

the twenty-fifth day of next December, according to the fourth clause of the eighteenth section of the Act.

I am, sir, your obedient servant,

A. B., *Township Clerk.*

The Local Superintendent of Schools
for the County or Township of—

N. B.—When the Union School Section is formed or altered, as authorised by the fifth proviso of the fourth clause of the eighteenth section, page 56, the Clerk of the Township in which the school-house of such Union Section is situated, should communicate the requisite notices to the parties concerned. See sixth proviso of the fourth clause of the eighteenth section, page 56, compared with the fourth section of the Act, page 16.

VI. DEPARTMENTAL MEMORANDA.

I. COMMUNICATIONS TO THE DEPARTMENT OF PUBLIC INSTRUCTION FOR UPPER CANADA.

(1) *Appeals to the Chief Superintendent of Schools.*—All parties concerned in the operations of the Grammar and Common School Acts have the right of appeal to the Chief Superintendent of Schools; and he is authorised 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 such party may have an opportunity of transmitting any explanation or answer they may judge expedient. 2. To state expressly, in the appeal to the Chief Superintendent, that the opposite party has been thus notified; as 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 hearing. Application for advice in common school matters should, in all cases, be *first* made to the local Superintendent having jurisdiction in the locality.

(2) *Communications with the Government, relating to Schools,* should be made through the Education Office, Toronto; as all such communications not so made are referred to the Chief Super-