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"The Education Act, 1877," and "The Public-school Teachers' Salaries Act, 1901."—District High Schools.

RANFURLY, Governor.

ORDER IN COUNCIL.

At the Government Buildings, at Wellington, this fourteenth day of February, 1902.

Present:

THE HONOURABLE J. CARROLL PRESIDING IN COUNCIL.

IN pursuance and exercise of the powers and authorities vested in him by "The Education Act, 1877," and "The Public-school Teachers' Salaries Act, 1901," His Excellency the Governor of the Colony of New Zealand, acting by and with the advice and consent of the Executive Council of the said colony, doth make the regulations hereto annexed regarding district high schools, and, with the like advice and consent, doth prescribe that this Order shall come into force on the date of the first publication thereof in the *New Zealand Gazette*.

REGULATIONS.

1. In district high schools instruction shall be given in such of the subjects of secondary education specified in clause 6 hereof as the Education Board of the district shall in each case determine. The instruction shall be given by a teacher or teachers duly qualified to impart such instruction, and in classes separate from those in which the ordinary subjects of the public-school course are taught.

2. The pupils receiving instruction in secondary subjects shall also receive instruction in arithmetic and in the English language and literature to a standard as high at least as that prescribed for Standard VI. The English shall include the study of one or more of the works of some standard author—not less than 800 lines of poetry or 200 pages of prose in a year, or an equivalent in poetry and prose.

3. To ascertain the staff to be employed at a district high school, the average daily attendance thereof of all the pupils (including those receiving instruction in secondary subjects) shall be taken, and the staff shall be the same as that for any other public school with that average attendance; but

the Board may, with the sanction of the Minister, make such additions thereto as the additional work of teaching the secondary subjects may require: Provided, however, that (a) the staff employed in teaching the ordinary branches of the public-school course shall at all times be as strong as would be prescribed for a school having the same average attendance as that of the pupils at such district high school who are receiving instruction in such ordinary branches; and (b) the head-teacher shall devote the greater part of his time to the supervision and instruction of the classes in which such ordinary branches are taught.

4. In respect of every district high school, the special grants specified in clauses 5, 6, and 7 hereof shall be made to the Education Board of the district, subject to the following provisions:—

- (a.) "Qualified pupil" means a pupil that has passed Standard VI., and no payment hereunder shall be made in respect of any other than a qualified pupil.
- (b.) No payment shall be made under clause 6 in respect of any district high school at which the number of qualified pupils is less than twelve.
- (c.) In respect of pupils that have attended less than 80 per cent. of the number of times that the school was open, or less than 70 per cent. of such times if they are entitled to exemption under subsection (a) of section 4 of "The School Attendance Act, 1901," the payment under clause 5 shall be made on the average number of such pupils in daily attendance, and there shall be no payment under clause 6.

5. Subject to the provisions of clause 4, there shall be paid £2 per annum for each qualified pupil instructed in three or more of the following subjects, or 10s. per annum for each such pupil instructed in one of the subjects, or £1 per annum for each such pupil instructed in two of the subjects:—

- (1.) Latin.
- (2.) French.
- (3.) Euclid.
- (4.) Algebra.
- (5.) Trigonometry.

- (6.) Elementary mechanics.*
- (7.) Physics.*
- (8.) Chemistry.*
- (9.) Botany.*
- (10.) Book-keeping.
- (11.) Shorthand.
- (12.) Agriculture.*
- (13.) Physiology.*
- (14.) Geology.
- (15.) Any other subject approved by the Minister.
- (16.) Two of the following:—
 - (a.) Geography and
 - (b.) History
 - (c.) Handwork.
 - (d.) Mechanical drawing.

* The work in these subjects must show advance beyond what is offered or required for Standard VI.

6. Subject to the provisions of clause 4, £4 per annum, in addition to the grant under clause 5, shall be paid for each qualified pupil who is admitted to the secondary classes without payment of fee, and who takes not less than three secondary subjects in addition to English and arithmetic.

7. Subject to the provisions of clause 4, £30 per annum, in addition to the grants under clauses 5 and 6, shall be paid on account of each district high school having not less than twelve qualified pupils receiving instruction in three or more secondary subjects in addition to English and arithmetic.

8. Grants under clause 7 may, at the discretion of the Board, be expended in whole or in part in the purchase of apparatus for the use of the secondary classes, but with this exception the whole of the grants made hereunder shall be paid either to the additional teachers appointed to the school, or as additions to the salaries of the other teachers at the school, or partly in one way and partly in another, as the Board may determine.

9. Grants hereunder shall be paid quarter by quarter, and applications for payment thereof shall be made on forms supplied by the Education Department.

J. F. ANDREWS,
Acting-Clerk of the Executive Council.

"The Public-School Teachers' Salaries Act, 1901."—Regulations.

RANFURLY, Governor.

ORDER IN COUNCIL.

At the Government Buildings, at Wellington, this fourteenth day of February, 1902.

Present:

THE HONOURABLE J. CARROLL PRESIDING IN COUNCIL.

IN exercise and pursuance of the powers and authorities vested in him by "The Public-School Teachers' Salaries Act, 1901," His Excellency the Governor, with the advice and consent of the Executive Council of the colony, doth hereby make the following regulations for the purposes of the said Act; and, with the like advice and consent, doth hereby prescribe that this Order shall come into force on the date of the first publication thereof in the *New Zealand Gazette*.

REGULATIONS.

1. For the purposes of "The Public-School Teachers' Salaries Act, 1901" (hereinafter called "the Act"), the average attendance for any year shall be the average daily attendance for the year ended 31st December immediately preceding, called hereinafter "the yearly average attendance." The yearly average attendance for any school shall be found by adding together the average daily attendances for the four quarters ending 31st December, as ascertained at the end of each quarter, and dividing the total by four; the result shall be expressed as a whole number correct to the nearest unit, one-half being reckoned as a whole.

Provided that in the cases stated in the following clauses the average attendance shall be taken to be as therein prescribed.

On the 1st January in each year the schools in each district shall be placed in the grades named in the scale of staffs and salaries in Schedule I., Part I., of the Act, according to the yearly average attendance.

2. Increases of staff due to increase of attendance during the current school year may be made as follows:—

(a.) For a school graded on the 1st January as having not over 40 in yearly average attendance, if at the beginning of any subsequent quarter it shall appear that the average daily attendance thereat has reached—

- 51 for the quarter immediately preceding, or
- 47 " two quarters
- 43 " three " "

the Board may at its discretion appoint an additional teacher, as prescribed in Schedule I. of the Act.

(b.) For a school graded on the 1st January as having over 40 but not over 90 in yearly average attendance, if at the beginning of any subsequent quarter it shall appear that the average daily attendance thereat has reached—

- 110 for the quarter immediately preceding, or
- 100 " two quarters
- 95 " three " "

the Board may at its discretion appoint the additional pupil-teacher, as prescribed in Schedule I. of the Act.

(c.) For a school placed on the 1st January in one of the grades 7 or 8 (over 90 and not over 150), if at the beginning of any subsequent quarter it shall appear that the average daily attendance thereat has risen above the maximum for such grade by—

- 20 for the quarter immediately preceding, or by
- 10 " two quarters
- 5 " three " "

the Board may at its discretion appoint the additional teacher or pupil-teacher, as prescribed in Schedule I. of the Act.

(d.) For a school placed on the 1st January in grade 9, or a higher grade (over 150), if at the beginning of any subsequent quarter it shall appear that the average daily attendance thereat has risen above the maximum for such grade by—

- 40 for the quarter immediately preceding, or by
- 20 " two quarters
- 10 " three " "

the Board may at its discretion appoint the additional teacher or pupil-teacher, as prescribed in Schedule I. of the Act.

3. Decreases of staff due to decrease of attendance during the current school year shall be regulated as follows:—

(a.) For a school placed on the 1st January in grade 4, 5, or 6, if at the beginning of any subsequent quarter it shall appear that the average daily attendance thereat has fallen below—

- 31 for the quarter immediately preceding, and below
- 35 " two quarters
- 39 " three " "

the staff shall be reduced in accordance with the First Schedule of the Act.

(b.) For a school placed on the 1st January in grade 7, 8, or 9, if at the beginning of any subsequent quarter it shall appear that the average daily attendance thereat has fallen below the minimum for such grade by—

- 20 for the quarter immediately preceding, and by
- 10 " two quarters
- 5 " three " "

the staff shall be reduced in accordance with the First Schedule of the Act.

(c.) For a school placed on the 1st January in grade 10, or a higher grade, if at the beginning of any subsequent quarter it shall appear that the average daily attendance thereat has fallen below the minimum for such grade by—

- 40 for the quarter immediately preceding, and by
- 20 " two quarters
- 10 " three " "

the staff shall be reduced in accordance with the First Schedule of the Act.

4. Nothing in clauses 2 and 3 shall be held to apply to salaries, which, except as stated in clause 6 below, shall be regulated by the yearly average attendance.

5. Notwithstanding any adjustment of the staff of a school made in accordance with clauses 2 and 3 above in any year, the staff of such school shall for the following year be in accordance with the yearly average attendance until fresh cause shall appear to modify such staff.

6. In any school graded on the 1st January as having not over 30 in yearly average attendance, if at the beginning of any subsequent quarter it shall appear that the average daily attendance has increased by—

- 10 for the quarter immediately preceding, or by
- 5 " two quarters

the salary for such subsequent quarter shall be paid on the average daily attendance for the four quarters immediately preceding; and for each quarter thereafter until the 31st December of the same year the salary shall be paid on the average daily attendance for the four quarters immediately preceding.

Notwithstanding, from the 1st January next ensuing the salary shall be paid on the yearly average attendance until there be fresh cause, as provided herein, for departing from such basis of payment.

7. Notwithstanding anything in the foregoing clauses, the average daily attendance for the four quarters ended 30th September, 1901, shall for the first quarter of the year 1902 be considered as the yearly average attendance for the purposes of the Act and of these regulations.

8. In the case of the opening of a new school, or of the reopening of a school which has been closed for more than six months immediately preceding, the amount of the salaries due to the teachers of the school from the date of opening or reopening thereof shall be paid to the Board after the first calendar month in which the school shall have been open continuously on and after the first Monday of the month; and the staff and salaries shall be calculated on the average daily attendance from the day of the opening or reopening of the school until the end of such month; and in like manner for each subsequent month until the end of the first quarter during the whole of which the school shall have been open, when the average attendance from the date of opening or reopening of the school to the end of such quarter shall be held to be the yearly average attendance until the end of the next ensuing quarter; and in like manner for each subsequent quarter until the end of the school year in which the school shall have been open continuously for not less than one quarter immediately preceding the end of such year, when the average daily attendance from the opening or reopening of the school to the end of such year shall be held to be the yearly average attendance in the same way as if it were the average attendance for the whole year.

9. As soon as, under the provisions of the Act and these regulations, a reduction in the staff of a school is imminent, it shall be the duty of the Board to give notice to every teacher whom it may deem it necessary to discharge in order to carry out such reduction.

10. In the case of a reduction in the staff of a school, or in the case of the closing of a school, such amount shall be paid to the Board in respect of the teachers whose services

are dispensed with as will enable the Board to comply with section 47 of "The Education Act, 1877"; but on no account will payment be made to the Board for the salary of any teacher for a longer period than three months after the end of the quarter in which the school ceases to be entitled to the services of such teacher; nor, in the case of the closing of a school, for a longer period than three months after the closing of such school.

11. The yearly average attendance for any education district shall be the mean of the average attendances for the four quarters of the year ended 31st December immediately preceding, expressed as a whole number correct to the nearest unit (one-half being reckoned as a whole), and in all cases the payments under subsection (b) of section 5 of the Act shall be paid upon such yearly average attendance:

Provided that, in the case of a new school, or of a school reopened during the year, the yearly average attendance for such school, as defined in clause 8 hereof, shall, after the first quarter during the whole of which such school has been open, be added to the yearly average attendance for the district; and that, in the case of any school closed during the year, the yearly average attendance for such school shall, after the first quarter during the whole of which the school has been closed, be deducted from the yearly average attendance for the district.

12. The sums payable under sections 5 and 7 of the Act, as ascertained in accordance with the staff and salaries under the Act, and with the average daily attendance as defined by these regulations, shall be paid to the Boards in monthly instalments.

J. F. ANDREWS,
Acting-Clerk of the Executive Council.

Regulations under "The Manual and Technical Instruction Act, 1900."

RANFURLY, Governor.

ORDER IN COUNCIL.

At the Government Buildings, at Wellington, this fourteenth day of February, 1902.

Present:

THE HONOURABLE J. CARROLL PRESIDING IN COUNCIL.

IN pursuance and exercise of the powers and authorities conferred upon him by "The Manual and Technical Instruction Act, 1900," and of all other powers and authorities him enabling in this behalf, His Excellency the Governor of the Colony of New Zealand, acting by and with the advice and consent of the Executive Council of the said colony, doth hereby revoke the regulations heretofore made, and in lieu thereof doth make the following regulations, for the purposes of the said Act.

REGULATIONS.

I.—School Classes.

1. To render a class eligible for a grant under "The Manual and Technical Instruction Act, 1900" (hereinafter termed "the Act"), the controlling authority must, before the commencement of the instruction, submit for the approval of the Minister of Education, on forms supplied by the Education Department, particulars of the proposed class, accompanied by programme and time-table of work, and, where necessary, by satisfactory proof of the competency of the instructors.

2. No payment shall be made on account of any class that has not been recognised by the Minister.

3. Application for recognition of a class in a public school must be supported by the recommendation of an Inspector of Schools, whose approval of the suitability of the proposed course of instruction shall be given with due regard to the needs of the particular school and to the value of such course as part of the general curriculum of the school.

4. Except in the case of subjects for classes doing work in other subjects not lower than Standard V., it will in general be a sufficient indication of the programme of work if the handbook followed be named.

5. The Department will from time to time issue programmes of work to serve as guides to the character of the work expected.

6. A recommendation by an Inspector of Schools will be sufficient to satisfy the Minister of the competency of an instructor for classes in public schools in all subjects except woodwork, work in iron, cookery, dairy work, laundry work, and dressmaking, in respect of which further evidence of competency will be required.

7. The instruction in woodwork or in work in iron must be in the use of the ordinary tools used in the handicrafts of wood or iron, and must be connected with the instruction in drawing—that is to say, the work must be from drawings to scale previously made by the pupils.

8. Registers of attendance must be kept for all classes.

9. For classes in woodwork, work in iron, cookery, dairy work, laundry work, and dressmaking, the special registers supplied by the Department are to be kept and supervised by the controlling authority, or by some one appointed by the controlling authority, who shall record thereon the number of pupils present at the time of each visit, attesting the same by a dated signature. These registers are to be forwarded to the Department within one month after the close of the instruction for the year.

10. For all other classes the public-school registers of daily attendance may be used, provided that all the pupils, or all the boys or all the girls, as the case may be, whose names appear in such registers are receiving regular instruction in the subjects on account of which claims are made; otherwise the special registers must be used. The registers of daily attendance shall be forwarded to the Department after the close of the instruction for the year, if asked for.

11. The absence of a register will be an absolute bar to the payment of a claim which such register should support as a voucher.

12. For the purposes of recording attendances at school classes, the presence of a pupil at a lesson in any recognised subject of manual or technical instruction may be regarded as "an attendance"; but no attendance at any lesson shall be marked on account of a pupil if he is absent for more than ten minutes from his place.

13. The average attendance for any period shall be computed by first throwing out of account the attendances of all pupils that have attended less than half the number of times the class was held, and then by dividing the remaining number of attendances by the number of lessons given during the period.

14. The payment on account of a school class shall be based on the average attendance of pupils at that class.

15. All claims for payment must be made by the controlling authority on forms supplied by the Department, and must be rendered to the Department within one month after the end of the period of instruction for which the claims are made.

16. Grants for work done in school classes are, as a rule, to be paid at the end of the year; but if, in the opinion of the Minister, the nature of the work requires it, proportionate payments on account may be made during the year.

17. Claims on account of any pupil attending two or more classes must not exceed a total of 15s. per annum; except that until the end of the year 1902, 20s. may be claimed, where one of the classes attended by the pupil is a class in woodwork, work in iron, cookery, or dairy work.

18. All school classes for manual and technical instruction must be conducted in rooms adapted to the purpose, and, for practical work, fitted with suitable apparatus or tools.

19. The subjects specified in clauses 20 to 27 hereunder are examples of what may be recognised as subjects of manual and technical instruction for school classes.

20. (a.) *Classes P.—Standard II.*

DIVISION I.

- (1.) Stick-laying.
- (2.) Brick-laying.
- (3.) Paper-folding.
- (4.) Paper cutting and mounting.
- (5.) Paper weaving and plaiting.
- (6.) Drawing in chalk.
- (7.) Free-arm drawing.

DIVISION II.

- (1.) Modelling in clay or plasticine.
- (2.) Modelling in carton (thin cardboard).
- (3.) Brushwork.
- (4.) Cane-weaving.

(b.) For subjects in Division I. 6d. per annum, in Division II. 1s. per annum, will be paid for each unit of the average attendance at the classes, provided that not less than two hours a week regularly throughout the school year are given to the work. The two hours required may be given entirely to one of the subjects, or may be divided between two or more of them.

(c.) If subjects from Division I. and Division II. are taken, payment will be made at the higher rate, provided that at least one hour a week is given to the subject taken from Division II.; but in no case shall the payment on account of a pupil in Classes P.-Standard II. exceed 1s. per annum.

21. For the following subjects 2s. per annum will be paid for each unit of the average attendance at the classes, provided that not less than two hours a week regularly throughout the school year are given to the work. The two hours required may be given entirely to one of the subjects, or may be divided between two but not more than two of them.

Standards III., IV.

- (1.) Modelling in clay or plasticine.
- (2.) Brushwork.
- (3.) Modelling in carton or cardboard.
- (4.) Wirework (including the necessary drawing).
- (5.) Bricklaying (including the necessary drawing).
- (6.) Basketwork in cane or willow.
- (7.) Drawing in chalk or charcoal.
- (8.) Free-arm drawing.

22. For the following subjects 2s. 6d. per annum for each unit of the average attendance will be paid, if not less than two hours a week regularly throughout the school year are given to the work. The two hours required may be given entirely to one of the subjects, or may be divided between two but not more than two of them.

School Classes doing Work in other Subjects not lower than that of Standard V.

(In public schools of less than 100 in average daily attendance Standard IV. pupils may be included.)

- (1.) Perspective.
- (2.) Elementary practical surveying.
- (3.) Machine construction and drawing.
- (4.) Building construction and drawing.
- (5.) Free-arm and blackboard drawing.
- (6.) Drawing from memory.
- (7.) Drawing in light and shade from flat examples of rigid forms, and from models, casts, and objects of still life.
- (8.) Elementary design and brushwork.
- (9.) Painting from flat examples, or from nature, of flowers, still life.
- (10.) Painting ornament from flat examples or from casts in monochrome.
- (11.) Modelling in clay, or plasticine, or plaster.
- (12.) Modelling in cardboard.
- (13.) Chip carving from pupils' own drawing.
- (14.) Wood-carving.

23. For each of the following subjects twenty lessons must be given during the school year. The duration of each lesson in the case of (1) and (2) must be at least one hour, and at least half an hour in the case of (3). For these subjects 2s. 6d. per annum will be paid for each unit of the average attendance. For cottage gardening, if forty lessons of not less than one hour each are given, 5s. will be paid.

- (1.) First aid and ambulance (boys and girls).
- (2.) Cottage gardening (boys and girls).
- (3.) Swimming and life-saving (boys and girls).

24. (a.) Where special and appropriate provision has been made for teaching the following subjects a payment of 10s. per annum will be paid for each unit of the average attendance, provided that the instruction is given to the pupils of the school for two hours a week regularly for thirty weeks during the school year; provided also that until the end of the year 1902 payment of 15s. per annum may be made if the ordinary staff of the school is unable to provide instruction in these subjects.

- (1.) Woodwork.
- (2.) Work in iron.

(b.) The two hours may include half an hour weekly for the drawing necessary for these subjects, and must include at least one hour and a half weekly of actual use of the tools by the boys themselves working at the bench.

(c.) The number of pupils at any one time receiving instruction in either of these subjects from one teacher must not exceed twenty-four.

(d.) A pupil leaving the school during the school year may complete his course in either of these subjects at the class in which he was enrolled, and his attendance may be counted as if he were still a pupil at the school.

25. (a.) Where special and appropriate provision has been made for the practical teaching of the following subjects, 10s. per annum for each unit of the average attendance will be paid, provided that the instruction is given for not less than forty hours during the school year. Nevertheless, where the Minister is satisfied that it is impossible to provide for forty hours' instruction, a payment of 5s. may be made for twenty hours. Until the end of the year 1902 payments of 15s. or 7s. 6d. respectively may be made if the ordinary staff of the school is unable to provide instruction in these subjects.

- (1.) Cookery.
- (2.) Dairy work.

(b.) In either of these subjects at least half the total time of instruction must be devoted by each pupil to individual practice.

(c.) The number of pupils at any one time receiving instruction in either of these subjects from one teacher must not exceed twenty; except that for the purpose of a demonstration lesson three classes of twenty scholars may be present, provided that that number can be conveniently accommodated.

(d.) The time devoted to cookery must not be less than a continuous hour and a half at any one meeting. A list of the dishes prepared in class must be included in the details of the work forwarded to the Department at the close of the instruction, and the record of the instruction given at each lesson must be shown to the Inspector at the time of his visit, if he should so desire.

(e.) Pupils leaving the school during the school year may complete their course at the class in which they were enrolled in either of these subjects, and their attendance may be counted as if they were still pupils at the school.

26. (a.) Where special and appropriate provision has been made for teaching the following subjects, 5s. per annum will be paid for each unit of the average attendance, provided that instruction is given for forty hours in respect of (1) and for twenty hours in respect of (2) during the school year. The duration of any one lesson must not be less than one hour.

- (1.) Dressmaking.
- (2.) Laundry work.

(b.) In either of these subjects at least half the total time of instruction must be devoted by each pupil to individual practice.

(c.) The number of pupils at any one time receiving instruction from one teacher in either of these subjects must not exceed twenty.

27. (a.) Where special and appropriate provision has been made for teaching the following subjects, 2s. 6d. per annum for each unit of the average attendance will be paid, provided that regular instruction is given for not less than forty hours during the school year. If eighty hours are devoted to the subjects under (a), 5s. will be paid.

- (a.) (1.) Elementary agriculture.
- (2.) Elementary chemistry.
- (3.) Elementary physics.
- (b.) (1.) Elementary botany.
- (2.) Elementary geology.
- (3.) Elementary physiography.

(b.) Each pupil must give to individual practice at least half the total time devoted to instruction in any of these subjects.

(c.) The number of pupils at any one time receiving instruction from one teacher in any one of these subjects must not exceed twenty-four.

II.—“Special” and “Associated” Classes.

28. To render a class eligible for a grant under the Act the controlling authority must, before the commencement of the instruction, submit for the approval of the Minister, on forms supplied by the Department, particulars of the proposed class, accompanied by programme and time-table of work, and, where necessary, by satisfactory proof of the competency of the instructors.

29. No payment shall be made on account of any class which has not been recognised by the Minister.

30. The time-table, which must show the subjects and hours of instruction, and the names of the instructors, must be put up in a conspicuous place wherever classes are held.

31. A record of attendances at a class must be kept in the special register provided by the Department, and must be supervised by the controlling authority, or by some one appointed by the controlling authority, who shall record thereon the number of pupils present at the time of each visit, attesting the same by a dated signature.

32. An "attendance," for the purposes of the Act, means the attendance of one pupil for one hour at any class for which payment can be claimed under the Act.

33. The absence of a register will be an absolute bar to the payment of a claim which such register should support as a voucher.

34. The register must be forwarded to the Department within one month after the close of the instruction for the year.

35. All claims for payment must be made by the controlling authority on forms to be obtained from the Department, and must be sent to the Department within one month after the close of the term.

36. No payment will be made on account of any student who has attended less than half the number of times on which the class was held after the date on which he joined the class.

37. An addition of one-half to the rate of payment will, in general, be made in respect of classes held in a town of less than two thousand inhabitants and more than five miles from the office of an Education Board, or more than two miles from a town of over two thousand inhabitants.

38. Every class for manual and technical instruction must be conducted in a room adapted to the purpose, and fitted with the apparatus or tools suitable for the practical teaching of such class.

39. "Special" and "associated" classes must be open to all persons of good character complying with these regulations, and with the rules of the controlling authority or managers of the classes. Such rules must not require any test of a religious nature.

A.—Continuation Classes.

40. A "continuation class" means a class commencing not earlier than 4 o'clock in the afternoon, and in which instruction is given in the ordinary public-school subjects or other subjects of general or commercial education, such as the following:—

(1.) The subjects of the public-school syllabus for Standards V. and VI.

(2.) *English, to include composition and the study of a work or works of a standard author or authors.

(3.) *French, *German, *Italian, *Latin, *Greek; the teaching to include in every case a reasonable amount of continuous reading-matter, and, in the case of a living language, to be directed to the practical end of giving the pupils the power of speaking the language.

(4.) *Mathematics (algebra and higher arithmetic, geometry, trigonometry, &c.).

(5.) Mensuration (as for builders, surveyors, &c.), which must include practical measurements by the pupils.

(6.) Book-keeping, *précis* writing and correspondence, *shorthand, typewriting, commercial and actuarial arithmetic, commercial law, or any other branch of political economy, economics of industry, commercial history, industrial history, commercial geography, when claims cannot be made for these subjects under the head of "technical instruction."

(7.) Any natural, physical, or chemical science, treated practically, although not fulfilling the conditions laid down for such science as a branch of technical instruction. Not less than one-third of the time must, however, be devoted to practical work.

(8.) English history; general history; constitutional history.

(9.) Elocution.

(10.) Vocal music, which must include singing from notes and the elements of the theory of music.

(11.) Linear drawing by aid of instruments; freehand outline drawing of rigid forms from flat examples; freehand outline drawing from the "round."

41. Except in the case of subjects marked with an asterisk, payment will not be made for more than two hours in any one week. In the case of subjects marked with an asterisk, payment will not be made for more than four hours in any one week.

42. No payment shall be made in respect of any subject in which the standard is lower than the Fifth Standard prescribed by regulations under "The Education Act, 1877," nor in respect of any pupil under the age of thirteen years, nor in respect of any pupil-teacher for any subject included in his course of instruction as pupil-teacher.

B.—Manual and Technical Classes.

43. Classes for instruction in the following subjects may be recognised as classes under the Act:—

DIVISION I.

(1.) Geometrical drawing.

(2.) Perspective and sciography.

- (3.) Drawing in outline from flat examples, models, objects, casts of ornament, plant-forms, details or whole of human figure or of animal-forms from casts.
- (4.) Free-arm and blackboard drawing.
- (5.) Drawing from memory.
- (6.) Elementary design and brushwork.
- (7.) Drawing in light and shade from flat examples of rigid forms, models, objects, casts of ornament, plant and animal forms, drapery, landscape details.
- (8.) Painting ornament from flat examples or from casts, in monochrome.
- (9.) Painting from flat examples, flowers, still life, &c.
- (10.) Modelling ornament from flat examples, or from casts of simple ornamental devices.
- (11.) Drawing in light and shade or painting in monochrome from casts of drapery, of details or of the whole of the human figure, or of animal-forms.
- (12.) Painting from nature, flowers, still life, &c.
- (13.) Modelling from flat examples, or from casts of ornamental compositions.
- (14.) Drawing anatomical studies of human figure or of animal forms.
- (15.) Design and principles of ornament; applied design.
- (16.) Architectural drawing.
- (17.) Drawing from actual measurements of structures, machines, &c.
- (18.) Painting from nature groups of still life, flowers, landscapes, drapery, &c., as compositions of colour.
- (19.) Painting or modelling anatomical studies of the human figure or of animal-forms.
- (20.) Modelling in relief or in the round, the human figure, animal forms, drapery, &c., from casts or from nature.
- (21.) Modelling in relief or in the round, fruits, flowers, foliage, objects of natural history, &c., from nature.
- (22.) Painting the human figure or animal-forms in colour.
- (23.) Wood-carving.
- (24.) Repoussé work.
- (25.) Other similar subjects.

DIVISION II.

- (1.) Practical geometry.
- (2.) Mathematics, which must include algebra up to quadratic equations, and the subjects treated in Euclid I.-IV., VI. This work may be spread over a two-years' course.
- (3.) Theoretical mechanics.
- (4.) Applied mechanics.
- (5.) Navigation.
- (6.) Nautical astronomy.
- (7.) Machine construction and drawing.
- (8.) Building construction and drawing.
- (9.) Architecture.
- (10.) Other similar subjects.

DIVISION III.

- (1.) Steam and the steam-engine.
- (2.) Sound.
- (3.) Light.
- (4.) Heat.
- (5.) Magnetism.
- (6.) Electricity.
- (7.) Inorganic chemistry.
- (8.) Organic chemistry.
- (9.) Metallurgy.
- (10.) Geology.
- (11.) Botany.
- (12.) Mineralogy.
- (13.) Mining.
- (14.) Chemistry of commerce.
- (15.) Surveying.
- (16.) Other similar subjects.

DIVISION IV.

- (1.) Telegraphy and telephony.
- (2.) Electric light and power distribution.

- (3.) Metal-plate work.
- (4.) Photography.
- (5.) Plumbers' work.
- (6.) Mechanical engineering.
- (7.) Carpentry and joinery.
- (8.) Cabinetmaking.
- (9.) Brickwork.
- (10.) Masonry.
- (11.) Plasterers' work.
- (12.) Dressmaking.
- (13.) Tailoring.
- (14.) Plain needlework.
- (15.) Plain cookery.
- (16.) Wheelwrights' work.
- (17.) Woodwork.
- (18.) Metal work.
- (19.) Agriculture.
- (20.) Horticulture.
- (21.) Dairy work.
- (22.) Laundry work.
- (23.) Household management.
- (24.) Other similar subjects.

44. In addition to the practical work necessary for the demonstration of subjects in Divisions III. and IV. of clause 43, at least half of the total time for which payment is claimed must be devoted to individual practice by the students working with their own hands. Such individual practice should not be less than a continuous hour and a half in any one lesson. Nevertheless, in the case of students who, in the practice of their profession or trade, are regularly engaged in practical work in the subject treated of in the class, a modification of these limits may be allowed.

45. Instruction in subjects connected with commercial pursuits, in order to be deemed "technical instruction" must include three or more of the following subjects, one at least of which must be taken from division (a).

- (a.) (1.) Book-keeping (including commercial technology).
- (2.) Shorthand.
- (3.) Commercial law.
- (4.) Industrial law.
- (5.) Economics of industry.
- (6.) Chemistry, treated practically, with immediate reference to commerce or manufactures.
- (b.) (1.) Typewriting.
- (2.) Correspondence and *précis*-writing.
- (3.) Commercial or actuarial arithmetic.
- (4.) Commercial history.
- (5.) Industrial history.
- (6.) Commercial geography.
- (7.) Other similar subjects

46. Payment will not be made on account of any one student for less than twenty hours' instruction during the year in any one subject, or for more than eight hundred hours during the year for all subjects altogether. These limits do not apply to classes established for teachers or instructors. Any appropriate grouping of subjects in Divisions I., II., III., IV., will be allowed.

III.—College Classes.

47. (a.) All the subjects in Divisions I., II., III., IV. of clause 43 will be recognised as subjects of technical instruction in college classes; also

(b.) Chemistry or any other science treated practically with immediate reference to agriculture, horticulture, or dairy work, or to any other industry, or to manufactures or commerce.

(c.) Commercial law. Industrial law. Economics of industry or any other branch of political economy. Actuarial arithmetic, including the use of logarithms. Commercial history. Industrial history. Higher commercial geography.

48. No claim can be made in respect of the attendance of a student in any subject that he takes in the ordinary course of his university studies. In other respects the conditions are the same as for special or associated classes.

IV.—Regulations for the Appointment of Managers of Associated Classes.

49. For the associated classes specified in Part II. of the Second Schedule of the Act, there shall be in each case five managers, who shall be elected by the subscribers or trustees, or subscribers and trustees, as the case may be, yearly, in the month of January or February, at a meeting specially called for the purpose, notice in every case of not less than ten clear days being given of such special meeting, in accordance with the rules of the institution. The chairman of the meeting at which the election is held shall, within fourteen days after the election, forward to the Minister a notification of the names of the managers elected, and the managers shall forward to the Minister the names of one or more persons authorised to pay and to receive moneys on their behalf.

50. For all other associated classes the number of managers shall be not less than five nor more than nine, as the Minister may determine in respect of each class. The actual number shall in each case be fixed by the Minister, subject to these regulations and to the terms of section 7 of the Act. In estimating the cost of maintenance of classes there shall be included all rents and benefits derived from buildings, endowments, or otherwise, used or employed for the maintenance or accommodation of such classes. The managers shall be elected at specially convened meetings of the several bodies concerned during the month of January or February in each year. The controlling authority shall, within fourteen days after the completion of the election, forward to the Minister a notification of the names of the managers elected, with the names of one or more persons authorised to pay and to receive moneys on their behalf.

51. In the case of any local authority contributing for the purpose of encouraging the formation or increasing the efficiency of associated classes, such local authority shall be entitled to exercise a power of appointment similar to that possessed by any contributing public association in proportion to the value of the contribution made by such local authority.

52. In any case in which an election of managers as hereinbefore provided has not been held, the Minister, if he is satisfied that the failure to elect is not due to any default on the part of any controlling authority, or the subscribers or trustees, as the case may be, may fix a time and place for the election of managers, and the provisions of clauses 49 and 50 shall thereupon be observed as if such time and place had been fixed as therein provided.

V.—Grants in Aid of Buildings, Fittings, Furniture, and Permanent Apparatus.

53. In cases where no suitable buildings are available in the locality in which the classes are to be held, and there is reasonable probability that such classes will be regularly attended by a sufficient number of pupils, being in no case less than twelve for any one class, the Minister may make grants in aid of the cost of buildings for practical work in physics, chemistry, agriculture, woodwork, work in iron, cookery, laundry work, or dairy work in school classes, or for the accommodation and proper instruction of special, associated, or college classes.

54. Where suitable buildings are available for classes under the Act, the Minister may, at his discretion, make grants on account of the rent of such buildings.

55. The Minister may make grants for the purchase of necessary furniture and fittings, and apparatus of a permanent character—*i.e.*, not requiring to be replaced from year to year; but no grants will be made to repair or replace apparatus broken.

56. The following, among others, may be regarded as permanent apparatus: Casts, models, flat examples, books on art and technical subjects, tools, scientific apparatus, plasticine (but not clay).

57. No grants for buildings or apparatus will be made unless it is proved to the satisfaction of the Minister that the conditions are complied with. The plans must be approved and the buildings must be begun or a contract for their erection be signed before a payment is made. Grants in aid of rent or buildings (including furniture, fittings, and permanent apparatus) must not be applied to any other purpose, and a separate account must be kept by the controlling authority of all moneys so granted, which account shall be open for the inspection and audit of any Inspector of the Department, or of any officer of the Audit Department.

58. Applications for grants in aid of buildings, &c., for "school classes" in public schools must be supported by the recommendation of an Inspector of Schools.

59. The maximum grants which may be made in aid of buildings, &c., are—(1) For school and special classes established by a Board of Education, and for associated classes in which a Board of Education is the controlling authority, the full cost; (2) for all other classes, £1 for each £1 contributed.

60. All grants for buildings will be subject to the appropriation of moneys by the General Assembly for that purpose, and the Minister may, if he deem fit, pay the whole or part of the amount for which application is made, or he may decline to make any grant whatever. Grants in aid of buildings will be paid to the controlling authority of the classes.

61. In the event of any building, fittings, furniture, or apparatus purchased with or by the aid of public funds for the purposes of manual and technical instruction ceasing to be used for those purposes, such buildings, fittings, furniture, or apparatus shall become the property of the Government, to the extent of the amount contributed from such funds.

62. No grant shall be made in respect of any contribution upon which subsidy is payable under section 17 of the Act.

63. Application for grants in aid of buildings must be made by the controlling authority, and in the following form, copies of which will be supplied by the Department:—

- (1.) In what town or district are the classes or proposed classes to be held?
- (2.) What is the controlling authority?
- (3.) State whether the classes are "school," "special," "associated," or "college."
- (4.) In the case of associated classes, what are the public associations joining in the establishment of the classes?
- (5.) For what subjects of instruction are the buildings required?
- (6.) Give the actual or probable number of pupils in each class.
- (7.) Are the buildings to be used solely for manual or technical instruction? If not, for what other purposes are they to be used?
- (8.) Is it proposed to purchase, to rent, or to erect the buildings in respect of which this application is made?
- (9.) Give full details of the buildings, accompanied by sketch-plans (schedules may be attached).
- (10.) State the estimated cost or rent (as the case may be) of the buildings.
- (11.) What part of the cost or of the rent will the managers or controlling authority contribute?
- (12.) What was the total amount of grants for buildings, for manual and technical instruction last quarter?
- (13.) What balance of such grants remained unexpended at the close of last quarter?
- (14.) For what sum is application now made?
- (15.) At what bank is the account of the controlling authority kept?

I certify that to the best of my knowledge and belief the foregoing statements are correct.

, Secretary or Chairman of [Controlling authority].

This certificate is required when the buildings are intended for public-school classes:—

I consider that the buildings in respect of which this application is made are both suitable and necessary for the classes concerned.

, Inspector of Schools.

64. Applications for grants in aid of furniture, fittings, and permanent apparatus in respect of classes, not being school classes in connection with public schools, must be made on the following form, copies of which will be supplied by the Department:—

- (1.) In what town or district are the classes or proposed classes to be held?
- (2.) What is the controlling authority?
- (3.) State whether the classes are "school," "special," "associated," or "college."
- (4.) For what subjects of instruction are the furniture, fittings, and apparatus required?
- (5.) Give the actual or probable number of pupils in each class.
- (6.) Give details of the furniture, fittings, and apparatus in respect of which application is made. (This may be given on a schedule attached.)
- (7.) What is the total cost of the furniture, fittings, and apparatus required?
- (8.) What part of this will the managers or controlling authority contribute?
- (9.) What was the total amount of grants for furniture, &c., for last quarter?
- (10.) What balance of such grants remained unexpended at the close of last quarter?
- (11.) For what sum is application now made?
- (12.) At what bank is the account of the controlling authority kept?

I certify that to the best of my knowledge and belief the foregoing statements are correct.

, Secretary or Chairman of [Controlling authority].

65. Applications for grants in aid of furniture, fittings, and apparatus in respect of classes in connection with public schools must be made by the controlling authority in the following form, copies of which will be supplied by the Department:—

- (1.) In connection with what schools are the classes held?
- (2.) For what classes and for what subjects of instruction are the furniture, fittings, and apparatus required?
- (3.) Give the actual or probable number of pupils in each class.
- (4.) Give details of the furniture, &c., in respect of which this application is made (Schedules may be attached if necessary.)
- (5.) What is the estimated cost thereof?
- (6.) For what sum is application now made?
- (7.) At what bank is the account of the controlling authority kept?

I certify that to the best of my knowledge and belief the foregoing statements are correct.

, Secretary.

I consider that the furniture, fittings, and apparatus in respect of which this application is made are both suitable and necessary for the work of the classes concerned.

, Inspector of Schools.

66. Where a controlling authority makes application for a grant in aid of furniture, fittings, and apparatus for classes in respect of which application for a grant in aid of buildings is also made, the two applications should be made at one and the same time.

VI.—Grants in Aid of Material.

67. Under the head of "Material" may be included the material necessary for the demonstration of the instruction and for individual practical work in classes under the Act, and also such apparatus and appliances as require to be replaced from year to year.

68. The grants to school classes set forth in clauses 19 to 27 inclusive hereof are intended to cover the cost of material, and no further grant under this head will be made to such classes.

69. In the case of special, associated, and college classes, grants in aid of the purchase of material shall in general not exceed two-thirds of the cost of such material, but in the case of classes for teachers or instructors may be equal to the total cost of the material.

70. No grants for the purchase of material will be made unless the circumstances are such as in the opinion of the Minister warrant his giving his approval thereof.

71. No grants in aid of the purchase of material will be made on account of continuation classes.

72. The payment of grants for material will be subject to the appropriation of moneys by the General Assembly for the purpose.

73. Applications for grants in aid of the purchase of material must in general satisfy the conditions laid down in the case of grants for buildings, and must be made in the following form :—

- (1.) In what town or district are the classes or proposed classes to be held?
- (2.) What is the controlling authority?
- (3.) State whether the classes are "special," or "associated," or "college"?
- (4.) In the case of associated classes, what are the public associations joining in the establishment of the classes?
- (5.) For what subjects of instruction is the material required?
- (6.) Give the actual or probable number of pupils in each class.
- (7.) Is the material to be used solely for manual or technical instruction?
- (8.) Give details of the material in respect of which application is made, and of the cost thereof. (This may be given on a schedule attached.)
- (9.) What is the total cost of the material required?
- (10.) What part of this will the managers or controlling authority contribute?
- (11.) What was the total amount of grants for material for manual and technical instruction last quarter?
- (12.) What balance of grants for material remained unexpended at the close of last quarter?
- (13.) For what sum is application now made?
- (14.) At what bank is the account of the controlling authority kept?

I certify that to the best of my knowledge and belief the foregoing statements are correct.

Secretary or Chairman of [Controlling authority].

VII.—Subsidies on Voluntary Contributions.

74. Claims for subsidies on bequests under section 17, subsection (1) of the Act must be accompanied by a statutory declaration setting forth the amount of the bequest, name of the benefactor, date of probate of the will, that the total amount of the bequest has been actually received by the controlling authority, and that the total amount, without any deduction, is available, and will be applied by the said controlling authority, for the sole purpose of encouraging the formation or increasing the efficiency of classes under the Act.

75. Claims for subsidies on voluntary contributions under section 17, subsection (2), of the Act must be accompanied by a declaration in the following form :—

"Manual and Technical Instruction Act, 1900," Section 17.

DECLARATION ACCOMPANYING CLAIM FOR SUBSIDY.

I, _____, of _____, * _____ of the † _____, the controlling authority within the meaning of the above-recited Act of the classes known as _____, do solemnly and sincerely declare,—

1. That hereto attached is a statement, marked "A," showing the voluntary contributions, amounting to £ _____, received by the aforesaid controlling authority for the purposes of the said classes from _____, 19 _____ to _____, 19 _____, together with the names of the donors of the same.

2. That all the amounts set forth in the said statement have been given for the purpose of encouraging the formation or increasing the efficiency of classes under "The Manual and Technical Instruction Act, 1900," and that the total amount is available and will, without any deduction, be applied by the said controlling authority for the purposes of the said classes.

3. That none of the said amounts or any part thereof have been included in any sum on account of which subsidy has already been claimed, or a grant in aid of buildings has been made.

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of an Act of the General Assembly of New Zealand intitled "The Justices of the Peace Act, 1882."

Signature: _____
Declared at _____, this _____ day of _____, 19 _____, before me—
_____, Justice of the Peace.

* "Treasurer," or other official designation.

† Name of controlling authority.

76. Voluntary contributions must be in money, except that where a building is given or granted rent-free by any person not being a controlling authority, or by any local authority, for the purpose of classes under the Act, account may be taken of the value or annual rental of such building on the basis of the assessment for local rates, and account may be taken of new books, new apparatus, and new material given for the use of classes under the Act at their market value, provided that such books, apparatus, and material are such as are, in the opinion of the Minister, required for the use of such classes.

VIII.—Scholarships.

77. Notwithstanding anything to the contrary in any regulations as to scholarships made under "The Education Act, 1877," the Education Board of any district may, if it see fit, allow scholarships granted under the said Act to be held at any educational institution approved by the Minister, at which instruction is given in *technical, commercial, or agricultural* subjects, provided that such instruction is higher than that which is given in public schools in school classes under the Act.

IX.—Inspection

78. An Inspector of the Department shall from time to time visit classes under the Act, and report on the *condition and suitability of the premises and fittings, sufficiency of the apparatus, &c., used in the instruction, the character and quality of the instruction, the sufficiency of the teaching staff for the number of pupils under instruction, the general management of the classes, and the manner in which the regulations for registration, examination, &c., are carried out.*

79. The Inspector may question any pupil in the subject in which he has been under instruction, and may, if reasonable notice has been given, examine any class established under the Act.

80. In the case of associated classes, a representative of the managers must, if required, be present when the Inspector visits the school, and the Inspector may require the *production of such accounts and documents* as will enable him to verify the allocation of the receipts and expenditure in respect of such classes.

J. F. ANDREWS,
Acting-Clerk of the Executive Council.

