

SUPPLEMENT TO THE

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CODE FOR ASSISTED ENGLISH SCHOOLS.

THE following Code of Regulations for Assisted English Schools which has been passed by the Board of Education is hereby published for general information in accordance with Section 10 (2) of Ordinance No. 1 of 1920.

By His Excellency's command,

Colonial Secretary's Office,
Colombo, January 7, 1922.

GRAEME THOMSON,
Colonial Secretary.

CODE FOR ASSISTED ENGLISH SCHOOLS.

CHAPTER I. PRELIMINARY.

1 The following sections, taken from Education Ordinance No. 1 of 1920 and marked A to J are reprinted for convenience of reference—

Definitions.

A. In this Ordinance, unless the context otherwise requires—

“The Director” means the Director of Education.

“The Assistant Director” means the Assistant Director of Education.

“The Department” means the Department of Education created under the provisions of Ordinance No. 1 of 1920.

“The Board” means the Board of Education appointed and constituted under the provisions of Ordinance No. 1 of 1920.

“District Committee” means an Education District Committee appointed and constituted under the provisions of Ordinance No. 1 of 1920.

“Assisted school” means a school, whether secondary or elementary, to which aid is contributed from the public funds of the Colony.

“Government school” means a school, whether secondary or elementary, already or hereafter established by, or transferred to, Government and maintained entirely from the public funds of the Colony. (Section 2 (1) of Ordinance No. 1 of 1920.)

Department of Education.

B. There shall be a Government Department to be styled the Department of Education, the head whereof shall be called the Director of Education. (Section 3 of Ordinance No. 1 of 1920.)

Officers of the Department.

C. The officers of the Department shall be as follows :

(1) The Director of Education ;

(2) The Assistant Director of Education ;

(3) The Inspectors, Assistant Inspectors, and Sub-Inspectors of Schools ;

(4) The Secretary of the Board ; and

(5) Such other officers and clerks and peons as may, in the opinion of the Governor, be necessary for carrying into effect the provisions of this Ordinance. (Section 4 of Ordinance No. 1 of 1920.)

Board of Education.

D. (1) There shall be established a Board to be styled the Board of Education, and composed of not less than sixteen or more than twenty members nominated by the Governor, of whom the Director and the Assistant Director and two Unofficial Members of the Legislative Council shall be four.

(2) Every member of the Board other than the Director and Assistant Director shall hold office for the term of three years from the date of his appointment.

(3) No act or proceeding of the Board or of any Committee of the Board shall be invalidated or questioned on account of any vacancy among the members of such Board or Committee, or of any defect in their appointment. (Section 6 of Ordinance No. 1 of 1920.)

Board to be advisory.

E. The Board shall not be an administrative or executive body, but the Governor or the Director may refer any matter to the Board for their advice. (Section 7 of Ordinance No. 1 of 1920.)

F. The Director shall be Chairman of the Board, provided that in his absence the Board may elect one of its members as Chairman at any meeting. (Section 8 of Ordinance No. 1 of 1920.)

Chairman.

G. (1) Any member, other than the Director or Assistant Director of Education, may resign his seat on the Board by letter addressed to the Governor.

Resignation and vacation of membership.

(2) Any such member as aforesaid who has not on the thirty-first day of December in each year attended at least one-half of the meetings of the Board during the preceding twelve months or during his tenure of office in such months shall be considered to have vacated his seat on the Board, unless he has been absent from ill-health or with the leave of the Board.

(3) In case of the absence on leave or through ill-health of any member of the Board, the Governor may appoint any person to act in his stead. (Section 9 of Ordinance No. 1 of 1920.)

H. (1) The Board may make regulations, which shall be known as The Code, and may deal with the following subjects :

Powers of Board as to framing "The Code."

(i.) Elementary and Secondary Education.

- (a) The establishment, taking over, transfer, recognition, maintenance, continuance, or discontinuance of elementary and secondary schools.
- (b) The course and schedules of studies and the course of manual instruction in such schools, and the books and apparatus to be used therein.
- (c) The discipline to be enforced in such schools.
- (d) The inspection and examination of such schools, and the manner in which inspecting officers shall perform their duties.
- (e) The duties of local managers, and the manner of their performance.
- (f) The qualifications required in school teachers of various classes, and the payment of fixed salaries and other emoluments to such teachers; and the appointment, classification, suspension, and removal of such teachers.
- (g) The appointment of officers to secure the attendance of children at elementary schools in districts in which by-laws for their compulsory attendance are in force, and for the payment of the salaries of such officers by the prescribed authority.
- (h) The powers of such officers to demand and obtain information with regard to children who are required by such by-laws to attend such schools, and to require the production of such children before them for inspection.
- (i) The entry by such officers upon any premises and the search thereof for the purpose of gaining or verifying information with regard to any such children.
- (j) The provision for the infliction of penalties for the contravention of any of such regulations which may amount to a fine not exceeding twenty rupees, or in default of payment to imprisonment of either description for a period not exceeding one month.

(ii.) Training of Teachers.

- (k) The establishment, taking over, transfer, administration, maintenance, continuance, or discontinuance of Government and assisted training schools for teachers.

(iii.) Intermediate Schools and Night Schools.

- (l) The providing or aiding of night schools and of schools intermediary between elementary and secondary schools, which shall be subject to such provisions of the Code as the Board think fit to apply.

(iv.) General.

- (m) The award and tenure of exhibitions and scholarships.
- (n) Technical, agricultural, and commercial education.
- (o) The payment or remission of fees, subject to the provisions of the Code, in respect of attendance at any school.
- (p) The standards of accommodation and of sanitation to be maintained in Government and assisted schools, and also in all private schools or places in which classes attended by children of school-going age are held.
- (q) Generally for the regulation and conduct of the business of the Board and of any Committees thereof.

(2) Regulations made under this section shall be published in the "Government Gazette" for general information, and shall not have any force or effect until they have been confirmed by the Governor in Executive Council. Provided that such confirmation shall not take place before the expiration of one month after such publication.

(3) All such regulations shall, after such confirmation as aforesaid, be published in the "Government Gazette."

(4) Two copies of the Code shall, within ten days of publication, be sent to each head teacher of a Government school, and to the local manager of each assisted school for the purpose of being handed over to the head teacher of such assisted school.

(5) All regulations published as aforesaid shall be laid as soon as conveniently may be before the Legislative Council, and may at any time within forty days after the date of their being so laid before the Council, or at any of the three meetings of the Council next succeeding such date, by resolution of the Council, be disallowed, amended, or otherwise dealt with as may be directed by the said resolution, but without prejudice to anything that may have been done thereunder. (Section 10 of Ordinance No. 1 of 1920.)

Duties of Board.

I. It shall be the duty of the Board to advise upon all questions connected with the education of youth in the Colony which are referred to them by the Governor or the Director; and further, it shall be competent for the said Board to make recommendations to the Governor or the Director in connection with such education without previous reference. (Section 11 of Ordinance No. 1 of 1920.)

Business of Board.

J. (1) The Board shall meet once at least in every two months on such day as may be prescribed.

(2) The Director may at any time summon a meeting of the Board, and on a requisition signed by any three members he shall summon a meeting of the Board.

(3) The requisition shall state the object for which the meeting is required to be summoned.

(4) Seven members of the Board shall form a quorum.

(5) The Chairman shall have a casting, as well as an original, vote.

(6) The Board shall keep a minute book in which their proceedings shall be recorded. (Section 12 of Ordinance No. 1 of 1920.)

Schedules and syllabuses.

2 The schedules and syllabuses appended to the Code shall have the same effect as the articles of the Code, subject to the provisions of Section 10 (2) of Ordinance No. 1 of 1920.—*Vide* above, Clause I. H. (2).

Code to come into operation on October 1, 1921.

3 Except where another date is specified, all amendments appearing in this Code, which are not changes in the schedules of work, shall come into operation on October 1, 1921. The conditions appearing in this Code for the inspection of, and payment of grant to, schools, will come into force at the beginning of the next school year after the publication of the Code, except in schools for which an earlier date has been approved by the Director.

CHAPTER II.

ELEMENTARY AND SECONDARY EDUCATION.

(i.) Opening of New Schools.

4 The following section of Ordinance No. 1 of 1920 is reprinted for convenience of reference :—(1) *It shall be the duty of any person who desires to open a school or give instruction in English or any other language in any schoolroom or any building not previously used by him for the purpose to any class or classes attended by children of school-going age, at least one month before the opening of such proposed school or the commencing of such proposed instruction, to report particulars of such school or instruction to the Director, and thereafter supply such information as may be required by the Director with regard to his school or his class or classes, and the courses of instruction he is giving or proposes to give.*

Duty of persons opening new schools to report to Director.

(2) *Any person who acts in contravention of the provisions of this section shall be guilty of an offence, and shall be liable on conviction to a fine not exceeding fifty rupees. (Section 38 of Ordinance No. 1 of 1920.)*

(ii.) Religion in Schools.

5 A copy of the following sections of Ordinance No. 1 of 1920 in English, Sinhalese, and Tamil shall be conspicuously posted up in the school :—

A.—*No applicant shall be refused admission into any assisted school on account of the religion, nationality, race, caste, or language of such applicant or of either of his parents. (Section 13 of Ordinance No. 1 of 1920.)*

Religion, nationality, race, caste, and language.

B.—(1) *It shall not be required as a condition of any child being admitted into or continuing in an assisted school that he shall attend or abstain from attending any Sunday school or any place of religious worship, or that he shall attend any religious observance or any instruction in religious subjects in the school or elsewhere, from which observance or instruction he may be withdrawn by his parent or guardian, or that he shall attend the school on any day exclusively set apart for religious observance by the religious body to which the parent belongs.*

Conscience clause.

(2) *The time during which any religious observance is practised or religious instruction is given at any meeting of an assisted school shall be either at the beginning or the end, or at the beginning and the end of such meeting, and shall be inserted in a time table to be approved by the Director, and to be kept permanently and conspicuously affixed in every schoolroom, and any scholar may be withdrawn by his parent or guardian from such observance or instruction without forfeiting any of the other benefits of the school. (Section 15 of Ordinance No. 1 of 1920.)*

6 No grant shall be made in respect of any instruction in religious subjects.

No grant for religious subjects.

(iii.) Inspection of Schools.

7 The following section of Ordinance No. 1 of 1920 is reprinted for convenience of reference :—(1) *It shall be lawful for the Director, Assistant Director, and any inspecting officer of the Department, and for the Chairman of any District Committee within the administrative limits of such Committee, to enter and inspect any elementary school, and all the registers of admission and attendance of any such school.*

Powers of inspection.

(2) *Any person obstructing the Director, Assistant Director, or any such inspecting officer or Chairman acting in pursuance of this section shall be guilty of an offence, and liable on conviction to a fine not exceeding one hundred rupees. (Section 39 of Ordinance No. 1 of 1920.)*

Notice of
annual
inspection.

8 The Director, at the time of agreeing to make grants to schools, informs the managers in what month to look for the inspector's annual visit. This month remains the same from year to year, unless the Director informs the managers of a change. Notice of the day of the inspector's annual inspection of the school will be given to managers at least fourteen days before the date fixed.

Inspections
without notice.

9 The Director or any officer of the Department authorized by the Director may visit any assisted school at any time without notice.

(iv.) Application for Grant in Aid.

Limitation of
grants.

10 Grants cannot be claimed for any school, irrespective of the circumstances of the case and the limits of the sum at the disposal of Government. Should a grant be refused, the reason for its refusal will be communicated to the applicants.

One mile
limit.

11 No application as a general rule, will be entertained for aid to a new school when there already exists a school of the same class* within one mile of the new school, without some intervening obstacle, unless the average daily attendance in the new school for one year subsequent to the date of application for aid exceeds

In a Mixed School.

In towns having a population of 30,000 and over	..	60
In towns having a population of less than 30,000	..	50
In villages	..	30

In a Boys' School.

In towns having a population of 30,000 and over	..	50
In towns having a population of less than 30,000	..	40
In villages	..	20

In a Girls' School.

In towns having a population of 30,000 and over	..	30
In towns having a population of less than 30,000	..	20
In villages	..	15

In applying this rule the attendance of children transferred during the year subsequent to the date of application from existing Government or assisted schools within the one mile limit will not be counted.

No grant will be paid unless these averages are maintained up to the date of the first examination.

No application for the conversion of a registered boys' school into a mixed school for boys and girls will be entertained where there already exists a girls' school of the same class within one mile of such boys' school, without some intervening obstacle, unless the average daily attendance of girls at such school for the twelve months subsequent to the date of application exceeds 40. But in any case, however large the attendance, no new school will be aided within a quarter of a mile of an existing registered school of the same class, except in towns and in such other places as may, in the discretion of the Director, justify exceptional treatment.

In the case of areas under Education District Committees, which are adequately provided for by the existing schools, no application for grant for a newly established school will be entertained until the school has been maintained for two years at least as a school certified by the Director to provide adequate and suitable instruction (*vide* section 25 (2) (a) of Ordinance No. 1 of 1920.)

Notification of
application in
Gazette.

12 Every application for the registration, change of site, or transfer of management of a school will be notified in the *Government Gazette*.

* Boys' schools are not of the same class as girls' schools. Mixed schools are of the same class as either boys' or girls' schools. An Anglo-vernacular school is of the same class as an English school.

(v.) Conditions for Registration.

13 Before any school is registered or placed on the list of assisted schools the Director must be satisfied that—

(a) The average daily attendance for three months subsequent to the application is not less than—

Average attendance.

(i.) IN TOWNS HAVING A POPULATION OF 30,000 AND OVER. . .

Boys' school, 50 ; Girls' school, 30 ; Mixed school of boys and girls, 60.

(ii.) IN TOWNS HAVING A POPULATION OF LESS THAN 30,000.

Boys' school, 40 ; Girls' school, 20 ; Mixed school of boys and girls, 50

(iii.) IN VILLAGES.

Boys' school, 20 ; Girls' school, 15 ; Mixed school of boys and girls 30.

(iv.)

In districts where satisfactory reasons are adduced, the Director is empowered to accept the following lower average attendance :—

Lower average schools.

Boys' school, 15 ; Girls' school, 10 ; Mixed school of boys and girls, 15.

These schools shall be known as "lower average" schools.

A discretionary power shall rest with the Director to accept this lower average attendance from any school established to meet the special wants of religious denominations which are numerically small in that school circle.

Certificated or licensed teachers will not be required in lower average schools.

Such schools will be eligible for the augmented grant referred to in clause 34, but cannot claim the additional grant referred to in clause 42.

(b) The girls in a girls' school or a mixed school with not less than fifteen girls on the roll are taught plain needlework as part of the ordinary course of instruction.

Needlework.

(c) No pupils who are not eligible for admission under clause 22 of the Code are allowed to attend the school.

Eligibility for admission.

(d) Registers of admission and daily attendance are accurately kept ; the names of all pupils attending the school above the age of 5 are entered in the registers ; the rules for keeping school registers printed on page 34 are carefully carried out, and the registers are marked every time the school meets ; adequate time is allowed in the time table for marking the registers, and the returns furnished are trustworthy.

Registers.

(e) The school buildings are expressly adapted for school purposes, and they afford sufficient accommodation, and are kept in good repair. [A floor space of 12 square feet per pupil on the register will be the minimum accepted.]

Buildings.

(f) The school is not surrounded by other buildings to such an extent as to exclude light and air, and particular regard is paid to health and cleanliness, both in the persons of the pupils and in the arrangement and condition of the school premises.

Hygiene.

(g) The supply of school materials and appliances for teaching are in sufficient quantity and in good order.

Equipment.

(h) The regular work of the school is conducted in an orderly and disciplined manner, and in accordance with a satisfactory time table signed by the manager. The time table should indicate what standard and what subject each teacher is in charge of.

Time table.

(i) In mixed schools there is a female teacher on the staff, and the principal of a girls' secondary school or the head teacher of a girls' elementary school is a female ; the teaching staff satisfies the conditions of clause 35 (c) or clause 46 (d) of the Code for the several classes of schools.

Staff.

Scale of Salaries.

(j) The scale of salaries adopted by the school is approved by the Director. The minimum scale of salaries published by the Director will be revised periodically.

Proprietor not to make profit on assisted school.

(k) The manager or proprietor of such school does not receive any personal profit or emolument therefrom.

Provision for vernacular teaching.

(l) Provision is made for the teaching of the Vernaculars up to and including the Elementary School-leaving Certificate class in Elementary Schools, and up to and including the Matriculation class in Secondary Schools, to Sinhalese, Tamil and Muhammadan children when applied for by parent or guardian.

Schools ceasing to fulfil requirements to be removed from list.

14 Any school accepted by the Director which ceases to fulfil the above conditions may, unless satisfactory reasons be furnished to the Director, be removed from the list of assisted schools. If the manager wishes to revive at any time a school removed from the list, application must be made in the same form as for a new school, and such application shall have prior consideration to applications for purely new schools, if the disability for which the school was removed has disappeared. It shall be left to the discretion of the Director to decide whether the provisions of clause 11, paragraph 1, shall be enforced or not.

(vi.) Local Managers and their Duties.

15 The following sub-sections taken from Education Ordinance No. 1 of 1920, are reprinted for convenience of reference:—

Appointment and retirement of Local Managers.

(3) *The head or governing body of the religious denomination in connection with which an assisted school is conducted, or the governing body of any other assisted school, shall have the power at any time to appoint local managers for such school, or to require the retirement of any such local manager. Provided that the Director may also require the retirement of any local manager of an assisted school.*

(4) *The appointment of any local manager to an assisted school, together with the acceptance thereof in writing by the person so appointed and the notification of retirement of any local manager, shall be delivered to the Director by such head or governing body as aforesaid.*

(5) *No teacher or any person who derives any profit or emolument from any school shall be a local manager, (Section 16 (3-5) of Ordinance No. 1 of 1920.)*

Duties of Local Manager.

16 The duties of a local manager shall be—

(1) To see that the requirements of the Code are carried out in the school or schools for which he is responsible.

(2) To correspond with the Department.

In the case of a group of schools in respect of which the head or governing body has appointed a general manager, he shall be the correspondent with the Department.

Notice of date of vacations to be sent to inspector.

(3) To send notice to the inspector of the district, as soon as it is possible, of the dates of the ordinary school holidays throughout the year. These dates should include the usual and any special holidays, and in case of any closure for epidemic, sickness, or other special reason, the inspector should be notified as soon as possible. A similar notice shall be sent in the case of schools the registration of which has been applied for.

Returns to be prepared for annual examination.

(4) To hand to the inspector on the first day of the annual examination or inspection the following particulars on forms supplied by the Department for secondary and for elementary schools:—

(a) Report slips giving a list of all the pupils eligible for grant who have been in each class or division at any time during the school year, with the number of attendances on which they are eligible

for grant during the school year ; examination report slips must also be prepared. A copy of these slips must be entered in the school schedule books. The list of each class must follow the order of the attendance register.

- (b) A summary of attendances on the form prescribed for the purpose.
- (c) An audited account, with the other particulars required, on the declaration form.
- (d) A duplicate of the last race return.
- (e) A list of pupils appearing in the attendance register who are not eligible for the attendance grant. The list should be arranged in standards or forms and should include—
 - (1) Pupils who during the whole school year have been under five or over nineteen years of age.
 - (2) Pupils in the infant department who during the whole school year have been over eight years of age. (*Vide* clause 52.)
 - (3) Sinhalese or Tamil pupils in the Upper School who have not passed the required examination in the Vernacular and who are not being presented for it.
- (f) In a secondary school to which is attached a primary or an elementary school, the particulars required on the declaration form with regard to fees, grant, and staff must be given separately for each school.

(vii.) Classification of Schools and Syllabuses of Work.

17 English schools are classified as—

(1) *Elementary Schools.*—(a) Elementary English schools are those in which the work does not include more than the range of work covered by Schedule A for the Lower School and Schedule B for the Upper School, together with the optional subjects allowed by the Director.

Elementary schools.

(b) Elementary schools which satisfy the conditions of clause 35 are classed Grade I.

Grade I. schools.

(c) Elementary English schools in which the work does not go beyond Standard V. will be registered as Primary English schools. They will be under the same regulations as other Elementary English schools, except that the head teacher may hold a third class certificate. A Primary English school will be registered when the Director is satisfied that such a school is required in the locality.

Primary schools.

(2) *Secondary Schools.*—(a) Secondary schools are those which provide a course of instruction from Form I. up to the standard of the London Matriculation Examination and the Cambridge Senior School Certificate Examination. A secondary school may frame its own syllabus of work and submit it to the Director for approval before the commencement of each school year. Such syllabus must include provision for drawing, physical training, and elementary hygiene ; and in the case of boys' schools, in mathematics, science, and manual training ; and in the case of girls' schools, in needlework, music, and domestic science.

Secondary schools.

Instruction in science must include practical work carried on in an adequately equipped laboratory ; instruction in domestic science must also include practical work, for which adequate arrangements must be made. Every secondary school must be provided with a library of suitable books open to the whole school.

(b) A secondary school may have an elementary school attached to it, which must be a Grade I. school in terms of clause 35.

Elementary school attachable to secondary school.

Classification
to be decided
by Director.

18 The Director shall have the power to decide the classification of English schools, and to transfer schools from one class to the other. In deciding this question the following points will be considered :—

- (a) The nature of the premises, accommodation, and equipment.
- (b) The qualifications of the staff.
- (c) The curriculum.
- (d) The scale of fees charged.
- (e) The quality of the work.

Lower School.

19 The infant department and standards II.-IV., or classes doing a corresponding range of work and classes worked under the third syllabus of Schedule A, will form the Lower School.

Syllabus for
Lower School.

Unless a special syllabus of work has been approved by the Director, the work of the Lower School in English schools must follow one of the syllabuses of work given in Schedule A. Schools working under the first or second syllabus may also have a group of classes working under the third syllabus. No school will be allowed to work under the first syllabus, unless one of the following conditions is fulfilled :—

- (1) Admission to the school is confined to pupils who have a working knowledge of English.
- (2) An infant department is provided which satisfies the requirements of clause 49 of the Code, and which has a special schedule of work suited to vernacular-speaking children, under which they will have a reasonable chance of acquiring a good conversational knowledge of English before they pass into the second standard. Such infant department will not usually be regarded as satisfactory, unless a fair proportion of the children get some practice in English speaking out of school, and unless the age for admission to it is limited so that children have time to acquire a working knowledge of English before promotion to another class.

Promotion
from infant
department.

In schools worked under the first syllabus the pupils of the upper division of the infant department for whom promotion is desired, and all new pupils placed during the year in Standard II., will be tested in conversation at the annual inspection.

20 The work prescribed in the lower standards of the first syllabus of Schedule A is intended for children who begin their education in English schools.

Special classes.

Children who are admitted from Vernacular or Anglo-vernacular schools into English schools, having passed the third or a higher standard, if their number is sufficient to form a class, must, for a period not more than three years, be placed in a special class, worked on a time table approved by the inspector. The schedule of work for such children is the third syllabus of Schedule A.

In small schools, if the number of such children does not exceed six in any year, they may be placed in the lower standards, and the inspector should be consulted as to their promotions.

21 In small schools in towns, which are worked under the third syllabus, a small number of pupils who are not Sinhalese or Tamils may be allowed to be taught in the special classes without complying with the requirement that they must have passed the 3rd standard in the Vernacular.

(viii.) Admission, Withdrawal, and Promotion of Pupils.

Birth
certificates.

22 (1) No Pupil, born in Ceylon, shall be admitted into any Government or assisted English school unless he has produced a birth certificate or other satisfactory evidence of date of birth. Forms of application for birth certificates at the special rate of 50 cents sanctioned for schools can be obtained from the Registrar-General or from the Provincial Registrar, and must be kept in the school. In the case of pupils born out of Ceylon it will be expected that similar evidence will be procured within a reasonable period.

(2) No pupil who has previously attended any Government or assisted English or Anglo-vernacular school shall be admitted into any Government or assisted school unless he has produced a certificate in the prescribed form (P), signed by the manager or principal of the last Government or assisted school which he has attended. This certificate must be retained by the manager or principal of the school which the pupil is attending, and, when the pupil is withdrawn, it must be brought up to date and handed over to the parent or guardian or any person authorized in writing by the parent or guardian to receive it. It may not be refused except on the ground of non-payment of school fees, arrears of which may not be claimed for more than three months. Cases in which pupils are withdrawn without urgent reason within two months of the examination of a school for grant may be referred to the Director for consideration.

Leaving certificates.

(3) In lieu of notice of withdrawal, school fees may be claimed only up to the end of the current term.

Fees.

(4) (a) No pupil shall be admitted into an English school from a Government or assisted Vernacular or Anglo-vernacular school who has not passed a Vernacular standard not lower than the third. This rule will not be applied to pupils who are admitted as boarders into English schools, nor to children admitted to the infant departments of English schools under the conditions of clause 19 (2).

Admission from vernacular schools.

(b) Cases in which difficulty is caused by a change of residence on the part of the parent may be submitted to the inspector for special consideration.

(c) It shall be the duty of every principal of an English school, within one month after admission of such pupil, to draw up and file a certificate for him in the prescribed form (P), giving the required information. This rule applies to all pupils who, after leaving Vernacular schools, have attended unregistered English schools.

(5) It is expected that the managers of schools will draw up their own rules for the admission and withdrawal of pupils, and for the payment of fees, subject to the provisions of this clause. In all schools printed copies of the school rules must be given to the parents or guardians of all pupils. It will be regarded as a condition of grant that every school should have a system for ensuring—

Managers to draw up rules for admission, withdrawal, and payment of fees.

(a) Communication with the parents or guardians of scholars.

(b) Punctual payment of fees.

23 (1) No pupil may, without special permission from the inspector, be promoted from the Lower School until he has passed in English an examination held by the inspector in Conversation, Reading, Writing, and Arithmetic equal to the fourth standard. Special importance will be attached to the test in English conversation.

Promotion. Examination from Standard IV.

(2) Pupils who have been educated privately, and admitted to the 5th or a higher standard, must, on the next occasion on which the above-mentioned promotion examination is held, be presented for it, unless the inspector considers that they may be suitably excused from it.

(3) No grant will be paid for any Sinhalese or Tamil pupils placed in the Upper School who have not passed an examination in the Vernacular 3rd standard in Reading and Writing.

(4) Pupils transferred from Anglo-vernacular schools will not be eligible for admission to the Upper School of English schools unless they have passed in English, Reading, Writing, and Conversation the 7th standard of the Schedule in English for Anglo-vernacular schools.

(5) Absentees from the examination for promotion may, with a medical certificate and special permission from the inspector, be promoted to the Upper School.

(ix.) Payment of Grants.

(1) PRELIMINARY CONDITIONS.

Returns to be provided.

24 The local managers of assisted schools shall furnish all returns that may be required by the Director or by the Chairman of the District Committee.

Managers of private schools to give security.

25 Local managers of assisted schools unconnected with any recognized society or public body may be required to give substantial security for the maintenance of such schools for a period of not less than three years. A form of bond to be entered into in these cases may be obtained from the Director of Education.

Accounts to be furnished.

26 A statement of total receipts and expenditure for the current school year must be furnished on the day of the annual inspection or examination. Unless some other arrangement has been sanctioned, the account must be for the twelve months terminating not more than two months before the annual examination. The following rules apply to the method of furnishing the account :—

The account must be an audited account on form C 64 and the expenditure must be shown under the heads given in clause 32. The auditor must be some person not officially connected with the mission or body to which the school belongs, except in the case of an unpaid lay officer. If he is not a chartered accountant, his name must be submitted beforehand to the Director for approval. Boarding accounts must not be included.

Three-quarters of fees to be recovered.

27 Grant will be refused unless at least three-fourths of the fees due for the year have been recovered. All fees received must be entered in the Attendance Register or in a special fees book, which shall be submitted to the inspector when called for.

Pupils must be vaccinated.

28 No pupil shall be eligible for grant unless such pupil shall have been protected from smallpox by having previously had that disease or by vaccination.

Penalty for falsification of registers.

29 (1) False presentation of pupils or falsification of the register, or violation of the rules for keeping registers, may involve forfeiture of an amount not exceeding a half of the grant for the year, and in the case of certificated or licensed teachers the certificate or license will be suspended or cancelled.

(2) No school will receive a grant where a teacher who has been dismissed from the service of the Education Department is employed at any time without the permission of the Director, or whose certificate or license is under suspension, or where an uncertificated or unlicensed teacher who has been found guilty of false presentation of children or falsification of the register is employed at any time without the permission of the Director.

Grant not paid for girls in a boys' school or vice versa.

30 No grant can be claimed for any girl taught in a school registered as a boys' school, or for any boy over nine years of age taught in a school registered as a girls' school. No school will be examined as a mixed school unless registered as such.

Director may use grant to pay arrears of salary.

31 The grants will be paid within three months of the day of examination. Payment may be deferred in cases where the salaries of teachers have been left unpaid, and the Director may utilize the grant or any part of it to discharge liabilities to teachers.

Maximum grant payable in schools.

32 The total grant to a school not including building grants, shall not exceed a sum which, added to the fees for the school year, equals the total expenditure for the same period, such expenditure to fall under the heads (1) salaries of school staff; (2) contributions to teachers' pensions; (3) rent, upkeep of buildings, or interest on capital raised for buildings; (4) furniture and equipment; (5) scholarships and prizes; (6) a balance not exceeding a reasonable proportion of the income to be carried forward for current expenses and future improvements to the school.

33 Before the full grant is paid to a school the Director must be satisfied that the requirements of clause 13 (b) to (l), and those appearing on the report slips in respect of children presented for examination, are fulfilled; that the average attendance for twelve months preceding the examination is not less than the numbers given in clause 11, and that all the other requirements of the Code are fully complied with.

Conditions for payment of full grant.

34 The Director shall have a discretionary power to augment the grant in schools where the conditions may necessitate exceptional treatment, provided that such supplementary grant shall in no case exceed Rs. 500.

Supplementary grant.

(2) GRANTS TO GRADE I. SCHOOLS

35 An elementary school may be accepted as Grade I. if the following conditions are fulfilled :—

Conditions for registration as Grade I.

(a) The instruction must be in accordance with the schedules of the Code. Additional subjects may be taught with the approval of the Director. There must be a proper system of terminal examinations conducted by members of the school staff. The marks obtained must be preserved in registers, and the papers done in each examination must be kept and submitted to the inspector, if called for during the ensuing term. All exercise books and copy books used during the current term and the one preceding it must be preserved and submitted to the inspector. The work in such books must be dated. Each teacher must keep a daily record book of the work done in his class.

The written work of all classes above the 4th standard should be done, as a rule, in pen and ink, and pencil work should be confined within proper limits. Slates should not be used in any class.

(b) The fees must be collected punctually, and must not be less than the following :—

In Provinces other than the Northern, Eastern, and North-Central Provinces.

	Rs.	c.
Lower Kindergarten	1	0
Upper Kindergarten	1	50
Standard II.	2	0
Standard III.	2	50
Standard IV.	3	0
Standard V.	3	50
Standard VI.	4	0
Standard VII.	4	50
E. S. L. C. Class	5	0

In the Northern, Eastern, and North-Central Provinces.

	Rs.	c.
Lower Kindergarten	1	0
Upper Kindergarten	1	50
Standards II & III.	2	0
Standard IV.	2	50
Standard V.	3	0
Standard VI.	3	50
Standards VII. & E. S. L. C. Class	4	0

The pupils admitted as free scholars or at reduced rates must not exceed 25 per cent. of the total.

The Director will, if application is made for exemption from the rules under (b), consider the question of giving special treatment to schools carried on either wholly or partly as charitable institutions.

(c) The school must have an adequate staff, and the number on the register in a class which is in charge of one teacher at a time shall not exceed 32.

In estimating the adequacy of the staff, each teacher, according to his qualifications, will qualify the school to receive attendance grant on the number of scholars on the register given in the following table :—

	No. of Pupils.
Head teacher	40
Graduate or Trained Assistant ..	40
Certificated Assistant ..	35
Provisionally Certificated Assistant ..	30
Uncertificated Assistant ..	20

One assistant holding an Anglo-vernacular certificate, one assistant holding a Teachers' Drawing Certificate, and one assistant holding a Government Technical School Science Teachers' Certificate will be counted as certificated assistants for the purposes of the above table.

The school shall have on its staff trained teachers in accordance with the following scale :—

In schools with not more than 150 pupils on the roll, 1 trained teacher.

In schools with over 150 but not more than 300 pupils on the roll, 2 trained teachers.

In schools with over 300 pupils on the roll, 3 trained teachers.

(N.B.—The above number of trained teachers will be increased in the future).

At least one-half of the staff must be certificated, and no uncertificated teacher must be appointed unless permission has been given by the Director.

As a rule, no organization will be regarded as satisfactory which gives less than one teacher for each class; but in small schools special arrangements for grouping classes may be submitted to the inspector for approval.

(d) The accommodation, furniture, and apparatus must be sufficient. All rooms used for teaching purposes must be well lighted and ventilated and protected from sun and rain. Classes must not be held in portions of buildings which are not shaped so as to allow of the class being arranged properly for teaching purposes. The accommodation will be considered sufficient if each room used for teaching purposes has 13 sq. ft. of floor space for each pupil on the class register in classes of 25 or more pupils, and either a total area of 325 sq. ft. or an area of 15 sq. ft. for each pupil in classes of less than 25. But no room will be accepted as suitable in which the length or breadth is less than 9 ft. The number of desks provided must be sufficient to allow all the classes to be seated for writing work simultaneously; desks must be of suitable height, and the furniture in general must be adapted to the physical requirements of the pupils.

(e) A separate time table must be provided for each class and hung in the class room. The general time table of the school must be so arranged as to allow the head teacher adequate time for the supervision of the work of other teachers.

(f) Pupils who have passed the 7th standard, or the school examination corresponding to the 7th standard, must, within the next school year, be presented for the Elementary School-leaving Certificate Examination; otherwise they will not be eligible for attendance grant. If there is no examination held within the last three months of the school year, they will be allowed to take the first examination after the end of the school year.

36 Pupils who have passed the Elementary School-leaving Certificate Examination will be eligible for attendance grant if they are—

- (1) Pupils in the secondary school.
- (2) Pupils who are being prepared for the Commercial Certificate Examination in a commercial class approved by the Director.
- (3) Girls who are taking a special course of Domestic Science in a class approved by the Director (*vide* Syllabus in Schedule C).

Grant to pupils who have passed the E. S. L. C. examination.

37 In secondary schools.—

(a) The work must be carried on in accordance with a syllabus which must be submitted for approval annually at the final inspection (*vide* also clause 17 (2) (a)).

Conditions to be fulfilled by secondary schools.

(b) The fees must be punctually collected, and must be not less than the following :—

Forms I–IV. Rs. 5.

Forms V. and VI. Rs. 7.

(c) The conditions laid down for the staff, furniture, accommodation, exercise books, record books, &c., and terminal examinations of elementary schools must be fulfilled, and in classes which take work higher than the Cambridge Junior School Certificate Examination the number on the register must not exceed 25 in divisions in charge of one teacher at a time.

(d) The Director must be satisfied that the principal is qualified to be in charge of a secondary school, and that the teaching staff is sufficient and suitable for giving the instruction provided in the curriculum.

(e) Pupils in secondary schools should be presented within a reasonable time for the Cambridge Junior and Senior School Certificate Examinations. The Junior Examination should be taken, as a rule, between the ages of 14 and 16, and the Senior Examination between the ages of 16 and 19.

38 The annual grant will be the amount of a year's grant for each unit of average attendance. A fraction of a unit, if it exceeds .5, shall be counted as an additional unit. To find the number of units of average attendance of each school, the total number of attendances made by all the pupils throughout the year in such department will be divided by the total number of sessions held in that year (see paragraph 3 of rules for attendance register on page 34). Attendances made by pupils before their fifth birthday or after their nineteenth birthday, or by pupils who are ineligible for grant for any reasons specified in the Code, are not to be included.

Calculation of grant.

39 The rates of grant to Grade I. schools will be as follows :—

Standards II. to IV. and Special Classes, Rs. 25 for each unit of average attendance.

Standards V. to the E. S. L. C., or Cambridge Junior Class, Rs. 35.
Cambridge Senior and London Matriculation Classes, Rs. 45.

Rates of Grant.

40 In girls' secondary schools in which the staff, buildings, and equipment are adequate, a syllabus for a special course in Domestic Science may be submitted for approval to the Director. Such courses may be of two grades :—

Domestic science classes.

(a) A course taking the place of the course for the Cambridge Junior School Certificate Examination. Those who take this course will be eligible for attendance grant at the same rate as classes taking the Cambridge Junior School Certificate Examination.

(b) A more advanced course, confined to those who have passed the Cambridge Junior School Certificate Examination or the Junior Domestic Science Examination. Those who take this course will be eligible for the same attendance grant as classes preparing for the Cambridge Senior School Certificate Examination.

In both cases it will be expected that the course shall provide adequate instruction in English Literature and Composition.

Promotion of scholars.

41 Promotions into the Upper School must be made in the manner prescribed in clause 23 of the Code.

With this exception promotions from class to class in Grade I. schools may be made on the results of examinations held by the school staff. But the inspector may strike out the attendance of any pupil who is clearly unfit for the class in which he is placed or for the course of study which he is following.

Reduction of grant for unsatisfactory work.

42 If the condition of a school is found to be unsatisfactory, the Director shall furnish a report to the manager stating the grounds on which the school has been considered to be in an unsatisfactory condition, and may notify him that the grant will be reduced by 25 per cent. in the following year if the school continues to be in an unsatisfactory condition.

43 If a school does not continue to satisfy the requirements with regard to staff and equipment laid down in clause 35 (c) and (d), the grants may be paid at the rates given under clause 46 (a) for Grade II. schools.

Attendance diminished by epidemics.

44 When the Director is satisfied that by reason of an epidemic being prevalent in the locality, or by reason of the exclusion under medical advice of children from infected houses, the average attendance has seriously diminished, and consequently a loss of annual grant will, for this cause, be incurred, the Director has power to make a special grant calculated on the previous year's grant, with a proportionate increase or decrease according to the increase or decrease of the average number on the list.

Examination of newly registered schools.

45 Newly registered schools will be examined in order to ascertain whether the pupils have been placed in suitable classes.

Grade II. schools.

(3) RULES FOR PAYMENT OF GRANT TO GRADE II. SCHOOLS.

46 (a) Schools which do not fulfil the conditions of clause 35 will be classified as Grade II. schools and will be paid grant on the average attendance as described in clause 38, but at the following rates :—

Standards II. to IV. and Special Classes, Rs. 15 or Rs. 20.

Standards V. to E. S. L. C. Class, Rs. 22 or Rs. 27.

The lower rate will be paid if the general condition of the school is found to be unsatisfactory.

(b) The rules and regulations laid down in clause 35 (a), (e), and (f) for Grade I. schools must be complied with.

(c) The fees must be collected punctually, and must not be less than the following :—

	Rs.	c.
Kindergarten and Standard II.	1	0
Standards III., IV., and V.	2	0
Standards VI., VII., and E. S. L. C. ass.	3	0

The Director will, if application is made for exemption from the rules under (e), consider the question of giving special treatment to schools carried on either wholly or partly as charitable institutions.

(d) The staff of the school must be adequate. In estimating the adequacy of the staff, each teacher, according to his qualifications, will qualify the school to receive attendance grant on the number of scholars on the register given in the following table, and at least one-half the minimum number of teachers required by this table must be certificated :—

	No. of Pupils.
Head teacher	40
Graduate or trained assistant	40
Certificated assistant	35
Provisionally certificated assistant	30
Uncertificated assistant	20

If more than the minimum number of teachers required by the above table is employed, then the additional assistants may be uncertificated.

One assistant holding an Anglo-vernacular Certificate, and one assistant holding a Teachers' Drawing Certificate, will be counted as certificated assistants for the purposes of the above table.

The number of pupils on the register of any class in charge of one teacher must not exceed 32.

(e) The pupils will be examined individually for promotion in English Language (including Reading), Writing, Arithmetic, Needlework (for girls), and in one other subject selected by the inspector.

(f) In order to qualify for promotion, pupils in standards II.-IV. must pass in at least two of the four subjects: English Language (including Reading), Writing, Arithmetic, and one other subject. Above the fourth standard a pupil must pass in all three subjects: English Language (including Reading), Writing, and Arithmetic, or in two of them and one other subject. No pupil may be promoted from the VIIth to the VIIIth standard, unless he has passed in the four subjects Reading, Writing, Arithmetic, English Language, or in three of them and one other subject.

The rules in the foregoing paragraph do not apply to classes worked under the third syllabus of Schedule A. In the first-year and second-year classes under that syllabus, pupils will not be eligible for promotion unless they pass in three of the four subjects: Conversation, Reading, Writing, Arithmetic.

Pupils who fail in the examination for promotion may be promoted in special cases if the inspector is satisfied that their work in the terminal examination justifies their promotion.

(g) No grant will be allowed for any pupil over nineteen years of age on the day of inspection excepting in night schools.

(N.B.—The age limit will be reduced in future.)

(h) The provisions of clauses 42 and 44 will apply also to these schools.

(i) No school will receive a grant which has not been in continuous charge during the school year of a principal teacher holding the necessary certificate or license, except under special circumstances which must be submitted to the Director for his consideration as soon as they arise.

(j) Due notice having been given of the date of the annual inspection of any school, if the inspector finds that the school is not ready on the day of his visit, the expenses of the inspector's second visit may be deducted from the grant earned by the school.

(k) If the staff of the school is inadequate according to the table given in section (d), the grant may be reduced by 25 per cent.

(4) INFANT DEPARTMENTS.

47 In schools working under Schedule A, in which a properly equipped infant department is organized, a grant will be made to this department of Rs. 12 for each unit of average attendance. This grant will be raised to Rs. 18 if the head teacher of the infant department can show—

(a) A higher Froebel certificate, or

(b) An infant school teachers' certificate from the Government Training College, or

(c) Any other infant school teachers' certificate recognized by the Director of Education.

48 A new infant department to be eligible for grant must be approved by the Director at least six months before the annual inspection.

Age limit.

Lower rate for poor results.

Head teacher.

School to pay expenses of second visit, if necessary.

Rates of grant for infant departments.

Grant to new infant department.

Equipment
of infant
department.

49 An infant department will be considered to be properly equipped if—

- (a) A room is provided for that department alone, with sufficient space there or elsewhere for active games and exercise.
- (b) The room is suitably furnished.
- (c) The teaching apparatus is adequate.
- (d) The department is divided into suitable divisions and provided with an adequate staff. The work should be so arranged that the children will pass from the infant department into a standard not lower than the 2nd.
- (e) The head of the department is a certificated teacher (*vide* Chapter IV.). The other teachers may be uncertificated.
- (f) A special time table is drawn up for the department.
- (g) In schools in which a large majority of the children have little or no knowledge of English a special curriculum is provided, in which the story work and the imaginative work are taken in the vernacular until the children have acquired a working knowledge of English. A session of two hours for the lower division and three hours for the upper division, or two sessions of an hour or an hour and a half, respectively, after the marking of the register, will be accepted as sufficient.
- (h) A syllabus of work for the following year and an outline of the work done during the past year are presented on the day of the annual inspection.

Age limit for
infants.

50 No grant will be paid in the infant department for any attendance made by a child before it has completed five years of age, or after it has completed eight years of age.

51 No child over seven years of age, who has not a working knowledge of English, shall be admitted to the infant department of an English school.

52 All children must be present on the day of the annual inspection, unless prevented by illness or other unavoidable cause.

(5) ADDITIONAL GRANTS.

(a) *Vernacular Literature.*

53 In schools in which adequate provision is made for systematic instruction in Vernacular Literature, a grant will be paid of Rs. 5, Rs. 4, or Rs. 3 per unit of average attendance of pupils presented for inspection in Standards IV. to E. S. L. C. Class.

(b) *Needlework.*

54 In girls' schools and mixed schools a grant will be paid of Rs. 3·50 per unit of average attendance of girls in Standards II. to IV. and special classes, and Rs. 5 per unit of average attendance of girls in Standards V. to E. S. L. C. Class.

(c) *Drill and Physical Exercises.*

Drill bonuses.

55 (a) In girls' schools or in the lower departments of boys' schools where the drill is taken by a female teacher, in which provision is made in the time table for systematic instruction in drill and physical exercises, drill bonuses will be paid according to the following scale to the teacher or teachers responsible for such instruction on the inspector's report that the teaching is efficient :—

- (1) A sum of Rs. 30 when the number of pupils under instruction does not exceed 100 and one drill teacher is employed.
- (2) A sum of Rs. 50 when the number is over 100 and two drill teachers are employed.

This does not apply to holders of the Departmental certificate. The course of instruction shown in the manual published by the Board of Education (Wyman) may be followed.

(b) If the inspector certifies that adequate and suitable instruction in gymnastics is provided, a grant of Rs. 30 may be paid for gymnastics. This may be raised to Rs. 50 if the inspector reports that special proficiency is shown.

Special grants for gymnastics.

(c) Pupils must be grouped for drill and physical exercises according to their physique, and not necessarily according to standards.

Grouping of pupils for drill.

(d) A special Departmental Drill Certificate can be obtained by successfully completing one of the special courses of instruction which are held from time to time.

Departmental drill certificate.

A bonus of Rs. 30 will be paid to teachers in boys' or girls' schools holding this certificate on the recommendation of the drill inspector or the inspector who conducts the annual examination on condition that the teacher has instructed a squad of not less than 30 scholars efficiently throughout the school year.

Bonuses to holders of drill certificates.

Proportionate sums may be paid for periods of work between six and twelve months.

The drill period should not be less than 15 minutes nor more than 30 minutes, and should be held not less than three times a week.

One of the conditions of payment of the drill bonus is that the whole school should be put through the drill exercises.

(d) *School Gardens.*

56 A grant of up to Rs. 50 may be paid to any school which has a school garden of not less than one-third of an acre under cultivation, provided that the work is certified by the Superintendent of School Gardens to be satisfactory. If there is an acre or more under cultivation, the grant may be raised to Rs. 75 per acre.

Grant for school gardens.

An equipment grant towards the cost of implements, seeds, manure, fencing, water supply, &c., for the establishment or extension of school gardens may be given, but payment will not be made until the inspector reports that the garden is under cultivation. An account must be kept of expenditure on and income from, the school garden.

(e) *Building and Equipment Grants.*

57 In cases where additional buildings and equipment (furniture, apparatus—including that for Science and Commercial Education—library books, &c.), are required in schools carried on by local authorities or governing bodies of assured stability, the Director may make a grant towards the cost of the same. In the case of building grants, the contribution will not be more than half the cost of the proposed work.

Building and equipment grants.

Applications for building grants for payment during the next financial year (October 1 to September 30) should reach the Director not later than the end of December, and must be accompanied by plans and estimates of cost.

(f) *Science Grants.*

58 Grants will be made towards the cost of providing appliances necessary for science teaching on the following conditions :—

Science grants.

(a) A competent and properly qualified teacher is in charge of the work. The following qualifications will be accepted for the different subjects taught :—

- (1) The Intermediate Science or Arts (with two science subjects) Examination of the London University, or equivalent qualifications.
- (2) The diploma awarded by the Ceylon Government to students who have completed successfully a special course of training for science teachers.*

* Regulations governing the admission of students to the training course for science teachers can be obtained on application to the Director of Education.

Laboratory work essential.

(b) The teaching must include laboratory work on an approved time table and in a properly equipped laboratory. A practical class must not contain more than 25 pupils, unless there are two qualified teachers present, when the number may be increased to 45.

(c) The grant will be awarded only to schools in which the Director is satisfied that efficient work is being done on an approved syllabus.

Requirement from boys' schools.

(1) The minimum requirement for boys' secondary schools will be a course of elementary experimental physics and chemistry not less than three hours per week for not less than two years immediately preceding the Cambridge Junior School Certificate Examination.

Experimental science syllabus for juniors.

(2) The syllabus in experimental science for juniors, prescribed for the Cambridge Junior School Certificate Examination, has been drawn up with a view to schools which have a science course of two years immediately preceding that examination. Such a course is recommended as most likely to suit the wants of secondary schools, but in schools in which the laboratories are suitably equipped, it may be preferred to take a two years' course of either chemistry or physics in accordance with the separate syllabus given for each of these subjects. This may be done, provided that the subject matter of the experimental science syllabus is embodied in the course.

Botany and zoology courses.

(3) The requirements of the Code will also be satisfied by the course prescribed for the Junior School Examination in botany, or the natural history of animals (zoology), provided such a course is preceded by a one year's course of three hours per week in experimental science (with practical work).

Requirements from girls' schools.

(4) The requirements of the Code will be satisfied by girls' schools in which experimental science as defined in the syllabus is presented for the Cambridge Junior School Certificate Examination. But it is recognized that there are schools in which the equipment does not justify the school in offering the subject for the Junior School Examination, but in which it is possible to take a course with practical work following the main lines of the syllabus. A course on these lines, if approved by the Director, and if the work is favourably reported on by the inspector, will be regarded as a sufficient preliminary course in physics and chemistry for candidates taking domestic science. The course should either be a two years' course of two hours per week or a one year's course of three hours per week.

Form of application.

(d) Managers applying for a grant must state—

(a) The name of the science master or masters and their qualifications.

(b) The total number of pupils in the school and the number to whom science is taught.

(c) The time table of the science classes with the number of pupils in each class.

(d) The sum for which application is made.

(e) A list of the articles which it is proposed to purchase with the aid of the grant.

(f) The amount by which the grant will be supplemented by the manager.

(g) Any application after the first must be accompanied by the receipted bills or invoices or other documents showing the actual expenditure of the previous grant, and of the amount by which the manager has supplemented it.

Amount of grant.

(e) In calculating the grant, consideration will be given—

(i.) To the nature of the subjects taught ;

(ii.) To the number of pupils to whom science is taught ; and

(iii.) To the expenditure of the school on consumable materials during the previous year.

The grant to one school will not ordinarily exceed Rs. 500 in any year. This amount may be increased to—

(i.) Rs. 750 if a staff is employed which includes at least one teacher holding the Ceylon Government diploma referred to in clause 58 (a) (2), or an equivalent qualification.

(ii.) Rs. 1,000 if, in addition to the conditions mentioned in paragraph (i.) above, the number of students taking up science subjects is, in the opinion of the Director, large enough to justify such an increased grant.

Domestic science grant.

(f) In girls' schools in which provision is made for domestic science teaching, a special grant not exceeding Rs. 500 may be made towards the running expenses if the Director is satisfied that a qualified teacher is in charge and that the equipment is adequate.

(g) *Commercial Education.*

59 An annual grant not exceeding Rs. 500 may be made towards the running expenses of an approved Commercial Class.

Grant for commercial education.

CHAPTER III.

NIGHT SCHOOLS.

Age limit.

60 (1) Night schools are schools intended to provide education for adults and for boys of 14 years of age and over whose circumstances prevent them from receiving such instruction in ordinary day schools.

(2) An average attendance of 15 will be accepted in a night school as fulfilling the conditions for registration as an aided school.

(3) A session of one and a half hours will suffice for a night school, this session being held between 5 and 9 P.M.

(4) The grants for night schools will be paid at the same rate as for English elementary schools, provided that no attendance grant shall be paid on account of a pupil who has made less than 50 attendances during the year.

(5) In all other respects the regulations applying to lower average schools will apply to night schools.

Average attendance.

Length of session.

Grants.

CHAPTER IV.

TEACHERS.

61 No teacher may, without special permission from the Director be appointed to a post in an English school unless he holds one of the certificates referred to in clauses 63-70. This permission will be granted in future only if the teacher holds at least the Elementary School-leaving Certificate. All teachers are required to have their names entered in the Departmental Register of Teachers, and must furnish the necessary particulars for registration immediately on their first appointment.

Uncertificated teachers not to be appointed without permission.

62 The following will be recognized as certificated teachers :—

(1) All teachers at present recognized as certificated teachers.

(2) Graduates of Universities in the British Empire.

(3) Persons holding certificates recognized by the Education Departments of the United Kingdom or the British Colonies or by the departments of Public Instruction in India.

(4) Members of existing religious teaching orders.

(5) Persons holding certificates approved by the Director as qualifying them to teach.

Qualifications of certificated teachers.

63 Persons who have passed the Cambridge Senior School Certificate Examination, including a pass in the section "English Language and Literature," the University of London Matriculation Examination, or the First in Arts Examination of any of the Indian Universities in the

Third class provisional certificate.

Confirmation of 3rd class certificate.

first or second class, will, on application from the manager of a school, receive a provisional third class certificate valid for two years, which will be confirmed on the report of the inspector that the teacher has done satisfactory work for two consecutive years, and has passed a test in reading and class teaching and a paper in school management, and for female candidates in needlework, at the end of the second year. These papers will be set at E. S. L. C. centres. The needlework syllabus will be: Theory and practice as for standards V. and VI. of Schedule B. The teacher must produce a certificate from the manager stating which standards the teacher has taught in needlework. Those who fail in this test will be allowed to present themselves on one subsequent occasion.

Special examination for third class certificate.

A special departmental examination is held from time to time for uncertificated teachers to qualify for third class provisional certificates.

Appointments which third class teachers are qualified to hold.

64 A third class certificate will entitle a teacher to hold the appointment of principal teacher in a primary school or of assistant teacher in any school. A provisional certificate of the third class will entitle the holder to hold an appointment as an assistant teacher in any school.

Second and third class trained teachers.

65 Students who have completed a two years' course in the Government Training College,* or in any other Training College in Ceylon recognized by Government for the purpose, will, on passing the final examination of the Government Training College be awarded a second or a third class certificate in accordance with their record of work during their course and their performance at the final examination.

First class trained teachers.

66 Second class certificated teachers under clause 65 will be awarded a first class certificate after three successive years' satisfactory work in a Government or grant-in-aid school or in another school under the same management.

Third class certificated teachers under clause 65 will be awarded a second class certificate after three successive years' satisfactory work in a Government or grant-in-aid school or in another school under the same management, and may then qualify for a first class certificate as above.

The Director will decide, on the three special endorsements made by the inspector on the teacher's certificate after each annual inspection whether the teacher's work has been satisfactory. A teacher must work for at least nine months to obtain an endorsement.

Applications for first class certificates shall in every case be accompanied by a report from the Manager on the teacher's conduct and his success in maintaining discipline.

One year's course for graduates.

67 In the case of teachers who are graduates of Universities the period of training for a second class certificate may be limited to a special one year's course.

68 Students who have completed one year at the Training College and have passed the examination at the end of the first year, but who do not complete the second year's course may, on the recommendation of the Principal of the Training College, be granted a third class certificate as under clause 63.

Appointments which second class teachers may hold.

69 A second class certificate will entitle a teacher to hold the appointment of principal teacher in an elementary school. It will also entitle him to hold the appointment of principal teacher of a secondary school, if he holds further qualifications which show that he is fitted to be in charge of work done by the school.

* Regulations governing the admission of students to the Government Training College and the award of scholarships can be obtained on application to the Principal of the Training College.

70 A first class certificate will entitle its holder, if employed in a Government or assisted school, to receive from the Director a bonus of Rs. 400 per annum if the inspector reports that the teacher's work has been satisfactory.

Bonus to first class trained teachers.

In the case of teachers admitted to the Training College before March, 1916, the amount of the bonus will be one-third of their annual salary.

Proportionate payment of bonus may be made for periods of nine to twelve months, on the condition that the teacher is on the staff at the time of the annual examination or inspection.

71 All certificates issued to teachers may be suspended or cancelled by the Director for breach of contract with the manager, for offences under clause 29 of the Code for Assisted Schools, for conviction of an offence under the Penal Code, or for grave misconduct.

Suspension of certificates.

CHAPTER V.

PUBLIC EXAMINATIONS.

(i.) THE ELEMENTARY SCHOOL-LEAVING CERTIFICATE EXAMINATION.

72 (1) This examination will be held twice a year, commencing on the third Tuesday in March and on the third Tuesday in October, at the following centres :—

(a) *March Examination* :—Ambalangoda, Badulla, Colombo, Jaffna, Manipay, Matale, Moratuwa, Negombo, Point Pedro, and Ratnapura.

(b) *October Examination* :—Batticaloa, Colombo, Galle, Jaffna, Kandy, Kegalla, Kurunegala, Matara, Panadure, and Trincomalee.

(2) On the results of this examination the School-leaving Certificate will be awarded, and a grant of Rs. 30 for each successful candidate will be paid to each school presenting pupils for this examination, on condition that all eligible members of the form take up the examination, unless prevented by illness or other unavoidable cause.

(3) The conditions of the examination are as follows :—

(i.) Candidates, unless specially exempted by the Director, must have been for at least three years preceding the examination in continuous attendance at Government or grant-in-aid English schools, or at schools which are inspected by the Department, and have been approved for the purpose of this examination. No candidate will be admitted who has been transferred from one school to another within nine months of the date of examination, except in case of change of residence on the part of parents.

(ii.) Candidates must have passed the seventh standard at least nine months before the date of examination.

(iii.) Candidates will not be eligible for any grant unless they are under 19 years of age on the fifteenth day of the month of examination.

(N. B.—The age limit will be reduced to 18 in 1923).

(iv.) Entries on the forms provided for the purpose for the March examination must reach the Education Office on or before January 15 and for the October examination on or before July 31. A stamp of Re. 1 must be affixed to every entry form, and cancelled by the initials of the principal and the date. Late entries will be received for a further period of fourteen days only, if an additional Rs. 5 stamp is received from each school and cancelled in the same manner. The entry forms must be accompanied by a list of eligible pupils signed by the inspector. This list should be obtained at the annual inspection when the pupils are promoted from the seventh standard.

(v.) Candidates from schools which are not Government or grant-in-aid schools must affix to their entry form revenue stamps of the value of Rs. 2.50 and cancel the stamp with their initials and date.

(vi.) Adult private candidates who are over 19 years of age at the time of application for admission to this examination, who have previously entered for this examination and failed, and whose names are not on the roll of any registered or recognized English school, will be allowed to sit again for the examination in the following March or October. Their application must be made to the Director of Education not later than December 1 or June 1, and the record sheet from the last school from which the examination was taken must be forwarded. The candidate will receive a form of entry, which should be returned to the Education Office duly filled in and stamps to the value of Rs. 2.50 affixed thereto not later than January 15 or July 15.

(vii.) Candidates who have failed to pass the Elementary School-leaving Certificate Examination in not more than one compulsory subject and one optional subject may be allowed to enter for the next following Elementary School-leaving Certificate Examination. Each application will be considered individually, and permission will be given only when the candidate has done sufficiently well in the subjects in which he has failed and in the examination as a whole to justify his taking the examination again in six months' time. Application must be submitted within a month of the publication in the *Government Gazette* of the detailed results of the examination, and must be supported by a certificate from the headmaster of the school which the candidate is attending certifying that in his opinion the application is deserving of consideration.

(4) The examination consists of seven sections :—

- | | |
|--------------------------------|---------------------------|
| (i.) Reading. | (vii.) (a) History. |
| (ii.) Writing and Dictation. | (b) Algebra and Geometry. |
| (iii.) Arithmetic. | (c) Bookkeeping. |
| (iv.) (a) English Composition. | (d) Shorthand. |
| (b) English Language. | (e) Sinhalese. |
| (c) English Literature. | (f) Tamil. |
| (v.) Geography. | (g) Drawing. |
| (vi.) Needlework. | (h) Natural History. |

(i.) *Reading and Recitation.*—From a book brought by the Examiner and such as is generally used in schools for the eighth standard. Candidates will be expected to be able to give an oral account of what they have read. Recitation of a poem selected by the Candidate from one of the books under "English Literature."

(ii.) *Writing and Dictation.*—A passage from a modern prose author will be dictated. Half the marks will be awarded for handwriting, and half for spelling and punctuation. Candidates must pass in both handwriting and spelling. Handwriting will also be judged on the written work of the other papers.

(iii.) *Arithmetic.*—The paper set will be based on the syllabus prescribed for standards IV. to VII. in Schedules A and B of the Code, and in addition : The metric system. Exchange averages and percentages. Simple and compound interest. Proportional parts. Exercises on all the foregoing.

Separate questions will be set for boys and for girls.

(iv.) (a) *English Composition.*—An essay or a letter on a prescribed subject ; a choice of not less than three subjects will be allowed.

(b) *English Language.*—The paper set will be based on the syllabus prescribed for standards IV. to VII. in Schedules A and B of the Code, and in addition, to analyse, compound and complex sentences. To turn direct into indirect speech and *vice versa* ; the use of inverted commas. Exercise in paraphrase and *précis* writing, composition and essay writing.

(c) *English Literature.*—The literature prescribed from time to time for English schools.

(v.) *Geography : Physical, Ceylon Geography.*—General questions on the syllabuses up to and including standard VII.

Types of climate and the main natural regions.

Ceylon.—Sources of food supplies and raw materials. Manufactures and industries.

World Geography.—General questions on World Geography with special attention either to the Geography of Europe and North America or to the Geography of the British Empire.

(vi.) *Needlework.*—To be able to cut a paper pattern of any of the following garments: a baby's frock, a banian, an underbodice, a chemise, a night gown, and a shirt; to be able to mend any part of these garments; to be able to darn stockings, house linen, and darn and mend garments generally; to make hem-stitched whipped frills.

To show a night gown made by the candidate.

(vii.) (a) *History.*—Outlines of the History of the British Empire; or the History of Ceylon; or English History from 1688 A.D. to the present time.

(b) *Algebra and Geometry.*—As prescribed in Schedule C of the Code.

(c) *Bookkeeping.*—As prescribed for the second year in Schedule C of the Code.

(d) *Shorthand.*—As prescribed for the first and second years in Schedule C of the Code.

(e) *Sinhalese.*—Reading, writing, and grammar, as prescribed for standard VIII. in the Schedule of the Code for Vernacular Schools.

(f) *Tamil.*—Reading, writing, and grammar, as prescribed for standard VIII. in the Schedule of the Code for Vernacular Schools.

(g) *Drawing.*—(a) Drawing from nature and common objects:—flowers, sprigs of foliage, &c., in outline. Freehand drawing in outline from ornament in relief or from photographic representations of ornament in relief. Relief to be expressed rather by light and dark lines than by shading.

Studying and drawing examples of Sinhalese and Oriental design.

Geometrical Drawing: Problems on areas, polygons, division of figures in equal or proportional parts, reduction of irregular figures to triangles and squares, circles and lines in contact, the ellipse and miscellaneous problems relating to plain figures.

(b) Colour work and design.

Groups of objects and natural forms on varied or shaded backgrounds. Studies of flowers and foliage of a more elaborate structure.

Drawing good examples of Sinhalese painted ornament.

The knowledge of the origin and application of these ornaments is recommended.

(h) *Natural History.*—The syllabus for standards VI. and VII. (see Schedule C) and in addition: The digestive system of the frog; mechanism of the heart and the meaning of respiration; migration of birds; either plants on the sea-shore or weeds in the garden; water plants; parasitic, epiphytic and carnivorous plants.

Candidates must enter for the first five sections, and, in the case of girls' schools, for section (vi.), and in the case of boys for one subject in section (vii.). They may also take two more subjects from section (vii.).

To pass in section (iv.), candidates must pass in (a) and in either (b) or (c).

Certificates will be awarded to candidates who pass in the first four sections and in one other subject from sections (v.) to (vii.).

The subjects in which a candidate passes will be stated in the certificate.

(5) Time Table of Examination.

Tuesday.

9 A.M. to 11 A.M.	..	Arithmetic.
11.5 A.M. to 11.30 A.M.	..	Dictation.
12.30 P.M. to 2.30 P.M.	..	Geography.
2.35 P.M. to 4.35 P.M.	..	English Literature.

Wednesday.

9 A.M. to 10.30 A.M.	..	English Composition.
10.30 A.M. to 12.30 P.M.	..	History.
1.15 P.M. to 1.30 P.M.	..	Shorthand Dictation.
1.30 P.M. to 3.30 P.M.	..	English Language.
3.30 P.M. to 5 P.M.	..	Shorthand Transcription.

Thursday.

9 A.M. to 11 A.M.	..	{ Bookkeeping.
		{ Needlework.
12 noon to 2 P.M.	..	Geometry.
12 noon to 1 P.M.	..	Vernacular Composition.
1 P.M. to 2 P.M.	..	Vernacular Grammar.
2.5 P.M. to 4.5 P.M.	..	Drawing.

Friday.

9 A.M. to 11 A.M.	..	Algebra.
12 noon to 2 P.M.	..	Natural History.

Reading (English and Vernacular) will be taken during the examination at times which will be notified to the candidates during the examination.

(ii.) THE CAMBRIDGE JUNIOR AND SENIOR SCHOOL CERTIFICATE EXAMINATIONS FOR SECONDARY SCHOOLS.

73 (1) The work of secondary schools and secondary departments of element schools will be tested by the Cambridge Junior and Senior School Examinations. The examinations will be held every year in December, in accordance with conditions approved for Ceylon schools by the Cambridge Syndicate. The regulations will be notified every year in the *Government Gazette*.

(2) Registered grant-in-aid schools will receive a grant of Rs. 30 for each pupil under the age of 16 who passes the Junior School Examination, and a grant of Rs. 50 for each candidate under the age of 19 who passes the Senior School Examination.

(iii.) LONDON UNIVERSITY MATRICULATION.

74 For every candidate under 19 years of age from a registered grant-in-aid school who shall pass the London Matriculation Examination a grant will be paid of Rs. 100 if placed in the First Division; of Rs. 50 if placed in the Second Division.

(iv.) EXAMINATIONS FOR COMMERCIAL CERTIFICATES.

The Ceylon Chamber of Commerce Examinations.

75 (1) With the object of fixing a standard for Commercial Education in Ceylon, the Director of Education will, in consultation with the Ceylon Chamber of Commerce, hold annual examinations, on the results of which certificates will be awarded to the successful candidates. A register of such candidates will be kept by the Chamber of Commerce, their names will be circulated among the members thereof, and the Chamber will interest itself in assisting them to obtain suitable employment:

(2) Candidates for these examinations must conform to the following regulations: (a) They must be not under sixteen years of age on the last day of the month immediately preceding that fixed for the examination; (b) they must for eight months preceding the date of examination

have been attending the Commercial Class of a school which has previously satisfied the Director of Education as providing suitable instruction in commercial subjects.

(3) The certificates will be of two kinds ; (a) for Shorthand Typists ; and (b) for Mercantile Clerks.

The subjects of the examination are :—

- | | |
|---|---------------------------|
| (1) English Composition. | (4) Shorthand. |
| (2) Handwriting, Orthography, and Dictation. | (5) Typewriting. |
| (3) Commercial Terms in ordinary use and Elementary Office Routine. | (6) Arithmetic. |
| | (7) Bookkeeping. |
| | (8) Commercial Geography. |

In order to obtain certificate (a) candidates must satisfy the examiners in subjects (1), (2), (3), (4), and (5), and for certificate (b) in subjects (1), (2), (3), (6), (7), and (8). The percentage required for a pass will be 60 in subjects (1) and (2), 50 in (5) and (7), 40 in (4) and (6), and 30 in (3) and (8).

A candidate may enter for either of the certificates or for both. He must state in the form of application the certificate or certificates for which he is entering. Headmasters of schools recognized for the purpose of this examination can obtain forms of entry on application to the Director of Education.

The examination will be held every year in December, and the entry forms must reach the Director of Education not later than October 31. A revenue stamp of Re. 1 must be affixed to each application, and must be cancelled with the initials of the candidate and the date.

(4) The approximate range of the various subjects and the standards of knowledge required in each are as follows :—

(i.) *English Composition.*—Candidates will be tested in the following ways :—(a) Writing a letter on a given business subject, the headings of which will be supplied ; (b) re-writing in proper form and in correct phraseology a badly drafted letter ; (c) correcting faulty or incorrect sentences. In this paper special attention will be paid to English grammar and idiom.

(ii.) *Handwriting, Orthography, and Dictation.*—In handwriting the chief requirements are legibility of writing and uniformity of size and slope of letters. Writing should not be angular or floresque, and must not slope backwards.

The handwriting of the candidates will be tested in general by their writing in the various papers, and in particular by special tests, such as addressing envelopes, copying a draft letter, and writing from dictation. The spelling of the candidates will be judged from their general work and from a special test involving words of ordinary difficulty. In dictation the chief requirements are accuracy, correct spelling, and correct punctuation.

To pass in this section candidates must show good handwriting and spelling in all their papers, and must obtain a minimum of 60 per cent. in the special tests in both handwriting and dictation.

(iii.) *Commercial Terms and Abbreviations, and Elementary Office Routine.*—A good knowledge of the terms and abbreviations ordinarily used in business.

Note.—A real knowledge of office routine and business terms can be acquired only in a properly organized office. But a practical solution is suggested by making the commercial class room into the school office properly equipped as such, and making the commercial master, with

the assistance of the commercial class, responsible for the school office work, registers, certificates, correspondence, accounts, &c., &c. The boys would in this way be introduced to much of the technical matter usually included under 'office routine, e.g., invoices, order forms, despatch notes, statements of accounts, receipts, transactions through the Post Office and bank, treatment of correspondence, filing, duplicating, indexing, knowledge of postal and railway rates, consignment notes, &c.

The school equipment should include typewriters, office files, materials for duplicating, card catalogues (e.g., birth certificates and library), tables of exchange, tea and rubber sale catalogues, Chamber of Commerce publications, e.g., weekly price list, Post Office and Railway Guide, Directory, Library of Books dealing with commercial topics, exhibits illustrating production and manufacture of Ceylon products.

(iv.) *Shorthand*.—Writing in shorthand (any system) from dictation at the rate of 60 words per minute. Transcribing accurately from short hand into long hand on the typewriter. Candidates may bring their own machines to the examination.

(v.) *Typewriting*.—Typing from manuscript copy and printed matter, and setting out in proper form, draft letters, tabular statements, or other commercial documents. Special attention must be paid to accuracy, correct spelling, proper punctuation, paragraphing, and correct fingering. A candidate desiring to use his own machine may do so; otherwise he will be expected to typewrite on the machine supplied irrespective of make or model. Additional marks will be awarded to those employing the Touch System.

(vi.) *Arithmetic*.—Tots, simple and compound, long and cross. Weights and measures (English and metric), vulgar fractions, and decimals. Proportion, simple and compound. Practice, simple and compound. Interest, simple and compound. Percentages. Exchange. Special attention will be paid to accuracy, methods of working, and setting out work.

(vii.) *Bookkeeping*.—A sound knowledge of the general principles of bookkeeping by double entry, including the keeping of the ledger and subsidiary books, viz., cash book, journal, day book, bills receivable and bills payable books.

A knowledge of the treatment of discounts, interest, bad debts, depreciation, consignment accounts, and the preparation of trading accounts, profit and loss accounts, and balance sheets.

(viii.) *Commercial Geography*.—General knowledge of the position of the principal ports of the world and the chief exports of the countries in which they are situated.

Special knowledge of India and Ceylon in regard to principal exports and imports, trade routes with other countries, local industries.

Knowledge of procedure adopted in shipping various kinds of produce, such as tea, rubber, coconut oil, copra, &c., and of procedure adopted in importing various goods, such as cloth goods, timber, hardware, &c.

Knowledge of the preparation of chief Ceylon products and the development of local industries and trade.

Time Table.

First Day.

9—11.30 A.M.	..	Arithmetic and Tots.
11.30 A.M.—12 noon	..	Dictation.
1—1.15 P.M.	..	Shorthand Dictation.
1.15—3.45 P.M.	..	Bookkeeping and Typewriting I.*
3.45—4.45 P.M.	..	Shorthand Transcription.

* Candidates who take the Bookkeeping paper will take Typewriting II.

Second Day.

8.30—9 A.M.	..	Handwriting.
9—10.30 A.M.	..	English Composition.
10.30 A.M.—12 noon	..	Commercial Terms and Office Routine.
1—2.30 P.M.	..	Commercial Geography.
2.30—4.30 P.M.	..	Typewriting II.

(5) The Chamber of Commerce will award a silver medal to the best candidate in each of the two sections of the examination, and also a bonus of Rs. 100 to the most successful teacher who presents not less than eight candidates. The bonus may, however, be divided between two or more teachers at the discretion of the Chamber.

In order that a teacher may qualify for the bonus, all eligible pupils must be presented for the examination, and 60 per cent. of his candidates must pass in each subject, except in English Composition, in which 75 per cent. must pass.

The Chamber reserves to itself the right to withhold the bonus in any one year, if the standard of the papers is not sufficiently high to justify the payment of a bonus.

(6) Commercial classes will be recognized for the purposes of the Ceylon Chamber of Commerce Examination and for grant only in those schools in which a teacher accepted by the Director as competent to teach commercial subjects is employed, and which provide suitable preparation in standard V. to the Elementary School-leaving Certificate Class as follows :—

Standard V.-VII.—Special attention must be given to—

- (a) Handwriting, spelling, and general neatness in all written work.
- (b) Written composition on topics in which the boys are interested, other than mere reproduction of stories.
- (c) Mental arithmetic and accuracy in computation.
- (d) Facility and accuracy of expression both in writing and in speech.

Standard VII.—Shorthand and elementary Bookkeeping may be introduced in place of Algebra and Geometry.

Elementary School-leaving Certificate Class.—The Elementary School-leaving Certificate syllabus including—

Shorthand.—The boys should be able to write from dictation at 40 and 60 words a minute and transcribe accurately what they have written.

Bookkeeping.—It is not necessary for the boys to know in detail the use of the various books that may be used in business. It should be possible to give the boys a knowledge of the fundamentals, and the introduction to such work could be given through the medium of the school accounts, sports fund, school gardens account, book account, &c.

English Composition should include practice in Précis Writing.

Arithmetic.—More emphasis on Commercial Arithmetic. Use of tables for calculating interest, exchange, &c. Use of Post Office Guide, Railway Time Tables, &c. Data for calculations to be obtained from these and similar tables.

(7) The scholars in a recognized commercial class must have passed at least either the Elementary School-leaving Certificate or the Cambridge Junior School Certificate Examination in Writing, Composition, and Arithmetic; and must be presented at the end of the year for the Ceylon Chamber of Commerce Examination.

(8) In recognized commercial classes containing at least eight boys, attendance grant will be paid at Rs. 40 per unit, and a bonus of Rs. 30 will be paid for each pass in the Ceylon Chamber of Commerce Examination on condition that all eligible members of the class are presented for examination. Special grants may also be made towards the cost of the equipment and maintenance of these classes.

(9) The curriculum for the commercial class should include—

(a) For the whole class—

Handwriting (about three periods a week). The exercise in handwriting should be obtained in connection with the routine work of the school office or the written work in the English language lessons.

Reading, English Language, and Literature (about eight periods a week). Commercial readers should be used; the literature lessons should include commerce, history of commerce, &c. Two or three standard authors should also be read, so that the boys' interest in general reading may not be lost. English language as for Elementary School-leaving Certificate, and letter writing, précis writing, and essay work.

Commercial terms in ordinary use and *Elementary Office Routine* (three or four periods a week, according to the amount of school office work available with exercises arising out of this). See Chamber of Commerce Syllabus Section.

(b) For Shorthand Typists Certificate—

Shorthand—see Chamber of Commerce Syllabus.

Typewriting— Do. do.

Practice in these subjects should be given every day.

For Mercantile Clerks Certificate—

Arithmetic, including tots and special attention to accuracy—see Chamber of Commerce Syllabus.

Bookkeeping—see Chamber of Commerce Syllabus.

Commercial Geography— Do.

(10) Applications for recognition of commercial classes under the terms of this circular must be made before January 31 of each year, giving particulars of staff, equipment, numbers, &c.

The London Chamber of Commerce Examinations.

The examination will be held every year in May. The regulations will be notified annually in the *Government Gazette*.

Schedule A.

Work in the Lower School of Elementary Schools.

First Syllabus intended for Schools which satisfy the Conditions laid down in Clause 19 and intended for English-speaking Children.

INFANT DEPARTMENT.

Lower Division.

Conversation.—Talks about wall pictures representing scenes of ordinary life in England or Ceylon. The children should be encouraged to ask questions. Stories should be told by the teacher and re-told by some at least of the children. Questions and answers about objects in the school or common objects brought for the purpose; positions and movements of the body and limbs, simple actions.

The work should follow a scheme of graduated lessons, of which a record must be kept and submitted to the Inspector.

Reading and Recitation.—Reading easy words set on the blackboard in printed characters. The teacher must keep a record.

Recitation of nursery rhymes and other pieces of suitable poetry of not less than 30 lines.

Writing.—Writing between lines from a copy set on the blackboard. The Inspector will set a test from the writing chart or the teacher's record. Capital letters will not be required.

Writing figures up to 10.

Number.—*Oral Work*: Analysis of numbers up to 10 by means of concrete examples.

The use of a number board or of some other adequate means of visualizing numbers will be regarded as essential in both divisions.

Observation Lessons.—Thirty lessons at least during the year. These should include lessons on things in Nature, Familiar Objects, Form (ball, cube, and cylinder), Primary Colours. Teaching notes on each, initialled and dated by the Head Teacher, must be kept in the school for inspection. The teacher may be called upon to give, in the presence of the Inspector, a new lesson selected and prepared beforehand.

Handwork, Games, Singing, &c.—The details of the work done should be so planned that the occupations serve not only as a means of training the senses and employing the activities of the children, but also of expressing in action ideas derived from the lessons of the day; full scope should be given to the children to express what interests each individually. The occupations should include: Drawing, modelling, colour work, measuring (yard stick and foot rule), songs and games, recitations. |

For girl infants the scheme should provide for practical instruction leading to sewing.

Drawing.—Drawing in mass with crayon on tinted or white paper from very simple objects and natural forms.

Very easy patterns in chequered paper.

Free illustration work of lessons and stories.

Upper Division.

Conversation.—Besides the conversation done in connection with the reading lessons, the time table must provide at least one period daily for conversation lessons on the same lines as those for the Lower Division, but of wider range. There must be a graduated scheme and record of lessons as in the Lower Division. Children must learn to converse correctly, using the plural as well as the singular, and the future and past tenses as well as the present.

Reading and Recitation.—Intelligent reading from two First Readers. One at least should have coloured illustrations. Reading at sight a sentence from one of the Readers, set on the blackboard in print or script. Practice in easy conversation about the subject-matter of the lessons, or about the illustrations contained in the Readers. Recitation of three short pieces of suitable poetry.

Writing.—Writing between lines from a copy set on the blackboard any letter, capital or small.

Transcription of short sentences from the Readers, and transcription from the blackboard of lessons composed by the class during observation and conversation lessons.

Number.—*Oral work*: Elementary analysis of numbers up to 100 based on comprehension of notation. Full analysis of numbers up to 30. Easy questions giving concrete examples of the four simple rules within these limits.

Written work on the above no number over 100 to be given in the question or required in the answer.

Observation Lessons.—As for Lower Division, but 50 lessons at least must be taken during the year. The difference between solids and surfaces should be learnt under "Form," and the recognition of secondary colours under "Colour."

The teacher's notes of lessons must be kept for inspection.

N.B.—While the scheme of observation lessons should be planned round certain "centre-points" of interest to the children, there should be room to satisfy the children's spontaneous demands for information on other subjects.

Handwork, Games, Singing, &c.—As for Lower Division, but more advanced.

Drawing.—As for Lower Division.

The English teaching should be conversational throughout, and should follow what is known as the direct method. In Reading and Observation Lessons oral composition should be definitely taught. In the Lower Divisions children should be able to answer in English very easy questions on the pictures and the material of Observation Lessons. In the Upper Division the questions may be more varied, and answers may be required in complete sentences. An effort should be made to correlate within reasonable limits the daily work. The teaching of number and form, for instance, will be supplemented by the handwork lesson; the words chosen for Reading and Writing will be taken from the Conversation or Observation Lesson.

In schools into which a considerable number of children under five years of age are admitted, it is desirable that a playroom should be provided, in which practice in conversational English can be gained in connection with the handwork, games, and singing, and without any formal teaching of Reading, Writing, and Arithmetic.

STANDARD II.

Reading.—The year's work shall include blackboard reading and reading from two illustrated Readers approved by the Inspector, one of which must be a continuous Reader, with practice in conversation about the pictures and subject-matter of the lessons. One of the Readers must contain coloured illustrations.

Recitation of suitable pieces of poetry not less than 60 lines.

Writing.—To transcribe a passage from one of the class reading books. Copy writing (easy words) must be shown.

Arithmetic.—*Oral work*: Analysis of numbers up to 100. Addition and subtraction; no number above 100 to be given in the question or required in the answer. Multiplication tables to 10 times. Easy concrete application of the four rules within these limits. Easy questions on transactions in rupees and cents, no sum above Rs. 10 being given in the question or required in the answer. The use of the "number board" is recommended.

Written work: Notation to 999. Addition and subtraction of numbers containing not more than three digits; multiplication and division of similar numbers by numbers not exceeding 10. Easy concrete applications of the four rules within these limits.

English Language.—Answering questions orally. The questions will be on the pictures in the Readers and on any well-considered scheme, which the teacher submits, for conversation lessons on familiar objects, actions, or scenes of life.

Answers in complete sentences will be expected, where necessary, and oral composition must be definitely taught by lessons based on pictures and objects and stories.

Geography.—*Home Geography*: (1) Simple observations by children and records showing—

Weather: Fine, dull, &c. Hot, warm, cool.

Shadows: Length and direction, especially in connection with the apparent movements of the sun during the year.

(2) Simple observations of wind and monsoon changes.

The teacher will be expected to give simple ideas about air and water.

Regional and World Geography.—

(1) Stories of life in our land such as Agriculturists; Estate workers; Fishermen; Town and village workers; Traders; and Veddahs.

(2) Life in other lands—Eskimos; Negroes; Arabs; Lapps, &c.

The differences between the clothing, food, and work of these people and those of Ceylon should be pointed out.

Needlework.—Hemming and top-sewing; folding and tacking hems and seams; joining threads. To show a hemmed duster, and a bag with top-sewn and felled seams made by the pupil.

Drawing.—Drawing of simple, flat objects and natural forms (fruits, leaves, flowers), from the actual model. Easy curved and straight lined patterns. Foliated patterns with use of leaf previously studied. Squared paper may be used. The designs should be composed of simple units of natural or conventional forms, repeated to form horizontal or vertical border patterns. May be coloured in crayon or simple washes.

STANDARD III. o

Reading.—The year's work must include reading from two sets of illustrated Readers, approved by the inspector, one of which must be a continuous Reader. Pupils will be expected to have an intelligent comprehension of what they have read and to be able to converse on the subject of the lesson and on the illustrations. Reading may be tested from an unprepared book as well as from the class Reader. Recitation of suitable passages of poetry not less than 60 lines will be expected, and several short story books should be read in addition to the two specially prepared.

Class libraries should be formed for all classes from Standard III. upwards.

Writing.—To write from dictation not more than six lines from one of the class reading books, slowly read once and then dictated. Transcription (notes, summaries, &c.). Copy writing (half text) must be shown.

Arithmetic.—*Oral work:* As in Standard II., with multiplication of the numbers 13 to 16 by multipliers not exceeding 10. The idea of factors should be introduced in the revision of tables. Tests of divisibility by numbers up to 9. Questions in rupees and cents; no sum above Rs. 20 to be given in the question or required in the answer. The table for time, year, month, week, day, hour, minute, second. The clock face. The number of days in each calendar month, and simple exercises involving the application of the four rules to this table. Practical measurement of length, viz., yards, feet, inches, and half-inches.

Written work.—Notation to 99,999. The four simple rules, miscellaneous questions, and problems involving one or more steps, multipliers and divisors not to exceed 99, and no number higher than 99,999 to be given in the question or required in the answer. Addition, subtraction, multiplication and division of rupees and cents within these limits. Easy reduction of yards to feet and feet to inches. Simple exercises on the four rules with reference to the table for length. Easy bills.

English Language.—Oral work as in Standard II., but a higher degree of proficiency will be expected. Both oral and written composition must be taught by lessons based on pictures, objects, and stories. To understand the functions of nouns, verbs, adjectives, and personal pronouns, and to make simple sentences using them in the singular or plural number.

Geography.—*Home Geography:* (1) Similar observations and records as in Standard II. with the addition of the directions of the wind; (2) The cardinal points as indicated by the sun, shadows, the Pole Star, the Southern Cross, and the mariner's compass; (3) First lessons on plan drawing:—

- (a) Directions of chief roads leading to school.
- (b) Directions of chief roads, river, and railway of neighbourhood.
- (c) Sunny and sheltered sides of roads at different times of the day.
- (d) A plan of the school and compound.
- (e) A simple plan of the school neighbourhood.

(4) Further lessons on air and water in connection with winds, clouds, rain, rivers, wells, and tanks. (5) School Expeditions: These should be taken at different times of the year to ensure individual observations of land and water forms, e.g., valley, hill, lakes river, the seashore, &c.

Regional and World Geography—

- (1) Introduction to the globe and names of larger land and water masses in association with stories referred to above and below.
- (2) Life in other lands, such as Indians—rice; Chinese—tea, silk; the Nile and its story; Amazon—rubber; Dutch—canals; Swiss—mountains and valleys; Khirgiz—steppes; French—vineyards; Cowboys—Western plains; Red Indians—buffaloes.
- (3) Description of local industries, food products, &c.

Needlework.—Marking on canvas; folding and tacking hems and seams, top-sewing and hemming; back-stitching.

To show a pillow case (20 in. by 30 in.) made by the pupil, with top-sewn and felled seams, and a wide hem with tapes.

Drawing.—Drawing of flat and simple round objects and natural forms from the actual model, and later from memory.

Easy straight-lined or geometrical patterns. Foliated patterns with use of leaf previously studied.

The drawings may be done in pencil and many of them coloured in crayon or paint.

STANDARD IV.

Reading.—The year's work must include reading from two sets of illustrated Readers, approved by the inspector, one of which must be a continuous Reader. Pupils will be expected to have an intelligent comprehension of what they have read and to be able to converse on the subject of the lesson and on the illustrations. Reading may be tested from an unprepared book as well as from the class Reader. Recitation of suitable passages of poetry not less than 80 lines will be expected, and several short story books should be read in addition to the two specially prepared.

Writing.—To write from dictation not more than eight lines from one of the class reading books, slowly read once and then dictated. Transcription from the class reading books. Copy writing (half text) must be shown.

Arithmetic.—*Oral work*: As in Standard III. Oral exercises in miles, furlongs, chains, fathoms, yards, feet, and inches. The estimation of short lengths in feet or inches. The practical measurement of weight. Exercises on pounds, ounces, and half-ounces. Easy questions on the fractions given below.

Written work: As in Standard III. The drawing of lines of given length in inches and tenths. The use of rupees and cents. Introduction to decimals of two places by the use of 10-cent pieces and cents for tenths and hundredths, and extension of notation to thousandths. Addition and subtraction of decimals and multiplication and division of decimals by whole numbers; answers to division not to extend beyond three places of decimals.

Expression of simple fractions:— $\frac{1}{4}$, $\frac{1}{2}$, $1\frac{1}{5}$, $\frac{1}{8}$, $\frac{2}{5}$, $\frac{3}{4}$ experimentally, using graph paper and coins, as decimals, and then examples of addition and subtraction of these fraction: $\frac{1}{4} = .25$, $\frac{1}{2} = .5$, $\frac{3}{4} = .75$, $\frac{1}{8} = .125$ ($12\frac{1}{2}$ cents), &c.

Easy bills. Exercises on the four rules applied to the tables included under Oral Work. Easy reductions.

English Language.—Oral work as in Standard III., but a higher degree of proficiency will be expected. To understand the functions of all the parts of speech and to make simple sentences containing them. The use of the possessive case. To separate the subject from the predicate, to point out the enlargement of the subject or predicate by single words, and to make illustrative sentences. Written composition based on stories, pictures and topics in which the children are interested.

Geography.—*Physical*: Observations and records as before, with the addition of the records of rainfall measured by the pupils.

Movements of the earth.

Day and night.

Action of rain and rivers.

Action of the sea.

Extension of the simple plan of the school neighbourhood to a study of the map of Ceylon.

School expeditions should play an important part in the work of this standard.

Ceylon: World position and principal trade routes leading to it. Physical features. The principal rivers. Prevailing winds. Distribution of rainfall. Simple

ideas of temperature conditions, *e.g.*, up-country colder than the low-country. Vegetation. Distribution of tea, rubber, coconut, rice, and other grains. Times of sowing and harvesting paddy and other foodstuffs in the locality of the school. Minerals. The railways, canals, and main roads, and towns on these. Coasting voyages and land journeys between principal towns.

History.—Thirty stories from the History of Ceylon.

Needlework.—Marking on coarse calico or muslin; gathering; darning as for thin places in stockings. To show a chemise with a gathered neck, made by the pupil.

Drawing.—Drawing of more difficult round objects or two or more simple objects in a group.

Studies of natural forms (small sprays of foliage, shells, butterflies).

All the work should be done direct from the object, and knowledge tested later by memory work.

Geometrical patterns involving use of simple geometrical forms learnt, and foliated patterns with use of natural forms studied.

Freehand drawing in outline from ornament or copies of patterns.

Second Syllabus intended for non-English-speaking Children.

INFANT DEPARTMENT.

Lower Division.

Vernacular Reading.—Reading from the blackboard. The children must also be able to follow the lines of print in a Reading Book and to read a few words from the first half of a First Book. The teacher must keep a record of each lesson given during the year; the lessons must be dated and initialled by the Head Teacher.

Vernacular Writing.—Writing between lines on slates (text hand) from a copy set on the blackboard of any curves, lines, or complete letters selected by the Inspector from the writing chart.

Arithmetic (*Range as in 1st Syllabus*).—Vernacular.

Observation Lessons.—*Vernacular*: Thirty lessons at least to be given during the year. These should include lessons on things in Nature, Familiar Objects, Form (the ball, cube and cylinder), Primary Colours. Teaching notes on each, initialled and dated by the Head Teacher, must be kept in the school for inspection. The teacher may be called on to give, in the presence of the Inspector, a new lesson selected and prepared by himself.

English Conversation.—Practice in conversation within the range given for the 1st term in the 3rd Syllabus. Recitation of nursery rhymes and suitable pieces of poetry, not less than 30 lines.

The teacher's notes of conversation lessons should be preserved for inspection, in all classes.

Occupation.—The time table should show that the subjects taught are dealt with in short lessons, and that the children's time is, as far as possible, devoted to occupations involving no strain on the mind. The following are suggested:—

(1) Arrangement of seeds or shells so as to form (a) letters, (b) figures, (c) simple patterns or outlines of objects.

(2) Drawing the same things in sand.

(3) Matching colours by means of coloured wools, remnants of cloth, or flowers.

(4) Sticklaying.

(5) Recitation or singing of easy verses.

(6) Drawing leaves on slates.

(7) Drawing from a copy outlines of objects on squared slates, using horizontal, perpendicular, and easy slanting lines.

The occupations may be utilized for practice in English conversation.

Drawing.—As in 1st Syllabus.

Upper Division.

Vernacular Reading.—To be able to read intelligently from a First Reader and a First Standard Reader. Children will be expected to answer questions in easy language on the lesson read. To read at sight a sentence, from one of the Readers, written on the blackboard.

Vernacular Writing.—To copy correctly letters written between lines on the blackboard. To transcribe one or more short sentences written on the blackboard. To write from dictation easy words of not more than four letters.

English Reading.—The year's work shall include blackboard reading of words familiar in the conversation lessons, and reading from an Infant Reader containing words of one syllable with practice in conversation about the pictures and subject-matter of the lessons. Recitation of suitable pieces of poetry, not less than 40 lines.

English Writing.—The writing of letters and easy words. Transcription of a short passage from one of the reading books. Special attention must be paid to the joining of letters.

Arithmetic (*Range as in 1st Syllabus*).—Vernacular.

Observation Lessons.—As in the Lower Division, but fifty lessons at least must be taken during the year. The difference between solids and surfaces should be learnt under "Form," and the recognition of secondary colours.

English Conversation.—Conversation within the range for the 1st and 2nd terms in the 3rd Syllabus.

Needlework.—As in 1st Syllabus.

Drawing.—As in 1st Syllabus.

STANDARD II.

Vernacular Reading.—A few sentences from a Second Reading Book slowly and distinctly read. Questions will be put to test comprehension of the passage read.

Recitation : 10 stanzas of poetry.

Vernacular Writing.—To write from dictation short sentences out of the Reading Book. Copy writing to be shown, large hand only.

English Reading.—As in 1st Syllabus.

English Writing.—As in 1st Syllabus.

Arithmetic (*Range as in 1st Syllabus*).—Vernacular or English.

English Language.—The conversation must cover the whole of the range for the 1st year in the 3rd Syllabus. Oral composition must be definitely taught by lessons based on pictures and objects.

Geography.—*Vernacular or English* : As in 1st Syllabus.

Needlework.—As in 1st Syllabus.

Drawing.—As in 1st Syllabus.

STANDARD III.

Vernacular Reading.—Clear and intelligent reading from a Third Book. Questions will be put to test comprehension of passage read.

Recitation : 10 stanzas of poetry.

Vernacular Writing.—To write from dictation a connected passage, from a Third Book not used in the class, containing two or three sentences. Copy writing to be shown, large hand only.

English Reading.—As in 1st Syllabus.

English Writing.—As in 1st Syllabus.

Arithmetic (*Range as in 1st Syllabus*).—Oral and written work in English.

English Language.—As in 1st Syllabus.

Geography.—*English* : As in 1st Syllabus.

Needlework.—As in 1st Syllabus.

Drawing.—As in 1st Syllabus.

STANDARD IV.

Vernacular Reading.—Good and intelligent reading from a Fourth Book. Questions will be put to test comprehension of passage read.

Recitation : 15 stanzas of poetry.

Vernacular Writing.—Dictation from a Fourth Book not used in class. Round hand copy writing.

English Reading.—As in 1st Syllabus.

English Writing.—As in 1st Syllabus.

Arithmetic (*Range as in 1st Syllabus*).—Both oral and written work in English.

English Language.—As in 1st Syllabus.

Geography.—*English* : As in 1st Syllabus.

Needlework.—As in 1st Syllabus.

Drawing.—As in 1st Syllabus.

Third Syllabus intended for Pupils admitted to an English School after passing the Third or a Higher Standard in the Vernacular.

FIRST YEAR.

Conversation.—*First Term* : Questions and answers using names of objects visible in the school, of parts of the body and dress, and of familiar objects of home use, with the following :—*What, where, I, you, he, she, it, a, the this, that, these, those, am, is, are, have, has, on, under, in, my, your, his, her.* The method must be conversational from the first, and the lessons must be carefully graduated with constant revision. For two or three weeks work should be confined to questions and answers of the type, "What is this?" "It is a book (hat, pen, slate, &c.)," "Where is the book?" "It is on (or under) the table (bench, chair, &c.)."

The class should not be put on to other things till they can converse freely within these limits.

A little practice should then be given with the plural number, avoiding words which have irregular plurals. A similar course should then be given with the words "have" and "has" as well as "is" and "are."

By the end of the term the class should be able to give freely, answers such as "I have the book in my hand;" "You have a watch in your pocket;" "She has a thimble on her finger;" "My books are on the desk."

All class orders must from the first be given in English. In this way the class will become familiar with words like *sit, stand, come, go, give, take, speak, say, talk, hold, hold up, put, put down, yes, no, silence, good, bad, right, wrong, again.*

Teachers must be careful to avoid ungrammatical forms of questions and misuse of common words (*e.g., tell for say, and keep for put*).

Second Term : At least a week should be devoted to careful revision. Then the lessons should be developed in three directions :—

(1) A similar course to that of the previous term, but amplified by more extensive use of the plural number, and the introduction of more adjectives and adverbs, and more prepositions.

(2) Description of actions : "What are you doing?" "I am walking (sitting on the bench, kneeling on the floor, &c.)" "What is Thomas holding in his hand?" &c. When the class is thoroughly familiar with questions and answers in this form, they may learn to use the auxiliary "have" and "has;" *e.g., "I have put my books on the table, and I am holding my pen in my hand."* The conversation should in every case be accompanied by the actions referred to.

(3) Description of pictures : this will give practice in conversation both about objects and actions. Large pictures suitable for class teaching should be used as well as the pictures in its readers. Notes of the lessons should be preserved.

Third Term.—At least a week should be devoted to careful revision. Then practice in the past and future tenses should be introduced without any teaching of grammatical terms. The distinction between "I have come to school to-day," and "I came to school yesterday" should be carefully marked, and the correct use of "shall" and "will" should be practised without any attempt at full conjugation. The material for the lesson should be derived from real things, familiar objects, actions, and pictures. Notes of the lessons should be preserved.

Reading.—Reading should not be begun until the class has made a start in conversation. They should then begin with blackboard reading of the simplest words used in conversation. During the first year they should get through a First Book and a First Standard Reader, and should be able to converse about the pictures and the subject-matter of the lessons.

Recitation of suitable poetry, not less than 60 lines.

Writing.—To transcribe a passage from one of the class reading books. Copy writing (easy words) must be shown.

Arithmetic.—Oral and written work within the limits prescribed for Standard III. in the first Schedule, except that the problems included in the written work shall be of a very simple nature.

Needlework.*—As in Standard IV. of 1st Syllabus.

Drawing.—As in Standard III. of 1st Syllabus.

SECOND YEAR.

Conversation.—During the second year there should be a similar but more advanced series of lessons on objects, pictures, and stories, and notes should be preserved. Oral composition should be taught, and the class should learn to reproduce in writing the substance of the oral composition. Pupils should be familiarized with the use of the passive voice and relative pronoun, and should learn to distinguish between the subject and predicate in a simple sentence.

Reading.—As for Standard IV. of schedule A, though the readers may be of a lower standard.

Recitation of suitable passages of poetry, not less than 60 lines.

Writing.—To write from dictation a connected passage of about eight lines from one of the class reading books slowly read once and then dictated. Transcription from the class reading books. Copy writing (small text) must be shown.

Arithmetic.—Oral and written work within the limits prescribed for Standard IV. in the 1st Schedule.

Geography.—As in Standard IV. of 1st Syllabus.

Needlework.—As in Standard IV. of 1st Syllabus.

Drawing.—As in Standard IV. of 1st Syllabus.

Schedule B.

Work in the Upper School of Elementary Schools.

STANDARD V.

Reading.—From the Fifth Standard upwards the year's work in reading must include reading from two sets of Readers, approved by the Inspector, one of which must be a continuous Reader. The Readers must be graduated in difficulty, and there must be different Readers in each standard except in cases where the grouping of standards has been allowed by the Inspector. Pupils will be expected to have an intelligent comprehension of what they have read, and to be able to converse with regard to the subject of the lessons and of the illustrations. Reading may be tested from unprepared books as well as from the class Readers. Several story books should be read in addition to those specially prepared.

Recitation of suitable passages of poetry of not less than 80 lines will also be expected.

Writing.—To write about eight lines from one of the class reading books slowly read once and then dictated. Transcription from the class reading books. Copy writing in a running hand must be shown.

Arithmetic.—*Oral work* : As in Standard IV. with metres, decimetres, and centimetres. Prime and composite numbers. Prime factors. Meaning of a common factor and a common multiple. Greatest common factor and least common multiple. Easy exercises on the tables specified below and in the application to concrete quantities of fractions whose denominator does not exceed 12.

Written work : Division and multiplication of decimals by integers and decimals. G.C.M. and L.C.M. Reduction of the following weights and measures and the application to them of the four simple rules, viz. :—

Weight : Ton, cwt., qr., stone, pound, ounce.

Length : Mile, furlong, chain, fathom, yard, foot, inch.

* A girl admitted to these classes from a Girls' Boarding School must take the sewing of the next higher standard to that in which she passed in the Boarding School. Principals must see that the information (standard passed in sewing) appears on the Leaving Certificate presented by the pupil when seeking admission to an English school from either Boarding or Vernacular day schools.

A girl who is placed in the standards after passing through the special classes will not take the needlework of the standard in which she is placed for other school subjects, but must take the needlework of the next higher standard to that in which she passed when in the special classes.

Capacity : Quarter, bushel, peck, gallon, quart, pint.

Time : Year, month, week, day, hour, minute, second.

Miscellaneous questions and problems on the foregoing. The operations of addition, subtraction, multiplication, and division of simple vulgar fractions, with denominators not greater than 12. Easy questions on the unitary method as applied to very simple problems.

Measurement of lines and angles, easy drawing to scale.

English Language.—As in Standard IV., also knowledge of the object of the use of transitive and intransitive verbs, of the active and the passive voice, of enlargement of the subject and predicate by phrases. To make sentences illustrative of these. To analyze a simple sentence. Conversion of active sentences into passive sentences expressing the same meaning. Conversion of affirmative sentences into negative, and of statements into questions. The use of the full stop and the mark of interrogation. The comparative and superlative of adjectives. (Examination partly oral and partly written ; the oral work will be framed so as to test a practical knowledge of the use of the passive voice, and the comparative and superlative of adjectives.)

As much practice as possible in oral and written work should be given. Original composition should be based upon a variety of topics.

Geography.—*Physical :* Distribution of land and water. Configuration of continents, islands, mountains, valleys and plains. Volcanoes. Action of ice, wind, sand, and sea. World wind system.

Maps.—Scales, distance, area, how relief is shown.

Elementary lessons on soil, wells, and springs. Weather and sun's position records as before.

Ceylon.—Relief. Winds. Vegetation. Productions. More detail will be required than in Standard IV.

World Geography.—A general—not detailed—knowledge of the geography of the world as a whole. The continents and oceans, their shape and position. In each continent the broad physical features :—Mountains, plateaux and plains, main rivers, climate, types of vegetation, forest, grassland and desert, chief productions and minerals, occupations and principal towns, should be learnt. As the work of this standard is a general world survey, care must be taken not to keep the continents isolated. Constant comparisons between different parts of the world should be made. The main transport routes, *i.e.*, the Trans Siberian railway, the sea route to the East, from Europe to Australia *via* the Panama Canal, should be known.

Journeys of Discovery, e.g., Columbus, Magellan, Drake, Vikings, Phoenicians, Marco Polo, Capt. Cook, &c.

History.—Either (a) Ceylon History from the earliest times to the coming of the Portuguese. Some acquaintance will be expected with the nature of the original sources and with existing historical remains. Good pictures should be shown to the class ; or (b) English History from the year 55 A.D. to 1066 A.D., studied in a well illustrated historical reader or elementary text book approved by the Director. A few suitable poems to be learnt.

Needlework.—Marking, gathering, tucking, darning holes and thin places in stockings. To arrange plackets as for frocks and petticoats, without using false pieces. To arrange an opening as for the front of a chemise, using false pieces.

To show a princess petticoat with tucks, made by the pupil.

Drawing.—Drawing from objects. A piece of paper, a book or board may be shown under the object in order to introduce the candidate to very elementary perspective.

Studies of natural forms ; also groups combining both objects and natural forms and geometrical and foliated floral pattern work.

Freehand drawing in outline from conventional ornament.

STANDARD VI.

Reading.—See Standard V. The passages of poetry to be recited should not be less than 100 lines.

Writing.—To write a continuous passage from one of the class reading books slowly read once and then dictated. Copy books must be shown.

Arithmetic.—*Oral work* : As in Standard V. including exercises on the syllabus for written work. Special attention to be paid to rapidity, as well as to accuracy.

Written work : As in Standard V., but more difficult questions on the unitary method. The use of aliquot parts. Exercises on the foregoing weights and measures, with the addition of the rod or pole to the measure of length. Easy questions on the following as applied to rectangular surfaces of solids framed with the object of testing the pupils comprehension of the ideas involved in square and cubic measures :—

Area : Square mile, acre, rood, square pole or perch, yard, foot, inch.

Volume : Cubic yard, foot, inch.

Exercises on the use of vulgar and decimal fractions. Application of the four rules to vulgar and decimal fractions.

Questions on the metric system of length and weight. Exercises involving the use of £. s. d.

English Language.—Original Composition and letter writing based on stories and topics in which the scholars are interested.

Full knowledge of the uses of all the parts of speech. To make sentences illustrative of them and of the use of the same words as different parts of speech. The conjugation of the verb, and knowledge of the simple or indefinite active tenses of verbs in common use. Analysis of a sentence containing a short clause introduced by a relative pronoun. Synthesis of two simple sentences by means of a relative pronoun. Transposition of words in a simple passage of poetry into the order of prose.

(Examination partly oral and partly written. In the oral work special attention should be given to the use of the relative pronoun.)

Geography.—*Physical* : Oceans, winds and currents, climate, temperature, charts, and maps.

Clouds, rain, rivers, lakes. Distribution of forests, grasslands, and deserts.

Denudation.

Weather, and sun's position records as before.

Ceylon : Rainfall and temperature charts, occupations, density of population.

World Geography : Asia to be studied more in detail. Its world position, physical features, *i.e.*, broad divisions of mountains, plateaux, plains and main river basins, climate, vegetation, minerals, productions, occupations, chief towns, means of communication. Principal natural and political divisions.

Or The world as a whole in more detail than in Standard V.

History.—Either (a) Ceylon History—the Portuguese and Dutch periods. Some acquaintance will be expected with the nature of the original sources and with existing historical remains, and an intelligent comprehension of the present industrial position of the Island; or (b) English History 1066 A.D. to 1485 A.D., studied in a more advanced historical reader or text book well illustrated, and approved by the inspector. A few historical poems relating to the period should be learnt.

Needlework.—Darning holes in stockings, tucking, button-hole-making, sewing on unpierced linen buttons, patching in calico and print.

To show a combination garment, or a tunic and trousers for a small boy. The garment in either case should be made by the pupil.

Drawing.—(a) Freehand drawing in outline of conventional ornamental designs from the flat, and natural forms and objects from memory and the actual model. Geometrical figure drawing, and the use of simple scales.

The work should include symmetrical figures and designs, drawn from flat examples and from easy casts of ornament. Also drawing in outline simple domestic objects, leaves, flowers, shells, and insects.

Exercises should be given in drawing geometrical patterns with ruler and set squares (which may also involve the use of the compass), to be drawn to given dimensions or to an easy scale; or

(b) Brush and colour work. Introduce simple coloured backgrounds for objects and natural forms.

The designs should be based on natural forms, previously drawn by the pupil and should be made to fill given spaces.

STANDARD VII.

Reading.—As in Standard VI.

Writing.—As in Standard VI., but copy books will not be required.

Arithmetic.—As in Standard VI., but work of a more advanced type will be expected. Simple and compound proportions. Proportionate parts. Percentages. Questions on simple areas of the rectangle, triangle, circle. Application of the Unitary Method to Simple Interest and Rates and Taxes. Principles and methods of approximation.

English Language.—Composition and essay writing on the lines followed in the previous standard and in addition to form words of one part of speech from words of another, *e.g.*, adjectives and verbs from nouns, nouns and verbs from adjectives, &c. To analyze complex sentences containing not more than two subordinate clauses. To combine groups of simple sentences so as to form a period. To substitute words for phrases or phrases for sentences.

Geography.—*Physical* : Latitude, longitude and time. The date line. Apparent movements of the sun. Local times of sunrise and sunset. The sundial. Seasons : In tropical lands—dry and rainy. In temperate lands—spring, summer, autumn, and winter.

Observations of the effect of wet and dry seasons in the school district.

Ceylon : Travel and transport, exports and imports.

World Geography : South America, Africa, and Australasia to be studied comparatively.

Or The world as a whole in greater detail than in Standard VI.

History.—Either (a) Ceylon History from the end of the Dutch period to the present time. Some acquaintance will be expected with the nature of the original sources and with existing historical remains, and an intelligent comprehension of the present industrial position of the Island ; or (b) English History, 1485 A.D.—1688 A.D. A knowledge of the great persons and events of the period and of the steps in the growth of Great Britain's Colonial Empire. Some acquaintance with the prominent figures in the literature of the period, and some comprehension of the British constitution and of parliamentary government. A few historical poems should be learnt.

Needlework.—Darning holes in stockings ; button-hole-making ; patching in calico, print and flannel ; darning cross-cuts and hedge-tears ; gusset-making.

To show a shirt made by the pupil for a boy or man.

Drawing.—(a) Freehand drawing from the flat and from natural forms and objects.

Drawing in outline patterns of Sinhalese and other Oriental designs ; and also domestic and other objects, leaves, flowers, shell, birds, and insects.

Geometrical drawing.

The work should include the use and construction of plain scales, parallels, angles, triangles, quadrilaterals, polygons, circles, tangents, proportional lines, simple areas, and pattern drawing. Neatness and accuracy of construction will be required ; or

(b) Brush and colour work and elementary design.

Copying from the flat good examples of Sinhalese and other Oriental designs ; painting in colour, introducing shading objects and natural forms including back ground, two or more objects being grouped together.

The designs may be based on natural or conventional forms, and should be made to fill a given circle, triangle, or square, or simple combinations of these figures.

Notes to Schedules A and B.

1. **Reading.**—In reading particular attention must be paid to audibility, clear articulation, correctness of vowel sounds, position of the accent, and intelligent emphasis. Special arrangements for grouping together small classes for the reading lessons may be referred to the Inspector for approval.

Children will be expected to understand the subject-matter of the poetry learnt.

3. **History and Geography.**—In small schools special arrangements may be made with the approval of the Director for grouping classes in History and Geography. Children must not be presented twice in the same course.

4. **Needlework.**—No assistance in the placing of work may be given to any child. Useful work on actual articles of clothing should be done throughout the year. Instruction in mending and darning should be thoroughly practical. Pupils in the 4th and higher standards must cut out the garment presented for inspection.

Children who cannot use the thimble will not be allowed to complete the sewing test set in the examination.

Schedule C.

Syllabus of optional subjects in Grade I. Schools. The approval of the Director is necessary before any of these subjects can be taken.

ALGEBRA.

Generalized Arithmetic.—Use of symbols. Construction of simple formulæ. Exercises in substitution in formulæ, including graphical representation of formulæ. Solution of problems by means of equations (this will introduce simple operations with algebraic symbols, leading to the algebraic generalization of the four fundamental rules of arithmetic). Simple operations with algebraic symbols involving the use of brackets, positive and negative quantities.

The meaning of a function and its representation by a graph. The plotting of linear and easy non-linear graphs.

Simultaneous simple equations. Solution of these by graphical methods. Problems involving two simple equations.

The factors of quadratic expressions. Solution of quadratic equations by means of factors.

Squares and cubes of binomial expressions. Solution of quadratic equations by completing the square and by factors.

The graphical solution of quadratic equations.

Problems involving a quadratic equation.

The simplification of easy fractions.

The laws of indices (no formal proofs). The meaning of a logarithm. Common logarithms. The use of logarithm tables. Application of logarithms to the evaluation of formulæ.

GEOMETRY.

Experimental Geometry.

Exercises in drawing and measurement to illustrate the following :—

The simple geometric solids.

Surfaces and lines.

Angles treated as produced by rotation. The compass.

Perpendiculars. Parallel lines and transversals.

The side and angle properties of triangles.

The construction of triangles from given data.

Condition for the congruence of two triangles.

The construction and properties of quadrilateral figures.

The chief properties of the circle.

The use of squared paper. Measurement of the area of any rectilinear figure and of the circle.

Symmetrical figures. Lines of symmetry. Similar figures.

Deductive Geometry.

[Formal proof will not be required for the following :—Euclid I. 13–15, 27–29, 4, 8, 26.]

Theorems and problems on the following :—

The side and angle properties of triangles and parallelograms.

The area of triangles and quadrilaterals.

The chord, angle, and tangent properties of the circle.

The properties of the right-angled triangle.

Chord and tangent properties of the circle dependent on Euclid I. 47.

Easy examples on loci.

10. *Natural History.*—The following syllabus in Natural History may be taken as an additional subject in efficient elementary schools where there is a teacher qualified to take the work in the higher standards and to direct the teaching in the lower standards. In the lower standards the work may be taken in connection with object lessons and conversation lessons :—

NATURAL HISTORY.

Upper Kindergarten and Standard II.—Conversation Lessons on the following objects :—Trees, climbers, vegetables, flowers, fruits ; common animals such as bull, dog, cat, hen, crow, frog, bee, butterfly ; scenes from human life ; articles of food.

Standard III.—Observations on :—Air, water, soil, rain drainage, streams, and rivers ; the sun and shadows ; elementary notions on the different parts of a plant ; roots, stems, leaves, flowers, and fruits.

Standard IV.—Systematic study of the syllabus for standard III. The organs of a plant must be studied in relation to their functions.

Standard V.—A comparative and systematic study of animal life, including the following types (external structure and habits) : a mammalian (dog), a bird (hen), a fish (some common fresh water fish), a reptile (snake), an amphibian (frog), an insect (butterfly), a worm (earthworm). Where possible an outline of the skeleton should be drawn.

Standard VI.—Plant Life : Structure and functions of roots, stems, leaves, flowers, fruits, and seeds ; methods of pollination ; dispersal of plants ; structure and germinations of the following seeds :—Broad bean, some ordinary bean, castor oil, jak, gourd, Indian corn, coconut, date.

Standard VII.—Animal Life : Same groups as in standard V. extended to types showing adaptations to particular modes of life. *Mammalia* :—bull, dog, cat, rabbit, squirrel, elephant, flying fox. *Birds* :—a bird of prey an insectivorous bird (magpie), a seed eating bird (sparrow), a climbing bird (wood-pecker), the paddy bird, the duck, the owl. *Reptiles* :—snakes, (cobra, polonga, phyton), wall lizard, cameleon, crocodile, tortoise. *Amphibians* :—frog, toad. *Insects* :—beetle, mosquito, housefly, bee, ant, white ant.

N.B.—It is advisable to connect Natural History with Geography and Drawing. Attention will be paid to the accuracy of sketches.

DOMESTIC SCIENCE.

In order to obtain a certificate, candidates must satisfy the examiners in the following four subjects :

1. **Household Management.**—(a) Written Test : Candidates will be expected to answer questions on the principles of cookery, on the cleaning of a house and household furniture, on the management of a house and on housecraft arithmetic.

(b) Practical Test : Turning out a living room, kitchen, or storeroom. Cleaning and cooking of rice ; preparation and cooking of curries ; sweets and cakes ; preserves ; invalid cookery ; beverages.

2. **Needlework.**—Mending of clothing, patching and darning. Cutting and making of a garment for (a) an infant ; (b) a child ; (c) an adult. Embroidery.

3. **Hygiene.**—Elementary lessons on air, water, and soil. A knowledge of the various parts of the body and their functions. Water supply ; Lighting ; Ventilation ; Care of hair, teeth and skin ; Exercise and rest. Choice of foodstuffs. Diets.

4. **Care of the Sick.**—Preparation of the sick room ; making of bed for patient ; taking of temperature and pulse ; making and application of poultices, bandages, and fomentations : feeding of patient and nursing. First-aid in accidents.

BOOK-KEEPING.

First Year.—Knowledge of the various terms and expressions used in Book-keeping ; meaning and explanation of various kinds of accounts ; ability to write up Journal and Cash Book (three columns) and to post into Ledger and balance accounts.

Second Year.—The use of Purchase and Sales Books, Returns, Inward and Outward Books and Bills Receivable, and Bills Payable Books ; Bills of Exchange, their nature and use ; ability to enter up by double entry a set of transactions, using the Ledger and all the subsidiary books ; ability to draw up Trading Account, Trial Balance, Capital Account and Final Balance Sheet.

Third Year.—The foregoing and in addition, the use of Private, Purchase, and Sales Ledgers ; consignments and joint accounts ; goodwill, suspense and depreciation accounts.

SHORTHAND.

First Year.—Ability to write to dictation a simple passage read at 40 words a minute (5 minutes test) and to transcribe the notes accurately at 8 words a minute.

Second Year.—Ability to write to dictation a passage read at 60 words a minute and to transcribe the notes accurately at 10 words a minute.

Third Year.—Ability to write to dictation a passage read at 80 words a minute and to transcribe the notes accurately at 10 words a minute.

ENGLISH LITERATURE.

According to the syllabus issued from time to time by the Department.

PHYSIOLOGY AND HYGIENE.

First Year.—Structure of the human body, digestion and assimilation of food, purification of the blood, exercise and rest, cleanliness, sanitation of towns and villages, water supply and purification of drinking water, milk supply, food supply.

Second Year.—For Girls only : Care of the Sick and Children : (a) Sick-nursing—choice of room, bed-making, need of light and air, washing of sick people, prevention of bed sores, feeding of sick, value of milk ; (b) Accidents—stopping of hæmorrhage, bandaging, use and improvization of splints, care in moving injured people, absolute need of cleanliness for all wounds ; (c) Fevers—nursing of infectious diseases, urgent need of air

and cleanliness, use of antiseptics, precautions against taking or spreading the disease ; (d) Children—feeding of infants, necessity for milk, need for fresh air and plenty of water, treatment of convulsions, concussion, &c.

Alternative Course for Boys or Girls.—(1) An elementary knowledge of the chemical elements found in the body and of chemical action. Properties of oxygen, hydrogen, carbon, nitrogen.

(2) Foods and foodstuffs. Albumenoids, gelatinoids. Ferments. Fats and amyloids. Salts. The general structure and functions of the organs connected with alimentation. Water, pure and impure, purification. Diets, suitable in quantity and kind. Condiments Stimulants. Beverages.

(3) The blood and organs of circulation.

(4) The structure and functions of the organs connected with respiration. Pure and impure air. Ventilation. Importance of correct breathing.

Third Year.—(1) Waste and repair. The organs of excretion and the precautions necessary for the proper maintenance of the functions of those organs. Physical exercise.

(2) The nervous system. The general structure and functions of the sense organs. Care of eyesight.

(3) Infectious and contagious diseases : symptoms ; isolation ; deodorisers and disinfectants. Disposal of sewage.

Home Industries for Girls' English Schools.

One of the following may be taken in Girls' English Schools in place of any of the foregoing subjects :—

(1) THE MAKING OF OUTER GARMENTS.

First Year.—The preparation of a sewing machine for working ; machine stitching of seams and hems. Correct placing and sewing of seams, either straight or curved, so as to avoid stretching or puckering. Correct cutting (from a given pattern), putting together, and lining of cuffs, collars, neckbands, yokes, waist-bands ; and belts and sleeves. Sewing on of hooks and eyes and working of button-holes ; over-casting, pleating, tucking, piping gathering, and gauging. The correct cutting and joining of materials on the cross ; the applying of false hems to curved and straight edges. To make a simple garment, *e.g.*, a child's frock.

Second Year.—To cut and make correctly from a given pattern a small boy's sailor suit, a small boy's tunic, a girl's yoke frock, and a girl's blouse.

Third Year.—As for second year, and in addition to cut and make correctly from a given pattern a dress for an adult.

Note.—One piece of finished work done by each second or third year pupil, with assistance from the first year pupils should be retained for inspection on examination day.

(2) LINEN EMBROIDERY.

First Year.—Sprays and conventional designs on coarse linen ; also borders in drawn thread work. The work should be applied to the making and decoration of tea cloths, tray cloths, and cushion covers.

Second Year.—As for first year, but on finer linen. The work should be applied to the making and decoration of tea cloths, tray cloths, pillow cases, ladies' and children's clothing, and simple hemstitched handkerchiefs with plain initial letters.

Third Year.—Fine embroidery ; monogramss ; " fillings " to be of lace stitches.

Note.—One or more pieces of finished work in each stage must be retained for inspection on examination day.

(3) LACE-MAKING.

First Year.—Easy lace edgings and insertions ; three patterns at least to be taught to each child ; reel cotton only to be used.

Second Year.—More difficult lace edgings and insertions ; three patterns at least to be taught to each child ; each child to be able to begin a piece of work.

Third Year.—Lace edgings and insertions more difficult than in second year collars, d'oyleys, &c., each child to be able to prepare a pattern.

Schedule D.

Examination for Teachers' Certificate in Drawing.

For the Second Class Certificate —

1. **Freehand Drawing in Outline, and Brush and Colour Work.**—Candidates will be required to draw in outline from a cast or from a photograph of a piece of ornament in relief. The relief should be expressed by light and dark lines. The exercise in brush colour work will consist of one or two objects or natural forms, painted as directly as possible with the light and shade simply suggested, to be executed with brush and colour.

2. **Blackboard Drawing.**—Candidates should be able to sketch from memory some common object (selected from two or three named by the examiner), in a manner suitable for illustrating an object lesson, and also draw to a large scale a simple pattern supplied to him for the purpose.

3. **Practical Geometrical Drawing.**—Problems in this subject will be limited to the following sections :—

- (1) The construction and use of scales.
- (2) The division of lines into equal and proportional parts.
- (3) The construction of parallel angles, triangles, with their inscribed or described circles, quadrilateral, and figures similar to given ones.
- (4) The construction of regular polygons on a given straight line, or in a given circle.
- (5) The reduction of rectilinear figures to triangles or squares of equal area.
- (6) Miscellaneous simple problems relating to lines and circles.
- (7) The construction of ellipse, with its tangents and normals.

For the First Class Certificate (in addition to the above)—

4. **Model Drawing.**—Candidates will be required to draw in outline or in light and shade a group of geometric models or common objects, together with the board upon which they are placed.

5. **Brushwork and Elementary Design.**—Candidates will be required to paint in colour a natural spray of leaves and flowers, and to construct a simple design to fill a square, circle, triangle, or rectangle, in two or more colours, basing the design on the natural form given.

6. **Elementary Perspective.**—Candidates should be able to give a clear description of the principles employed, and the meaning of terms in general use, such as "Picture Plane," "Ground Plane," "Ground Line," "Line of Direction," "Horizontal Line," "Centre of Vision," "Station Point," "Vanishing Point," "Vanishing Parallel," &c. They should be able to represent in perspective simple solids of plane or curved surfaces in easy positions or the ground plane.

Note 1.—Candidates shall be allowed to enter for Drawing without entering for the rest of the Teachers' Examination.

Note 2.—The First Class Certificate will be awarded to those who pass in all six sections, and the Second Class to those who pass in the first three only.

Schedule E.

Syllabus of Manual Training (Woodwork).

First Year.—(1) The first year course as set out in the following syllabus must be taken—

First Term.

Theory.—Construction and use of the following :—

- | | | |
|---|--|---|
| <ol style="list-style-type: none"> 1. The jack plane. 2. The striking knife | | <ol style="list-style-type: none"> 3. The gauge. 4. The try-square. |
|---|--|---|

Drawing.—(a) Drawing models to scale in orthographic projection.

(b) English measurements.

(c) Hand sketches of the following :—

- | | | |
|--|--|---|
| <ol style="list-style-type: none"> 1. Jack plane (section). 2. The striking knife. | | <ol style="list-style-type: none"> 3. The gauge. 4. The try-square. |
|--|--|---|

Practical Work.—(1) Preliminary exercise. (Use of jack plane, try-square, and striking knife).

(2) Rectangular prism.* (Use of gauge, tenon saw, and firmer chisel. Horizontal paring).

(3) Tip-cat. *(Oblique paring with firmer chisel).

(4) Plant label. *(Vertical paring with firmer chisel. Use of the file and wing compass).

Second Term.

Theory.—Construction and use of the following :—

- | | | |
|---|--|--|
| <ol style="list-style-type: none"> 1. The brace (use only). 2. The centre bit, bradawl, and countersinking bit. | | <ol style="list-style-type: none"> 3. The rip and cross-cut saws. 4. The mitre square. |
|---|--|--|

Drawing.—(a) and (b) as in First Term.

(c) Sections introduced.

(d) Hand sketches of the following :—

- | | | |
|--|--|--|
| <ol style="list-style-type: none"> 1. Firmer chisel. 2. Tenon and dovetail saws. | | <ol style="list-style-type: none"> 3. Centre and countersinking bits. 4. The rip and cross-cut saws. |
|--|--|--|

Practical Work.—(1) Line winder. *(Boring.)

(2) Pan stand. *(Half-lap cross joint. Use of the rip and dovetail saws.)

(3) Keyboard. *(Chamfering. Use of the smoothing plane, bradawl, countersinking bit and mitre square. Construction and use of a thumb-gauge.)

Schedule G.

The following declaration on form C 64 must be signed by the Manager and handed to the Inspector on the day of the annual examination or inspection :—

I do hereby certify and declare that—

(1) All the pupils whose names are entered on these report slips to be examined for a grant have received not less than nine month's actual instruction in school since the last examination, and have attended school on not less than one hundred days during that period.

(2) The conditions laid down with respect to the standard in which each pupil is now offered for examination have been strictly complied with, and that, to the best of my knowledge and belief, no one of them has passed the examination of the standard of presentation or that of a higher standard in this or in any other school.

(3) Every pupil is vaccinated, or protected from smallpox by having had that disease.

(4) No pupil who has not passed the third or a higher vernacular standard has been admitted from a Government or grant-in-aid vernacular or Anglo-vernacular school into this school.

(5) All pupils who have been admitted from vernacular schools, having passed in the third or a higher standard, have been placed in the special class worked under the third syllabus of Schedule A.

(6) No pupil has been admitted without the production of a birth certificate or other satisfactory evidence of the date of birth approved by the Inspector of the District.

(7) No pupil has been admitted from a Government or grant-in-aid English school without a certificate in the Form P signed by the school authorities.

(8) No pupil has, without special permission from the Inspector, been promoted since the last examination from the lower school who has not passed in English an examination in conversation, reading, writing, and arithmetic equal to the fourth standard, and no grant is claimed for any Sinhalese or Tamil pupil placed in the upper school since January 1, 1914, who has not passed in the Vernacular a third standard examination in Reading and Writing.

(9) Three-fourths of the fees due for the year from paying pupils have been recovered.

Schedule H.

STUDENT TEACHER'S BOND.

KNOW ALL MEN BY THESE PRESENTS THAT WE, _____ principal, and _____ surety, are jointly and severally held and firmly bound unto our Sovereign Lord KING GEORGE THE FIFTH, His Heirs and Successors, in the sum of Rupees Three Hundred (Rs. 300) lawful money of Ceylon to be paid to our said Lord the KING, His Heirs and Successors, for which payment well and truly to be made we bind ourselves jointly and severally, our and each of our heirs, executors, administrators, and personal representatives firmly by these Presents.

Signed by us at Colombó this _____ day of _____ One thousand Nine hundred and _____.

WHEREAS upon the _____ day of _____ One thousand Nine hundred and _____, the above bounden _____ has entered into the Government Training College as a student therein on the recommendation of _____.

Now the conditions of the above written obligation are such, that if the said _____ shall complete the prescribed course for the students of the Government Training College, and immediately thereafter be a teacher in some registered School in Ceylon under the management of _____ for and during five consecutive years, then this obligation shall be null and void, but otherwise shall be and remain in full force and virtue. Always provided that the post offered to him by the said _____ is one which in the opinion of the Director of Education he is not reasonably justified in declining..

Witnesses :

- 1.
- 2.

ATTENDANCE REGISTER.

The following are the amended rules for keeping registers referred to in clause 13 (d). The Registers of Admission and Attendance (and Log Book) must always be kept in the school during school hours :—

The names of scholars must be entered in the Register of Daily Attendance according to their standards each month. The names in each standard must be entered in their order of admission, and must be carried on from month to month in the same order. The attendance of each scholar must be marked at every meeting of the school. The attendance of teachers, assistant teachers, and monitors must also be marked.

The attendance required to fulfil the conditions of the Code must be one of not less than three hours, excepting in night and estate schools, where two hours will suffice.

In schools which have two sessions, morning and evening, two half attendances of one and a half hours each shall constitute a full attendance. The Registers shall be marked (*i.e.*, the marks indicating presence or absence must be filled up as given below) not less than *three hours* in schools which have one session before the close of the school, or not less than *one and a half hours* before the close of each session in schools which have two daily sessions. The exact period of *three hours*, or *two exact periods of one and a half hours* each, as the case may be, *after the marking of the Register*, shall be the attendance required by Government, and the attendance of any scholar who leaves the school during this period shall then and there be cancelled by drawing a mark of cancellation across the mark of presence, thus —

The hour or hours for marking the Register, and the subsequent period of three hours (or period of one and a half hours) for Government attendance, *must be noted in the School Time Table*, and *the Time Table must, during school hours, be hung in a conspicuous part of the school*.

Registers must be marked in ink only, with no erasures or blanks; any error must be corrected in the column of "Remarks." Presence must be marked with a long stroke, thus /, and absence with a cypher, thus 0.

The number of attendances made by each Class or Standard must be entered at the foot of the column immediately after the attendance has been marked and checked, and the grand total must be entered at the same time.

On the occasion of a holiday, a line must be drawn down the whole length of the column for the day.

At the end of each month the Summary must be filled up, showing (1) the number of school-days during the month (or number of sessions in schools holding two daily sessions); (2) the total number of attendances; (3) the number on the list and the average attendance for the month.

ADMISSION REGISTER.

When a scholar is admitted, his name must be at once entered in the Admission Register and the necessary information entered in each column as soon as possible.

Should any doubt arise with reference to the standard in which a child admitted from another school was last examined, the Inspector should be informed.

When a child has been absent for two months without reasonable excuse his name shall be struck off the roll, and an entry at once made in the Register in the column headed "Date of Withdrawal." If this is regularly done, the number of children in attendance according to the Admission Register will tally with the number given in the Daily Attendance Register. If a scholar whose name has been struck off the Register is re-admitted, his original number should again be assigned to him.

The attention of School Managers and Teachers is particularly invited to these rules as the system of grants demands that the registration of the attendances of teachers and scholars shall be absolutely accurate and trustworthy, and any failure to observe the regulations, even in the smallest details, must be regarded as a serious administrative offence and a serious breach of the conditions of grant, which must involve a substantial reduction in the grant conditionally payable, as well as other penalties which the Director may lawfully impose. Steps will be taken to test registers systematically and extensively.