

## NOTES ON REGISTERS AND RETURNS FOR 1895.

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. *Total Annual Enrolment*.—If the numbers in columns 27 and 38 on page 9 are not equal, the teacher has misunderstood or not followed the directions on the last page of the Register. Such a return should be sent back for correction. The sum of columns 35, 36 and 37 must equal 38. 39 and 40 must equal 38. The sum of 45, 46, 47, 48, 49 and 50, must equal 38. 51 and 52 must equal 38. And 91 to 103 must equal 38.

Also the sum of 65 to 90 should approximately equal five times column 12.

Columns 100, 101, 102 and 103 must equal 130, which must also be equal to the sum of 131 and 132, etc., etc.

8. *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. This 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