, as much from the envelopes as our communicative friend west of Temple Bar:—

"All letters to the Paymaster General's Office should be addressed as under, the department (Army, Navy, Ordinance or Civil Services) to which the letters relate being stated in the corner:—'To H. M. Paymaster General, Whitehall, London.'" Army, Navy, Ordinance, Civil Services, (as the case may be.)

There are other offices equally precise, but without effecting much good. Nor are the railways less particular. Here is a copy of an engraved heading to a letter from the Secretary of the Great Northern Railway:—

"Please copy this Reference in your Answer. B. 558.

Now, to show the propriety of keeping letters flat, our clerkly friend took the trouble to show us a press containing one year of folded letters, and another press containing a year of open or unfolded letters. The space gained was perfectly wonderful, the folded letters occupying nearly double the room of the unfolded; besides, as our friend observed, "Here are our letters in bundles of five hundred each, with mill-boards at top and bottom, and a good strap to keep them together. This is the system that has been in use with us since 1849; and the facility of reference afforded by the new plan over the old is perfectly marvellous; only try!" It is, perhaps, needless to say that we were quite convinced of the truth of our friend's marks, without putting his favorite plan to the test proposed. "This plan," he continued, "saves us work, and saves us trouble. Remember what Sir Robert Peel has told us in his evidence before a Committee of the House of Commons, that the Treasury, in 1800, received only five thousand letters a year; that, in 1849, the number received was thirty thousand. Yet the Treasury still hold their letters—why, I know not: our plan is in force at the Admiralty, Audit Office and elsewhere."

We should be doing an injustice to our friend, if we did not observe that he was an excellent clerk—one willing to red-ink his fingers between ten and four, and quite as willing to wash the red-ink away between four and ten; in short, that he is not one of "Her Majesty's hard bargains."

The following are the Regulations relating to Communications with the Department of Public Instruction for Upper Canada:—

1. *Appeals to the Chief Superintendent of Schools, &c.*—All parties concerned in the operation of the Common School Act have a right of appeal to the Chief Superintendent of Schools; and he is authorized to decide on such questions as are not otherwise provided for by law. But for the ends of justice—to prevent delay, and to save expense, it will be necessary for any party thus appealing to the Chief Superintendent of Schools: 1. To furnish the party against whom they may appeal, with a correct copy of their communication to the Chief Superintendent, in order that the opposite party may have an opportunity of transmitting, also, any explanation or answer that such party may judge expedient. 2. To state expressly, in the appeal to the Chief Superintendent, that the opposite party has thus been notified of it. 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 a hearing. 3. Application for advice should in all cases be first made to the Local Superintendent having jurisdiction in the locality.

2. *Communications generally.*—The parties concerned are left to their own discretion as to the forms of all communications, relating to Common Schools, for which specific forms are not furnished by the Department. In all cases of appeal or otherwise, however, the number of the Section, and the name of the Township and Post Office should be given; and if any previous correspondence on the same subject have taken place, the dates of such correspondence and other particulars should also, if possible, be mentioned.

3. *Communications with the Government relating to Schools,* conducted under the authority of the Common School Act, 18th and 14th

Victoriae, Chapter 48, should be made through the Education Office, Toronto. All such communications, not so made, are referred back to the Education Office, to be brought before His Excellency through the proper Department—which occasions unnecessary delay and expense.

4. *Communications relating to the Journal of Education and Educational Depository, &c.*, should invariably be written on a separate page or sheet, in order that they may be separated and classified, &c.

## COUNTY SCHOOL CONVENTIONS IN UPPER CANADA.

### PROCEEDINGS AND SUGGESTIONS.

In addition to the formal resolutions passed at various County School Conventions published in another part of the *Journal*, we design to publish, from time to time, extracts from the proceedings of the meetings, and also selections from the many valuable suggestions which were made in writing to the Chief Superintendent during his official visitation. The following are selected with reference to their variety.

*From the Rev. W. H. Landon, Local Superintendent of Blenheim, Oxford and Zorra West, Woodstock.*

SUGGESTION I.—FREE SCHOOLS.—That a general system of Free Schools be established by law for the whole country.

The enactment for this purpose would contain, among others, the following provisions:

1. That the payment of any public moneys, whether Parliamentary or Municipal, to a School Section, be limited by the following conditions: 1st. That a school-house be erected or rented, capable of accommodating all the pupils that may desire to attend. 2nd. That a school, by a qualified teacher, be kept in the same, for at least six months, in the year; during which time any of the people who desire it, together with such of their children and wards, as are upwards of five years of age shall be allowed to attend and receive instruction, without the payment of any fee, rate-bill or gratuity whatsoever.

2. The Trustees, on or before the 1st of May, to notify the Township Clerk as to what amount of money, in addition to the apportionments to be received from the public grants, will be required for all the purposes of the section for the current year; when that officer shall proceed to assess the same amount equally, upon all the rateable property in said section, and place the sum upon the assessment roll of the Township, to be collected by the Township Collector, in the same manner and at the same time that the other taxes are collected by him, and to be paid over in the same manner, to the Treasurer of said Township; provided that any inhabitant so rated, may tender to the Collector a receipt signed by a majority of the Trustees, acknowledging the payment to them of such amount, which shall be received the same as cash.

3. In cases where it shall be necessary to pay teachers' wages before such taxes can be collected, Trustees may draw draughts on the Treasurer, which shall be paid out of the first unappropriated money coming into the Treasurer's hands.

4. Such amounts as are levied for school purposes upon the lands of non-residents, and which cannot be collected by the Township Collector, shall be certified to the County Treasurer, who shall advance the same amount upon the cheque of the Trustees.

5. All balances, which at the end of the year may be due to teachers and others, for salaries, rents, repairs, fuel, books, apparatus, &c., to be paid by cheque upon the Township Treasurer.

6. Any balance which may remain in the Treasurer's hands in respect to any school section, shall be placed to the credit of such section, and held subject to the order of Trustees for next year, and any balance which may appear against a section in consequence of its having overdrawn the amount of its assessment, shall be added to the amount to be levied by assessment upon the said section the next year.

7. The Chief Superintendent, (the County Inspector,) the County, or Township Municipal Council, or either of them, may at any time cause proper examinations to be made into the financial affairs of any