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CODE OF REGULATIONS FOR ASSISTED
ENGLISH SCHOOLS.

THE following amended Code of Regulations which has been passed by the Board of Education and confirmed by His Excellency the Governor in Executive Council is hereby published in accordance with Section 10 (3) of Ordinance No. 1 of 1920.

By His Excellency's command,

F. G. TYRRELL,
Acting Colonial Secretary.

Colonial Secretary's Office,
Colombo, August 12, 1929.

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CODE FOR ASSISTED ENGLISH SCHOOLS.

CHAPTER I.—SCHOOLS.

Section I.—CLASSIFICATION AND GRADING.

1 Schools are classified as boys' schools, girls' schools, and mixed schools. Classification of schools.

2 English Schools are graded as Primary, Junior Secondary, Senior Secondary, and Collegiate. Grading of schools.

A Primary School is a school which provides a course of instruction up to Standard V.

A Junior Secondary School is a school which provides a course of instruction up to the E. S. L. C. examination or classes of an equivalent standard.

A Senior Secondary School is a school which provides the course of instruction up to the standard of the Junior Secondary Schools, and in addition a further course up to the standard of the London Matriculation examination or a special course approved by the Director.

A Collegiate School is a school which provides a course of instruction commencing from Form I. or Standard VI. up to the standard of the London Matriculation examination, including any special courses approved by the Director.

A Collegiate School may frame its own syllabus of work and submit it to the Director for approval before the beginning of each school year.

3 Schools which are certified by the Director as providing adequate and suitable instruction under clause 25 of Ordinance No. 1 of 1920 are called "Recognized schools." Recognized schools.

4 Schools which are in receipt of Government grant are called "Registered schools." Registered schools.

5 Night schools are schools intended to provide education for pupils over 14 years of age, whose circumstances prevent them from receiving instruction in ordinary day schools. Night schools.

6 Industrial Schools are schools which teach one or more of the following trades on the lines of the syllabuses of work published by the Department, or a special syllabus approved by the Director— Industrial schools.

In Boys' Schools.—Carpentry, printing, bookbinding, shoemaking, metal work, cloth weaving, rattan work, basket making, pottery, lacquer work, agriculture, or any other industry or art approved by the Director.

In Girls' Schools.—Cloth weaving, dress making, lace making, embroidery, grass mat weaving, rattan work, basket weaving, spinning, nursing, cooking, or any other industry or art approved by the Director.

7 No application for a change of class or grade of a school shall be considered except at the annual inspection. Such applications may be approved provisionally and may be confirmed or cancelled at the subsequent annual inspection. Application for change of class or grade of school.

Director to decide classification and grading of schools.

8 The Director shall have the power to decide the classification of schools, and to transfer schools from one class or grade to another. In deciding this question the following points shall be considered :—

- (a) The nature of the premises, accommodation, and equipment ;
- (b) The qualifications of the staff ;
- (c) The curriculum ;
- (d) The financial position of the school ;
- (e) The quality of the work.

In deciding upon the reclassification or regrading of a school, consideration will be given to the effect which such reclassification or regrading would have upon the neighbouring Government or Assisted schools.

Section II.—RECOGNITION AND REGISTRATION.

Provisional recognition.

9 It shall be the duty of any person who desires to open a school to report particulars of such school to the Director at least one month before its opening. The school will be recognized provisionally until it is inspected and its recognition confirmed. If, on inspection, the school is found unfit for recognition, the provisional recognition will be cancelled. Provided that an extension of the provisional recognition may be allowed if, in the opinion of the Director, the defects noted can be remedied within thirty days.

Provisional registration.

10 When the Manager is satisfied that the conditions for registration required by the Department have been fulfilled, he shall apply to have the school inspected for registration. An inspection for this purpose will not be held until the school has been in session for at least three months.

If, on inspection, the school is considered fit for registration, the application of the Manager will be gazetted for observations to be received within thirty days. At the end of this period a school which satisfies the conditions for registration will be provisionally registered from the date on which it satisfied these conditions.

If the school is refused provisional registration the Manager will be informed of the reasons for this refusal. The Manager of such a school may reapply to the Director for registration when he is satisfied that the necessary conditions have been fulfilled.

Confirmation of registration.

11 The inspection for the confirmation of registration will take place during the month of the annual inspection of the schools in the locality, provided that not less than seven months have elapsed since the date of the provisional registration of the school. If such inspection does not take place within thirteen months of the date of the provisional registration of the school, a special inspection of the school will be held within the thirteen months. If the school has maintained the conditions for registration, it may be registered as an assisted school. Notification to this effect will appear in the *Government Gazette*.

Distance between schools.

12 No school will be registered when there already exists a school of the same class and grade within one mile of the new school without some intervening obstacle, unless the average daily attendance of eligible pupils of the new school for the previous twelve months exceeds 20. But in any case, however large the attendance, no new school will be registered 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. The attendance of children transferred during one year subsequent to the date of the first inspection from existing Government or Assisted schools within a one-mile limit will not be counted.

Change of site of school.

13 Applications to change the site of a registered school, if approved by the Director, will be notified in the *Government Gazette*, but no such change will take effect until after thirty days from the date of such publication

14 (a) The Registers of Admission and Attendance of a type approved by the Director, together with the Log Book, must always be kept in the school during school hours. Admission and Attendance Registers.

(b) The names of all pupils must be entered in the Register of Daily Attendance according to their standards. The names in each standard must be entered and preserved in the order of admission. The attendance of each teacher, pupil teacher, and pupil must be marked at every session of the school. For this purpose the afternoon session shall count as a separate meeting of the school if it is separated by an interval of more than 15 minutes from the morning session.

(c) In order to register punctuality of attendance, the register shall be opened at the beginning of each session, and each child who is present shall receive a mark in black ink, thus /.

(d) A period of three minutes in each session of the school must be set down on the school time table for the closing of the registers, during which the attendance of late comers will be marked with an oblique stroke in red ink. Absence will be indicated by means of a cypher, thus 0. The registers shall be closed at least three hours before the end of a one-session school, and at least one and a half hours before the end of each session of a two-session school.

The register must be checked and the total attendances entered at the foot of the column by the responsible teacher during the three minutes set apart for closing, and this total may be changed only by the addition of plus or minus signs.

(e) In a one-session school the attendance of any pupil who does not put in at least three hours after the closing of the register shall not be counted, and the attendance of any pupil who leaves the school during this period shall then and there be cancelled, thus \bigcirc , by enclosing the mark indicating presence with a circle in black ink.

In each session of a two-session school the attendance of any pupil who does not put in at least one and a half hours after the closing of the register shall not be counted, and the attendance of any pupil who leaves the school during this period shall then and there be cancelled, thus \bigcirc , by enclosing the mark indicating presence with a circle in black ink.

(f) All teachers and pupils must be present throughout the meeting of the school. Pupils who are withdrawn from any religious observance or instruction in accordance with section 15 of the Ordinance No. 1 of 1920 must be provided for separately.

(g) If a pupil is marked absent and is subsequently discovered to be present, the oblique stroke shall be drawn through the mark indicating absence.

(h) These alterations shall be endorsed in red ink at the foot of the column, thus :

No. 26 Absent 14. 3. 26

or

No. 14 Present 15. 3. 26

and shall be initialed by the head teacher.

(j) In no circumstances whatever may erasures be made.

(k) Normally the class teachers will mark the registers, but in all cases the Principal or head teacher will be responsible that the foregoing rules are observed.

(l) If a pupil is admitted to or leaves the school at any time other than the beginning or end of a term, the unoccupied portion of the register devoted to his name shall be ruled through forthwith.

(m) When a holiday is given, a line must be drawn through the whole length of the register for those occasions upon which the school does not meet.

(n) At the end of each month the summary must be filled up, showing (1) the number of school meetings during the month; (2) the total number of attendances; (3) the number on the list and the average attendance for the month.

Pupils' names to be entered in Registers.

15 (i.) The school must be open for instruction for at least 180 days during the year, and the names of all pupils above the age of five attending the school must be entered in the Admission and Attendance Registers. The rules for keeping these registers must be carefully carried out.

Birth certificates.

(ii.) 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 the birth certificates must be kept in the school. In the case of pupils born out of Ceylon, similar evidence shall be procured within three months.

Leaving certificates.

(iii.) No pupil who has previously attended any Government, Assisted, or Recognized English or Bilingual* 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, Assisted, or Recognized school which he has attended. Any child who is over seven years of age, and who is stated not to have attended an English or a Bilingual* school before, should produce an affidavit to that effect before admission, and this must be filed. The leaving 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 or boarding fees, arrears of which may not be claimed for more than three months.

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

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

(v.) 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 these rules. 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 shall have a system for ensuring—

- (1) Communication with the parents or guardians of pupils.
- (2) Punctual payment of fees.

Pupils to be present at annual inspection.

(vi.) All pupils must be present throughout the annual inspection, unless prevented by illness or by other unavoidable cause.

Admission standard of pupil.

(vii.) No pupil on admission to a school shall be placed in a class higher than the one immediately above that which his record sheet shows him to have passed.

Pupils from Vernacular or Bilingual schools.

(viii.) Pupils from an Assisted Vernacular or Bilingual school who seek admission into the classes of any school where the medium of instruction is English, shall have passed a vernacular standard not lower than the 3rd.

Refusal of admission.

(ix.) Any child may be refused admission to a school if, in the opinion of a competent medical officer, his exclusion is desirable in order to prevent the spread of disease or on the ground of his mental or physical condition.

Promotions from Standards V. and VII.

(x.) In the case of promotions from Standard V. or Standard VII. the Inspector shall have power to disallow any such promotion. (*Vide* also clause 38 (g).)

* A Bilingual school is a Sinhalese or Tamil school in which a second language is used in progressive stages as the medium of instruction.

(xi.) In lieu of notice of withdrawal, one month's school fees only may be claimed, except in schools where fees are payable by the term, in which case one term's school fees may be claimed. Notice of withdrawal.

16 (i.) The school must have an adequate and efficient staff, two-thirds of whom must be certificated. Any reduction in this proportion of certificated teachers must be sanctioned by the Director, but such proportion must in no case fall below one-half of the total staff. Staffing of schools.

(ii.) In mixed schools there must be a woman teacher on the staff. The head teacher of a girls' school must be a woman teacher. Mixed schools.

(iii.) No teacher shall be appointed to a school except with the previous approval of the Director, but such approval shall not be withheld except on educational grounds. In case of emergency, however, provisional appointments may be made pending the approval of the Director. Appointment of teachers.

(iv.) The services of a teacher shall not be discontinued except with the previous approval of the Director, but in cases of emergency a teacher's services may be discontinued or notice may be given of such discontinuance by the Manager pending the approval of the Director. Discontinuance of teachers.

(v.) The scale of salaries adopted by the school must be not less than that prescribed by the Code, subject to the exception mentioned in clause 29. Salaries.

(vi.) No men teachers who are 60 years of age, no female teachers who are 55 years of age, and no teachers who are in receipt of a pension under any of the rules of the School Teachers' Pension Ordinance, No. 6 of 1927, shall be employed on the staff of a school without the permission of the Director. Age limit.

17 The accommodation, furniture, and apparatus must be sufficient and suitable. All rooms used for teaching purposes must be well 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. Class rooms must provide 13 square feet per unit of average attendance of all pupils. No room will be accepted as suitable in which the length or breadth is less than 9 feet. The number of desks provided must be sufficient to allow all the classes to be seated simultaneously for writing work; desks must be of suitable height, and the furniture in general must be adapted to the physical requirements of the pupils. The sanitary condition of the school must be satisfactory, and sufficient and suitable latrine accommodation must be provided. Every school should be provided with a library of suitable books. Accommodation, furniture, apparatus, and sanitary condition of school.

18 A separate time table approved by the Inspector 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 the teachers. A time table showing the work of each teacher should also be prepared. Time table.

19 Syllabuses and schemes of work, records of work, and the results of terminal tests must be retained for inspection. Records of work, &c., to be retained.

20 The school must follow the syllabuses of work prescribed or approved by the Director. Syllabuses.

21 (a) Before a night school can be registered for grant, it must have been in existence for a period of not less than three months and have had during that period an average daily attendance of not less than 20 pupils. Registration of night schools.

(b) A session of two hours will be the minimum for a night school, such session to be held between 5 and 9 P.M.

(c) The head teacher of a night school must, as a rule, hold a Teachers' Certificate.

(d) Before admission, pupils must produce birth certificates or other satisfactory evidence in proof of the fact that they are not less than 14 years of age.

(e) The occupation of every pupil should be stated in the Admission Register. The Manager of the school is expected to verify this statement prior to the pupil's admission, and also periodically.

(f) Proper lighting is indispensable. A sufficient number of lamps to obviate any strain on the eyes of the pupils must always be used.

(g) The curriculum of studies should cover a period of three years, and should, as a rule, be limited to arithmetic and the study of the English language. Any additional subjects must be approved by the Director.

Registration of
Industrial
schools

22 Applications for registration of Industrial schools will be entertained on the following conditions:—

(a) The Manager shall—

(i.) Provide a suitable building and a teacher who must be approved by the Director ;

(ii.) Guarantee the stability of the school for five years ;

(iii.) Promise an average attendance of at least six full-time or ten half-time pupils ;

(iv.) State that there is the possibility of his pupils finding employment in the industry which they will be taught ;

(v.) Submit the probable cost of buildings, tools, and equipment.

(b) The raw material must be supplied by the Manager, except as provided for in clause 42 (a).

(c) The difference between the cost of the raw material and the selling price of the finished article shall be distributed at the rates prevailing in Government schools, in the following proportions:—

Sixty per cent. to the pupils ; twenty per cent. to the teacher ; twenty per cent. to the school.

In order to encourage pupils to possess, by the time they finish their training, their own tools or looms in such industries, as carpentry and weaving, a certain proportion of the amount earned by the pupils may be devoted by the Manager to this purpose.

(d) The Manager of an Industrial school will be required to prepare a statement of accounts for the annual examination on the prescribed form.

(e) Notice of the date of the annual inspection will be given by the Inspector at least fourteen days before the date fixed. The school will also be informed at the same time what materials will be required at the examination.

(f) The articles mentioned in the syllabuses are only suggestive. Other models may be substituted with the approval of the Director.

Schools not
under
recognized
societies.

23 No school which is not under the control of a recognized society or trust shall be registered save in exceptional circumstances, when the Manager will be required to furnish substantial security for the maintenance of the school for a period of not less than three years.

Income of
school to
be applied to
educational
purposes.
Schools not
fulfilling
conditions to
be removed
from list.

24 The total income of a school from grants and fees must be devoted exclusively to educational purposes.

25 Any Assisted school 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 re-register at any time a school removed from the list, application must be made in the same form as for a new school.

Section III.—GENERAL.

26 (i.) For the purposes of this Code the Local Manager as defined in section 16 of Ordinance No. 1 of 1920 shall be referred to as "Manager"; and where the Manager is in charge of a group of schools, he shall be referred to as "General Manager." **Managers and General Managers.**

(ii.) Assisted schools are administered by Managers whose duties are— **Duties of Managers.**

(a) To see that the requirements of the Code are carried out in the school or schools for which they are responsible;

(b) To correspond with the Department;

(c) To furnish all returns that may be required by the Director of Education or Chairmen of Education District Committees.

(iii.) Where there is no Manager of an assisted school or the Manager who has been appointed refuses to act or absents himself from his duties, the Director may appoint a Manager temporarily until such time as the head or governing body of the school is able to appoint a Manager, and such temporary Manager shall during the time of his appointment have all the powers of a Manager appointed by any such head or governing body. **Appointment of temporary Manager.**

(iv.) Salaried public servants generally are not permitted to hold offices as Managers of schools, but Chief Headmen may, on application, be granted special permission in any case in which the granting of such permission is not considered objectionable. This restriction does not apply to minor headmen. **Salaried public servants.**

(v.) The names of Managers of all schools will be gazetted.

Gazetting of names of Managers.

(vi.) The Manager or proprietor of any school shall not receive any personal profit or emolument therefrom.

Manager not to make profit on school.

(vii.) A General Manager may authorize certain persons to sign letters on his behalf and to carry on correspondence with the Department. These persons shall be known as "Correspondents."

Correspondents.

(viii.) If it is necessary for an Inspector to visit a school a second time owing to the Manager's failure to supply complete returns at the annual inspection, the expenses of such second visit must be borne by the Manager. **Schools to pay expenses of second inspection if necessary.**

(ix.) Managers will receive at least fourteen days' notice before the date of the annual inspection, but an Inspector or any person authorized by the Director may visit an Assisted or Recognized school at any time without notice. **Notice of inspection.**

(x.) The Manager shall hand to the Inspector on the first day of the annual inspection three copies of the annual returns duly filled in. **Annual returns.**

(xi.) In order to facilitate inspection the Manager shall send to the Divisional Inspector not later than January 31 of each year a list of holidays both usual and special which it is proposed to observe during the ensuing twelve months. **List of holidays.**

(xii.) In case of any closure for epidemics, sickness, or other special reasons the Manager shall notify the Divisional Inspector as soon as possible. **Closure of school for special reasons.**

27 The schedules and syllabuses published separately shall have the same effect as if they had been incorporated in the Code, provided, however, that any provision contained in any schedule or syllabus may be varied with the consent of the Director first had and obtained. **Syllabuse**

CHAPTER II.—GRANTS.

Object of grant.

28 The object of the grant is to aid local exertion by a reimbursement of the expenditure incurred in accordance with the rules of this Code—

- (a) In promoting education ;
- (b) In maintaining schools ; and
- (c) In training teachers.

Grants cannot be claimed for any new school, irrespective of the circumstances of the case and the limits of the sum placed at the disposal of the Director by the Legislative Council. Should a grant be refused, the reason for its refusal shall be communicated to the applicant.

Calculation of grant.

29 The grant paid to any school is the difference between the Manager's contribution towards the salaries of an adequate staff as defined below, and the salaries of this staff paid according to the approved scale appearing in the Appendix attached to this Code.

In the event of any teachers voluntarily agreeing to be employed under a Manager on a salary less than that provided in these scales, such cases must be submitted to the Director for approval before any grant can be paid towards the salaries of such teachers.

Maximum staff eligible for grant.

30 English schools which have an average attendance of not more than 150 eligible pupils for the last school year will be allowed to count one teacher for every 12 units of average attendance, and the maximum staff eligible for grant will be ten teachers.

Where the average attendance is more than 150 eligible pupils, the allowance will be one teacher for every 15 units.

(a) English schools which have an Infant Department will be allowed to count one teacher for every 12 units of average attendance in the Infant Department. To obtain this assessment the eligible pupils in the Infant Department will be counted separately from those in the other departments of the school. The teachers made eligible by this assessment must be employed in the Infant Department during the working hours of this department, but they may be employed in other classes during the rest of the time in which the school is in session.

(b) English schools which have an approved course in an Oriental language or languages up to the standard of at least the English School-Leaving Certificate, may be allowed to employ an additional full-time or part-time teacher for each such Oriental language. In such cases the salary of the teacher according to the scale for Vernacular teachers in English schools may be paid as grant.

(c) English schools in which there are a number of over-age pupils in the Infant Department, Special Classes, the English School-Leaving Certificate class, the Commercial class, or the Cambridge Senior, or London Matriculation forms will be allowed to count the attendance of these pupils for calculation of eligible staff up to seven per cent. of the average number of the pupils on the roll.

Pupils who have passed the Cambridge Senior or the London Matriculation examination and who are over age will not be eligible for this concession unless they are following a vocational course specially approved by the Director.

(d) Where part-time teachers are employed, special arrangements should be made with the Director as regards their salaries.

(e) In calculating the number of teachers eligible for grant fractions will not be counted.

To find the number of units of average attendance the total number of attendances of eligible pupils is divided by the total number of sessions held in the year.

Increments to teachers' salaries.

31 When the salary of a teacher is on an incremental scale, the teacher is not entitled to draw any increments as by right. Increments will be approved only for those teachers whose recommendations from their Managers are endorsed by the Inspectors. Increments

will not be approved unless the teacher has been employed in the school for six months or over before the beginning of the school year, except where a transfer is made at the end of a school year, when the late Manager's recommendation can be considered, or where a transfer is made between schools under the same management. In the case where the salary drawn by a teacher at the time of promotion is not less than the minimum salary of his new grade, he will continue to draw his former rate of salary in his new grade, and the period qualifying for the first increment is to be reckoned from the date on which he began to draw that rate of salary. His first increment will be of such amount as will bring his salary to the next incremental step in the scale of the salary of the new grade.

32 The increment of a teacher whose work, conduct, or attendance has been found to be unsatisfactory may be stopped for a year or for a shorter period. When the condition of a school as a whole is found to be unsatisfactory the Government contribution towards the salary cost for the following year may be reduced. Stoppage of increments for unsatisfactory work.

33 Before a grant is paid to a school the annual returns required by the Department must be furnished. The statement of accounts must bear the signature of an Auditor who 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. Annual returns.

34 Where, in the opinion of the Director, a pupil of any school receives differential treatment on account of race, caste, nationality, or creed, the grant for such school may be withheld in whole or in part. Differential treatment.

35 The full grant assessed for any school will not be paid unless the Director is satisfied that the salaries of teachers have been paid before the 10th of the month following that for which they were due and that all teachers on the staff who are eligible for grant are registered. Salaries of teachers must have been paid.

36 In the event of a salary receipt being falsified, the Manager submitting such a receipt will be removed from the list of Managers and will be liable to prosecution under the Penal Code. The Government contribution towards the salary of any teacher in respect of whom a false salary receipt is presented may be withheld. Falsification of salary receipt.

37 Falsification of the register or violation of the rules for keeping registers may involve forfeiture of an amount not exceeding one half of the grant for the year; and in the case of certificated teachers the suspension or cancellation of the certificate. Penalty for falsification of Registers.

38 In calculating the units of average attendance, the attendances of the following pupils, described as ineligible, will not be counted:— Pupils ineligible for calculation of average attendance.

- (a) Pupils who are under five years of age or over nineteen years of age. Attendances before their fifth or after their nineteenth birthday will not be counted, with the exception of those over age pupils indicated in clause 30 (c).
- (b) Pupils in the Infant Department who during the whole school year have been over eight years of age.
- (c) Sinhalese or Tamil pupils in the Upper school who have not passed the 3rd Standard examination in Sinhalese or Tamil Reading and Writing.
- (d) Pupils attending any course not approved by the Director.
- (e) Girls taught in a school registered as a boys' school and boys over nine years of age taught in a school registered as a girls' school.
- (f) Pupils who have passed the E. S. L. C. Examination and are not attending a special course approved by the Director.
- (g) Pupils who have been promoted or admitted by the school authorities to classes for which they are found by the Inspector to be unfit.

(h) Pupils over thirteen years of age who are admitted to Special Classes are ineligible whilst they are in the Special Classes.

(i) Pupils for whom there is insufficient accommodation in the school.

Attendance diminished by epidemics.

39 When the Director is satisfied that by reason of the prevalence of an epidemic in the locality or by reason of the exclusion under medical advice of children who come from infected houses the average attendance has seriously diminished, and consequently a loss of annual grant will be incurred, the Director shall have 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.

Leave to teachers.

40 (a) Full grant towards the salaries of eligible teachers will be paid only if the following rules have been observed. Grant will not be paid in case of absence in excess of the leave approved by these rules.

Teachers are entitled to vacation leave during the usual vacation of their school or college but not at any other time of the year except—

(i.) Where leave is required owing to private reasons of the gravest urgency when casual leave on full pay may, at the discretion of the Manager, be allowed for periods of not more than six days at a time up to a maximum of fourteen days in the school year.

(ii.) In cases of serious illness during term time necessitating leave beyond the period provided for above, when, if the Director is satisfied that the concession is deserved, full pay leave may be granted for a period not exceeding six weeks in respect of any school year provided that arrangements approved by the Inspector are made for the absent teacher's work without additional expense to the Department.

(b) Except as provided for in (i.) and (ii.) above, leave granted on account of illness during term time shall be on half pay, and leave granted for any other purpose shall be on no pay. In the case of no pay leave the Department will pay grant for an approved substitute according to his qualifications.

(c) (i.) All applications for leave on account of illness must be supported by a medical certificate to the satisfaction of the Manager; otherwise the leave will be on no pay;

(ii.) In cases where teachers are summoned as witnesses in criminal or Crown cases or have to serve on the jury or attend a military camp of exercise or are required to attend an official inquiry, such absence will be regarded as on duty and full pay allowed. In all applications for leave of absence on such grounds, the summons or order requiring the teacher's presence should be attached;

(iii.) Applications for leave on private business must, as a rule, reach the Manager at least ten days before the date from which the leave is asked for;

(iv.) When teachers attend Court in civil cases instituted by or against them, leave will be on no pay.

(d) The Manager shall give in his annual returns particulars of no pay leave granted to teachers during the previous year, stating whether or not a substitute has been appointed to succeed him. Where such a substitute is appointed, his name and qualifications, the number of days in which he acted, the salary to which he was entitled, and the amount actually paid should be stated.

(e) A record of all leave granted under these rules shall be kept in each school.

Grant to night schools.

41 The grants for night schools will be based upon the average attendance during the year, provided that no pupil who has attended less than 40 sessions will be eligible.

Grant will be paid at one of two rates, viz., Rs. 15 or Rs. 12 per unit of attendance, and will depend upon the results of the annual inspection.

42 (a) The Department, after approving the establishment of the school, will give a certain lump sum towards the initial expenses of the school. This amount will be decided after a scrutiny of the probable cost of tools and equipment or of raw material, when the cost of tools and equipment is small. If the school fails to continue for five years, the Manager shall pay back to the Department one-fifth of this amount for each year which the school shall fail to complete. Grant to Industrial schools.

(b) An annual grant based upon the cost of wear and tear of equipment will be paid. In order to be eligible for this grant, pupils in a Registered Industrial school must have received instruction in the workshop in any particular industry for not less than two hours daily on ordinary school days if half-time workers, and for not less than five hours daily if full-time workers, for not less than 125 days in a year. The Inspector must also be satisfied with the efficiency of the instruction given and with the results of the annual examination.

(c) One teacher's salary at the rates sanctioned for Industrial Teachers in Government schools will be provided if there is an average attendance of at least six full-time workers or ten full-time and half-time workers who fulfil the conditions in clause 44.

43 In industries which are run as business concerns apart from the training of pupils, grant will not be given for equipment or materials, but an annual capitation grant of Rs. 50 will be given for each full-time and Rs. 20 for each half-time pupil who satisfies the condition in clause 44.

44 No grant will be paid for a pupil who has not attained the age of 12 years or who is over 21 years of age.

The maximum number of full-time and half-time pupils shall be fixed by the Director for each particular school, having regard to its accommodation and to the efficiency of the instruction given.

45 (1) In cases where new or additional buildings are being erected or where new or additional buildings or equipment have been provided in schools carried on by governing bodies of assured stability, the Director may make a grant towards their cost. Grant for building and equipment.

(2) The allocation of building grants will be made according to the merits of the school from a purely educational standpoint, and such grants will be subject to the following conditions :—

(a) Building grants shall be given only to schools which show evidence of assured stability such as incorporation or by incorporation under the Trusts Ordinance or by registration under the Societies Ordinance, 1891, or such other evidence as the Director may consider satisfactory, and which fulfil such other requirements as the Director may consider satisfactory.

(b) The assistance given to a school by way of building grants shall not exceed fifty per cent. of the expenses incurred by the school authorities on the building or extension for which the grant is given.

The following limits are placed on the total building grants which schools may receive :—

	Rs.
(a) Senior Secondary or Collegiate schools with boarding accommodation	50,000
(b) Senior Secondary or Collegiate schools without boarding accommodation	35,000
(c) Primary or Junior Secondary schools with boarding accommodation	15,000
(d) Primary or Junior Secondary schools without boarding accommodation	10,000

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 January, and must be accompanied by plans and estimates of cost.

Grant for Orphanages.

46 A capitation grant of Rs. 75 may be paid to a Manager on account of each orphan or destitute child between the ages of 5 and 17 who has attended a registered school and who has been in residence at an Orphanage or Home for a period of not less than nine months. For the purposes of this clause an orphan will be regarded as a child who has lost his (or her) male parent and has no other means of support. In the case of deaf and/or blind children who are not engaged in occupations or who are incapable of being so employed, the age limit may be extended at the discretion of the Director.

Grant for home occupations for girls.

47 Grant may be paid for certain Home Occupations in registered girls' or mixed schools on the following conditions :—

- (a) The school shall teach one or more of such occupations as lace-making, embroidery, dress-making, grass mat weaving, rattan work, basket weaving, and spinning on the lines of the syllabuses of work published by the Department, or of a special syllabus approved by the Director.
- (b) The Manager shall provide suitable accommodation, and a teacher who shall be approved by the Director.
- (c) If an additional teacher is required for this purpose, one teacher's salary at the rates laid down in the salary scale or in any similar scale which may be approved later will be approved for each occupation of 20 units of attendances, and Re. 1 per pupil, in the first stage lace-making for waste of material, &c. The attendance of a child taking two or more occupations may not count towards the salary of more than one teacher. The time table must be so arranged that the teacher is employed in teaching the occupation for at least four hours a day. In special cases part-time teachers may be employed.
- (d) No pupil can qualify for grant for more than three years' instruction in all.
- (e) Only pupils who have passed Standard V. and who are under 18 years of age will be eligible for assessment of grant.
- (f) A record of the work done by the pupils must be kept, and one or more pieces of finished work by each pupil in each stage must be retained for inspection on examination day.
- (g) In order to be eligible for grant, a pupil must have received instruction in any particular occupation for not less than two hours daily, and not less than 125 days in a year, except in the case of pupils who are receiving instruction in the House Crafts syllabus when one hour a day will be considered sufficient.
- (h) Pupils undertaking any of the above courses may be relieved of one subject of the school curriculum other than language and Physical Training.
- (i) The Director must be satisfied with the efficiency of the instruction given and with the results of the annual examination.

Augmentation of grant.

48 The Director shall have a discretionary power to augment the grant in schools where the conditions may necessitate exceptional treatment.

CHAPTER III.—TEACHERS

Register of teachers.

49 All teachers who are eligible under this Code to have their names entered in the Departmental Register of Teachers must furnish through the Manager the necessary particulars for registration immediately on their first appointment. Any person who possesses an approved academic qualification or who has undergone an approved course of instruction or training for teachers may, with the approval of the Director, be registered as a teacher.

Uncertificated teachers.

50 Persons over 18 years of age who hold the English School Leaving or equivalent Certificate and who undertake to enter for the Preliminary Examination for the English Teachers' Certificate may, with the permission of the Director, be appointed to teach in a

Primary or Junior Secondary English or a Bilingual school, and will be provisionally registered as uncertificated teachers for a period of three years.

51 Persons over 18 years of age who have passed (1) the Preliminary Examination for the English Teachers' Certificate, or (2) the Cambridge Senior School Certificate Examination, including a pass in the section English Language and Literature, or (3) the University of London Matriculation Examination, or (4) any examination which the Director may hold to be equivalent to (2) or (3), will, on appointment to the staff of a school, be registered as Provisionally Certificated Teachers. Provisionally certificated teachers.

52 Third Class Certificates will be awarded to teachers over 20 years of age, who have passed the Teachers' Certificate Examination. Such teachers will be registered as Certificated Teachers. Third class certificated teachers.

53 Third Class Certificated Teachers under clause 52 will be awarded a Second Class Certificate after doing satisfactory work for three successive years in a Government or an Assisted school. In special cases a period of service in recognized schools, not exceeding two years, may be counted towards these three years. Second class certificated teachers.

The Director will decide, on the 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 in one school to obtain an endorsement.

54 Students who have completed a two-year course at the Government Training College or at any other Training Institution in Ceylon recognized by Government for the purpose will, on passing the final examination of the Government Training College, be awarded a Second Class or Second Class Provisional Certificate (Trained) in accordance with their record of work during their course and their performance at the final examination, and will be registered as Trained Teachers. Second class certificates (trained).

55 Second Class Trained Teachers under clause 54 will be awarded a First Class Certificate (Trained) after doing satisfactory work for three successive years in a Government or an Assisted school. In special cases a period of service in recognized schools, not exceeding two years may be counted towards these three years. First class certificates (trained).

Second Class Provisional Trained Teachers under clause 54 will be awarded a Second Class Certificate (Trained) after doing satisfactory work for a prescribed period not exceeding three years in a Government or an Assisted school, and may then qualify for a First Certificate (Trained) as above.

The Director will decide, on the 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 in one school to obtain an endorsement.

Applications for First Class Certificates (Trained) shall in every case be accompanied by a report from the Manager on the teacher's conduct and his success in maintaining discipline.

56 Any person who has completed an approved course of instruction or training for teachers, in Ceylon, and who has passed the final examination prescribed for such a course, will be awarded a certificate indicating the course of instruction or training followed. Other approved courses.

57 Any certificate issued to a teacher may be suspended or cancelled by the Director for breach of contract with the Manager, for offences under clauses 15 and 37 of this Code, for a breach of the rules made under the Teachers' Pension Ordinance, No. 6 of 1927, for conviction of an offence under the Penal Code, or for grave misconduct. Suspension or cancellation of certificates.

58 Nothing in this Code shall limit the general powers of the Director to deal with matters relating to Assisted schools not provided for by this Code. Matters not provided for.

APPENDIX A.

Salary Scales for English Schools.

Class.	Scale A.	Scale B.	Scale C.	
	For Boys' Senior Secondary and Collegiate Schools.†	For Girls' Senior Secondary and Collegiate Schools.†	For Junior Secondary and Primary Schools.‡	
	Rs.	Rs.	Assistants. Rs.	Head Masters. Rs.
* Special post, Grade I.	4,500 to 6,000	3,000 to 4,800	—	—
* Special post, Grade II.	2,880 to 4,500	2,280 to 3,360	—	—
	300	180		
	180	120		
<i>Class I.</i>				
¶ Trained graduate	2,280 to 4,800	2,040 to 3,600	—	—
** 1st class trained or graduate	1,920 to 4,200	1,800 to 3,000	1,800 to 2,400	1,980 to 3,600
** 2nd class trained	1,560 to 1,800	1,440 to 1,680	1,380 to 1,620	1,500 to 2,100
Science diploma	1,560 to 3,600	1,560 to 3,000	—	—
§ Commercial (approved British qualifications)	1,560 to 2,400	1,440 to 2,160	1,380 to 1,860	—
	120	120	120	—
<i>Class II.</i>				
Ceylon commercial certificate or 1st class drawing certificate (certificated before December 31, 1910)	1,320 to 2,040	1,200 to 1,800	1,080 to 1,560	—
	120	60	60	—
3rd class and 2nd class provisional trained and Gampaha Bilingual certificate (trained)	1,200 to 1,440	1,200 to 1,320	1,200 to 1,320	1,380 to 1,860
	120	60	60	120
London Inter Arts or Science	1,200 to 1,800	1,080 to 1,560	960 to 1,320	1,380 to 1,860
	120	60	60	120
2nd class certificate	1,080 to 1,800	1,080 to 1,560	1,020 to 1,320	1,380 to 1,860
3rd class or 2nd class service certificate (in service before December 31, 1910)	120	120	60	120
<i>Class III.</i>				
3rd class certificate	840 to 960	840 to 960	840 to 960	1,020 to 1,260
	60	60	60	120
1st class drawing certificate } Ceylon commercial certificates } (both sections)	840 to 1,200	840 to 1,200	840 to 960	—
	60	60	60	—
Provisional certificate	—	—	—	—
Cambridge Senior or London Matriculation or First in Arts of Indian Universities	720	720	720	—
Vernacular teachers in English schools	720 to 1,200	720 to 1,200	720 to 1,200	—
	48	48	48	—
Uncertificated	600 to 900	600 to 900	480 to 900	—
	30	30	30	—

* (a) Special posts will not be approved in schools whose financial position is unsatisfactory.

* (b) The number of special posts is limited to one for an average attendance of every 200 eligible pupils or part thereof not less than 100 pupils in the Primary school or classes, and to one for an average attendance of every 150 eligible pupils or part thereof not less than 75 pupils in the post-primary school or classes. The total number of special posts shall not exceed four in any school.

* (c) All recommendations for special posts must be made by the Manager, and in the case of Grade I. special posts such recommendations should be restricted to teachers doing special work.

† (d) Senior Secondary and Collegiate schools may, with the permission of the Director, adopt the next lower scale.

† (e) Junior Secondary and Primary schools may, with the permission of the Director, adopt the next higher scale.

§ (f) The requirements for recognition of approved British qualifications shall be a pass in the London Chamber of Commerce Examination in English, Arithmetic, Shorthand, Typewriting, Bookkeeping, Office Routine, and Commercial Geography (at least three of the subjects being Senior subjects). Passes in any of these subjects in other recognized examinations may be substituted with the Director's approval.

|| (g) The salary scales in the above schedule for teachers holding commercial or first class drawing certificates will be approved for grant only for such teachers whose full-time is occupied in teaching commercial subjects or drawing respectively.

In schools having no registered commercial class, the salary scales for commercial teachers will not apply.

¶ (h) Trained graduates will be normally restricted to graduates trained in Ceylon.

** (i) Trained teachers will be normally restricted to teachers trained in Ceylon.

	Scale A.	Scale B.	Scale C.	
	For Boys' Senior Secondary and Collegiate Schools.	For Girls' Senior Secondary and Collegiate Schools.	For Junior Secondary and Primary Schools.	
	Rs.	Rs.	Assistants.	Head Masters
			Rs.	Rs.
<i>Special Grades.</i>				
2nd class certificate (certificated before December 31, 1910)	1,560 to 2,400	1,380 to 2,100	1,200 to 1,800	1,500 to 2,100
3rd class certificate (certificated before December 31, 1910)	120	120	120	120
3rd class certificate (in service before December 31, 1910, but certificated after that date and before January 1, 1925)	1,320 to 2,040	1,200 to 1,800	1,080 to 1,560	1,320 to 1,800
Teachers in service before December 31, 1910	120	120	120	120
Teachers of—				Rs.
Lace-making, embroidery, and dress-making	1,200 to 1,800	1,080 to 1,560	960 to 1,320	—
Grass mat weaving, rattan work, basket weaving, and spinning	120	60	60	300—360
				10
				270

APPENDIX B.

Fixed Contributions from Managers towards the Salaries of Teachers in Boys' Schools and Men Teachers in Mixed Schools.

NOTE.—For Bilingual Schools, the Manager's contribution for each English teacher eligible for grant is five-eighths of the fixed contribution towards salaries of Scale C.

Class.	Scale A.	Scale B.	Scale C.	
			Assistants.	Head Teachers.
	Rs.	Rs.	Rs.	Rs.
Special post, Grade I.	2,850	1,925	—	—
Special post, Grade II.	2,000	1,350	—	—
<i>Class I.</i>				
Trained graduate	2,000	1,440	—	—
Graduate	1,720	1,260	920	1,200
1st class trained	1,600	1,215	880	1,200
2nd class trained	1,600	1,215	880	1,200
Science diploma	1,500	1,170	—	—
Commercial (approved British qualifications)	1,050	900	730	—
<i>Class II.</i>				
3rd class or 2nd class provisional (trained) and Gampaha Bilingual certificate (trained)	1,450	1,125	840	1,120
1st class drawing certificate (certificated before December 31, 1910)	900	700	560	—
Ceylon commercial certificates (certificated before December 31, 1910)	900	700	560	—
London Inter Arts or Science	850	675	500	720
2nd class certificate				
3rd class or 2nd class service certificate (in service before December 31, 1910)	750	600	480	720

Class.	Scale A.	Scale B.	Scale C.	
			Assistants.	Head Teachers.
	Rs.	Rs.	Rs.	Rs.
<i>Class III.</i>				
3rd class certificate ..	600	460	400	720
1st class drawing certificate Ceylon commercial certificates)	680	650	400	—
Provisional certificate ..	600	460	400	—
Uncertificated ..	400	360	320	—
<i>Special Grades.</i>				
2nd class certificate (certificated before December 31, 1910) ..	1,000	860	700	720
3rd class certificate (certificated before December 31, 1910) ..	1,000	860	700	720
3rd class certificate (in service before December 31, 1910, but certificated after that date and before January 1, 1925) ..	900	700	560	700
Teachers in service before Decem- ber 31, 1910 ..	800	630	500	—

**Fixed Contributions from Managers towards the Salaries of Women
Teachers in Girls' and in Mixed Schools and in the
Kindergarten Classes of Boys' Schools.**

Class.	Scale A.	Scale B.	Scale C.	
			Assistants.	Head Teachers.
	Rs.	Rs.	Rs.	Rs.
<i>Class II.</i>				
Special post, Grade I. ..	2,850	1,925	—	—
Special post, Grade II. ..	2,000	1,350	—	—
<i>Class I.</i>				
Trained graduate ..	1,750	1,300	—	—
Graduate ..	1,500	1,150	840	1,120
1st class trained ..	1,440	1,100	800	1,120
2nd class trained ..	1,440	1,100	800	1,120
Science diploma ..	1,300	1,080	—	—
<i>Class II.</i>				
3rd class or 2nd class provisional (trained) ..	1,350	1,000	800	1,040
1st class drawing certificate (certificated before December 31, 1910) ..	850	680	540	—
London Inter Arts or Science ..	800	630	500	660
2nd class certificate ..	600	500	440	660
<i>Class III.</i>				
3rd class certificate ..	600	460	400	660
1st class drawing certificate ..	500	500	—	—
Provisional certificate ..	600	460	400	—
Uncertificated ..	400	360	320	—
<i>Special Grades.</i>				
2nd class certificate (certificated before December 31, 1910) ..	1,000	860	640	72
3rd class certificate (certificated before December 31, 1910) ..	1,000	860	640	720
3rd class certificate (in service before December 31, 1910, but certificated after that date and before January 1, 1925) ..	900	700	540	700
Teachers in service before Decem- ber 31, 1910 ..	800	630	480	—