The Ministry of Finance for Northern Ireland hereby approves of the foregoing Regulations, in witness whereof the official Seal of the Ministry has been affixed hereto, this 4th day of December, 1929, in the presence of—

(L.S.) *G. C. Duggan,*

Assistant Secretary.

Public Elementary Schools: Recognition, Management, &c.

REGULATIONS DATED 19TH JUNE, 1929, MADE BY THE MINISTRY OF EDUCATION FOR NORTHERN IRELAND, UNDER SECTION 99 (2) OF THE EDUCATION ACT (NORTHERN IRELAND), 1923, AND LAID BEFORE PARLIAMENT IN TERMS OF THAT SECTION OF THE ACT AFORESAID.

1929. No. 57.

Whereas it is provided by Section 77 of the Education Act (Northern Ireland), 1923 (in these Regulations referred to as "the Act"), that the Ministry shall, by regulations to be laid before Parliament, in accordance with the provisions of this Act, prescribe from time to time the conditions required to be fulfilled in respect of any school or educational facilities to which this Act applies, for the purpose of participation in any grant out of moneys provided by Parliament or in any aid from funds raised or administered by education authorities.

Now therefore the Ministry hereby prescribes the following Regulations regarding the recognition, patronage and management, organisation and inspection of Public Elementary Schools.

I. RECOGNITION.

1. The Ministry may make grants in accordance with the regulations relating thereto to or in respect of any school which is determined by the Ministry to be necessary for the education of children of school age resident in the education area.

2. All schools shall be conducted in accordance with the requirements of the Act, of Statutory Rules and Orders made

thereunder, and of instructions issued by the Ministry pursuant to and in accordance with such Statutory Provisions, Rules and Orders.

3.—(*a*) No child shall be excluded from attendance at a school on the ground of religious denomination or social position.

(*b*) No child shall be excluded from a school in which he is eligible for enrolment and in which accommodation is available unless the Ministry is satisfied that, on account of his conduct or the state of his health or other sufficient reason, his exclusion is necessary in the interest of the school.

4.—(*a*) A school shall not be conducted in a place of worship, save with the special sanction of the Ministry in order to meet a purely temporary emergency.

(*b*) The inscription " public elementary school " must appear in plain and legible characters in a conspicuous position on the exterior of the school premises.

(*c*) No inscription which contains the name of any religious denomination, nor any emblems or symbols of a denominational character shall be exhibited on the exterior of any schoolhouse or premises, nor shall any emblems or symbols of a denominational character be exhibited in the schoolrooms at any time other than that devoted to religious instruction.

(*d*) No emblems or symbols of a political nature may at any time be exhibited in the schoolrooms or affixed to the exterior of the buildings ; nor may any placards whatsoever, except such as refer to the legitimate business of the school, be affixed thereto or exhibited therein.

5.—(*a*) The control over the use of school premises when not required for school purposes shall rest with the manager, subject to the provisions of sub-sections (*b*), (*c*), and (*d*) of this regulation and to the determination of the Ministry in cases that in its opinion might lead to contention or abuse.

(*b*) No political meetings may be held in any school premises nor may any political business whatsoever be transacted therein. Schools may not be used for any purpose directly or indirectly connected with parliamentary or local government elections, except as polling booths on the requisition of the Sheriff or Returning Officer in accordance with the statutes regulating such elections.

(*c*) The use of transferred schools shall be subject to any reservation embodied in the documents of transfer.

(*d*) Voluntary schools vested in the Ministry or in trustees under deeds to which the Ministry is a party shall not be used for any other purpose than the education of the pupils attending them, except with the special approval of the Ministry, previously obtained : Provided however that on Sundays they may be employed for Sunday schools, with the sanction of the managers,

and Provided further that managers of such schools may allow their schools to be used outside school hours for instruction in technical or other courses approved by the Ministry (subject, in the case of schools vested in trustees, to the consent also of the trustees); but the Ministry will require managers to secure that any damage done to the schoolhouse, premises or equipment during or arising out of such use shall be made good either by the parties conducting the classes or from other local sources.

6. Parents and guardians of children attending any school are entitled to receive information concerning the attendance, progress and treatment of their children; but if visiting the school they must not interfere with the business or divert the attention of the teacher or pupils from their work.

7. In order to warrant the recognition or continued recognition of a school the Ministry must be satisfied that, so far as is reasonably practicable, the premises are

(*a*) suitably situated, planned and lighted; and also provided with a convenient supply of pure water;

(*b*) provided with satisfactory cloakroom, lavatory, and sanitary accommodation;

(*c*) adequately furnished and equipped, and in good repair;

(*d*) provided with facilities for safe and speedy exit in case of fire;

(*e*) systematically and thoroughly ventilated, regularly cleansed, and adequately heated;

(*f*) provided with proper facilities for the recreation of the pupils.

8. School fees, where charged in accordance with the provisions of the Act, shall in the case of a voluntary school be applied to defray expenses connected with the upkeep of the school, with the exception of such amounts as are payable to the teachers as part of their emoluments in accordance with the terms of their engagements.

9. Plans for new schools or for alterations to existing premises must receive the approval of the Ministry before the work is begun.

10. Not less than ten square feet of floor space should be provided for each unit of the average number of pupils on the rolls. In any case where the Ministry considers that the circumstances warrant a relaxation of this rule its application may be modified in such manner as the Ministry may direct.

11. When a school has been recognised for the instruction of a particular class of pupil (e.g., a Boys' school, an Infants' school, etc.) the sanction of the Ministry must first be obtained before any change in its character may be made.

12. Grants to separate schools for boys and girls or for infants and senior pupils may be withdrawn if, in the opinion of the Ministry, these schools can be more efficiently conducted as one establishment: Provided always that where the average attendance at one of the schools for the preceding calendar year has been less than 50 amalgamation shall take place on the retirement of the principal teacher of either school unless for special reasons it shall be otherwise directed by the Ministry.

13.—(*a*) Where the Ministry is satisfied that two or more neighbouring schools could be amalgamated with advantage to educational efficiency it may give notice that, after such date as the Ministry may determine, no new appointment of a teacher may be made except in a temporary capacity until the question of the need for the schools has been decided by the Ministry.

(*b*) No new teacher shall be recognised, except in a temporary capacity, in any school with an average attendance of under 50 pupils and within three miles distance of one or more other schools until a re-arrangement of the schools in the district has been considered and until the Ministry has given a decision thereon.

(*c*) The Ministry reserves the right to withdraw grants from any school in which the average attendance is less than 20.

14. Before withdrawing grants from a school under rules 12 and 13 the Ministry shall consult with the managers of the schools affected and with the education authority.

15. Where schools are amalgamated and the principal of any such school is retained as a privileged assistant in the amalgamated school such privileged assistant may continue to be recognised irrespective of the average attendance, and may receive (apart from any capitation grant to which he may be entitled under the Regulations for payment of teachers in force for the time being) such salary (inclusive of increments and other emoluments) as in the opinion of the Ministry he would have received had he remained principal of the separate school.

16. When two or more schools are amalgamated the conditions for recognition in the amalgamated school of the vice-principals, assistants, or junior assistant mistresses previously recognised in the separate schools shall be determined by the Ministry, full consideration being given to the reasonable claims of the teachers.

II. Patronage and Management.

17. Regional and education committees acting for education authorities of Counties and County Boroughs respectively, are, by virtue of the provisions of the Act, recognised as managers of provided and transferred schools in their respective areas, and

committees appointed by education authorities under Sections 15 (2) and 16 (1) of the Act are recognised as managers of the voluntary schools for which they have been appointed.

18. The recognition of managers of voluntary schools other than voluntary schools for which committees have been appointed under Section 15 (2) or Section 16 (1) of the Act, and the recognition of patrons of all voluntary schools, shall be governed by the following conditions :—

(*a*) A patron may be recognised by the Ministry for any voluntary school.

(*b*) The patron may be an individual or a patronage committee. In the case of schools vested in trustees by deeds to which the Ministry is a party the trustees are recognised as the patron.

(*c*) Before a patronage committee is recognised, regulations as to its constitution, mode of appointment of members and procedure, and the names of the first members of whom it is composed, must be submitted for the approval of the Ministry, and no new members may thereafter be appointed thereto without the approval of the Ministry in each case.

(*d*) In every case the Ministry shall determine whether any person proposed as patron or any person nominated by the patron as his successor may be recognised.

(*e*) If a patron wishes to resign his position he may, subject to the approval of the Ministry, nominate his successor, save where the patronship is held *ex-officio*, and in such case he ceases to be patron when the office is vacated : Provided that this rule shall not apply where a committee is the patron, or where, in the case of a school vested in the Ministry, the patronship is determined by the provisions of the lease.

(*f*) In the case of a vacancy in the patronship by death the representative of a lay patron, or the successor of a clerical patron, shall be recognised by the Ministry (where no valid objection exists) as the person to succeed to the patronship of the school. If such representative or clerical successor refuses to accept or is ineligible for the office of patron the Ministry shall determine whether it is necessary to fill the vacancy, and may select and recognise a patron.

(*g*) The patron may manage the school directly or may nominate, for the approval of the Ministry, any suitable person or a committee of persons to act as manager, or may nominate joint-managers, and may remove the persons or committee so nominated as manager at any time. He may also when required nominate or join

in nominating for appointment by the education authority, local representatives to serve on a school committee appointed under Section 15 (2) or 16 (1) of the Act, and the further exercise of his powers of patronship shall be in accordance with the provisions of the scheme under which such school committee is appointed.

(*h*) Where no patron is already recognised the Ministry may recognise a patron, who may be the person previously recognised as manager, for the purpose of nominating or joining in the nomination of representatives of managers or trustees of a school on a committee of management set up under Section 15 (2) or Section 16 (1) of the Act.

(*i*) The manager should be a person of good position and must reside within a convenient distance from the school. Before he can be recognised by the Ministry he must give an undertaking, on the approved form, to comply with the rules and regulations of the Ministry.

(*j*) The Ministry may withdraw the recognition of a patron or of a manager in the event of failure to observe the rules or if the Ministry, after such inquiry as it may consider necessary, is satisfied that the educational interests of the district require such action.

19. Managers of voluntary schools should visit their schools at frequent intervals and should check and certify the accuracy of returns furnished to the Ministry, and they should see that the school is conducted in accordance with the regulations of the Ministry.

Where joint managers are recognised all returns and salary claims should be signed by each of them unless they agree that one of their number or some other person nominated by them shall act as correspondent and sign such returns on their behalf. In case of disagreement between joint managers the matter in dispute shall be determined by the Ministry, whose decision shall be final.

20. The manager shall be responsible for the maintenance of the school in accordance with the requirements of the Ministry and no financial responsibility may be allowed to fall upon the teachers; but teachers are expected to render all reasonable assistance in seeing that work connected with the cleansing and care of the premises is adequately performed.

21. Managers should arrange to have repairs to the school premises carried out, as far as possible, during vacation periods so as to avoid unnecessary interruption of the work of the school.

22. The manager shall enter into an agreement with each teacher on one of the forms approved by the Ministry and the

execution of such agreement shall be a necessary condition for the payment of salary to the teacher : Provided that in temporary and exceptional circumstances the Ministry may relax this rule and that the rule shall not apply to *locum tenens* teachers appointed in accordance with the regulations relating thereto.

23. Where joint managers are recognised they shall execute a joint agreement with each teacher on one of the approved forms, and where one of the joint managers resigns a new joint agreement shall be executed with each teacher on the recognition of the new joint manager.

24. A new manager shall enter into agreement with each member of the existing teaching staff of the school (save in the case of *locum tenens* teachers), and he shall not dispense with the services of any member of the staff except under the terms of this agreement. The new form of agreement must be similar to that executed by the teacher with the former manager, unless by consent of both manager and teacher; but when a school is transferred to an education authority or placed under a committee appointed under Section 15 (2) or Section 16 (1) of the Act the agreements to be executed with the teachers shall be on one of the forms approved by the Ministry for use by that body.

25.—(*a*) When a manager becomes aware that a teacher is about to vacate his position he should notify the Ministry without delay.

(*b*) The appointment of an additional teacher or of a successor to an outgoing teacher shall not be sanctioned in any case unless the necessary conditions are fulfilled.

26. All correspondence with the Ministry in relation to a school should be conducted by the manager. Letters should be addressed "The Secretary, Ministry of Education, Parliament Buildings, Belfast."

III. Organisation.

27.—(*a*) The school year shall commence on the first day of July and end on the last day of June. School programmes and time tables should date from the beginning of the school year.

(*b*) All schools must be in full operation on every day of the year, exclusive of Saturdays and Sundays and the days of closing allowed under (*c*) and (*d*) below.

(*c*) The maximum period for which a school may be closed for vacations, holidays and all other causes shall be 50 school days in any school year, exclusive of any period for which it may be closed by the manager (1) on the definite recommendation in writing of the local medical officer of health in consequence of epidemic sickness in the district, and (2) with the approval of the Ministry for any other unforeseen and unavoidable cause.

(*d*) In the case of special schools for Afflicted Children the Ministry may sanction a modification of the period allowed for vacation in (*c*).

(*e*) When the school has not been kept in operation as required, the salaries and other emoluments of the teachers for the days of excess closing may be disallowed.

28.—(*a*) Subject to the conditions laid down in (*b*) and (*c*) below, the programme to be followed in each school shall be determined by the manager after consulting the principal teacher.

(*b*) The programme must be in accordance with the general programme issued by the Ministry, and the modifications provided for therein.

(*c*) When Irish is taught in any school the instruction in this subject must not be made obligatory upon any pupil, and in cases where parents object to their children receiving instruction in this subject during ordinary school hours the school time table must clearly indicate the alternative subject in which instruction is provided for such pupils at the time when Irish is being taught to the other pupils of the school.

29. Work must be carried on in accordance with a time table prepared by the principal teacher with the approval of the manager, and subject to modification if required by the Ministry.

30.—(*a*) No child under four years of age may be enrolled as a pupil : nor, unless with the approval of the Ministry, may a pupil over seven years of age on admission to school be enrolled in an infants' class.

(*b*) A child who is not enrolled in the school shall not be permitted to be present in the schoolroom during the ordinary school hours, except in accordance with special arrangements approved by the Ministry.

31.—(*a*) Boys under seven years of age shall not be enrolled in a boys' school where there is not a mistress, unless there is no suitable school with a mistress available in the locality.

(*b*) Boys must be removed from girls' schools, and all pupils from infants' schools and infants' departments of schools, not later than 1st July next following the completion of their eighth year.

(*c*) The Ministry may, however, give special sanction for the modification of (*a*) and (*b*) in cases in which it is satisfied that the educational interests of the children require such modification.

32. Except in the case of monitors, pupils shall not be retained on the rolls after reaching the age of fifteen unless approved courses of instruction are provided for them, in which case they may be retained up to the age of eighteen.

33. Not less than four hours a day shall be provided on the time table after morning roll call for secular instruction on five days in the week. The secular instruction period shall consist of two meetings separated by an interval of not less than half-an-hour and not exceeding one hour and a half. In large urban centres where arrangements are in operation for providing free meals the interval shall be at least one hour, and in other cases it shall not exceed one hour if serious inconvenience would result.

34.—(*a*) Except as provided for under (*b*) of this rule an "attendance" means presence at secular instruction during at least four hours; and a "half-attendance" means presence at secular instruction for not less than two hours during a meeting.

(*b*) In schools which are not infants' schools and in which there is not a regularly organised infants' department, the minimum time constituting an "attendance" for pupils enrolled in infants or first standard may be reduced from four hours to three hours, and the minimum time constituting a "half-attendance" may be reduced from two hours to one hour and a half. This rule does not exempt any teacher from attending for the full school time.

35. The minimum time constituting an "attendance" may include (*a*) any time occupied by instruction, given elsewhere than at the school, in cookery, laundry-work, domestic economy, gardening, woodwork, geography, nature study, or other approved subject; but all such arrangements must first receive the sanction of the Ministry;

(*b*) any time occupied by visits paid during school hours, under arrangements sanctioned by the Ministry, to places of educational value or interest. The number of such visits for any year must, however, be strictly limited, and should not exceed twenty visits of two hours' duration for any particular pupil;

(*c*) Any time occupied by a child in undergoing treatment under a scheme of school medical (including dental) service, whether at the school clinic, or in a hospital or other institution, to the extent of not more than ten school days in the aggregate in any school year. Credit shall not be allowed for an "attendance" unless the child has been present at the school for some portion of the school day.

36.—(*a*) The morning "attendance" shall commence not later than 10-30 a.m., or 11 a.m. during Summer Time. The school shall, however, be in operation from 10 a.m. at latest.

(*b*) The attendance of the pupils must be recorded in the books supplied for the purpose in strict accordance with the instructions issued from time to time by the Ministry.

(*c*) When, owing to the severity of the weather or other exceptional cause, the number of pupils in attendance on any day or days

is under one-third of the average attendance for the whole month in which the day or days occur, the attendance on such day or days may be excluded from the calculation of the quarterly and annual averages.

(*d*) When a certificate is furnished from the Medical Officer of Health showing that the average attendance at a school in any quarter has been seriously affected by epidemic sickness, and when the proportion which the average daily attendance bears to the average number on rolls for that quarter is less by at least 20 per cent. than the proportion which the average daily attendance bore to the average number on rolls for the corresponding quarter in the previous calendar year, the number of attendances actually made in the affected quarter may be excluded from the calculation of the annual average attendance upon which the annual capitation grant is payable, and, in place thereof, there may be substituted the number of attendances that would have been made had the proportion between the average number on rolls and the average attendance been the same as in the corresponding quarter in the preceding year : Provided that—

(i) if the proportion of average attendance to average number on rolls for the corresponding quarter of the previous calendar year was itself abnormally low or abnormally high, as compared with the proportion in the corresponding quarter in the years immediately preceding, the Ministry may allow the comparison to be made with the proportion which existed in such earlier corresponding quarter, or with the average proportion of two or more corresponding quarters, as may appear to the Ministry to be equitable, and may allow the proportion thus taken to be adopted for the purpose of the substitution, should such course appear to be justified ;

(ii) substitution will not be sanctioned should it appear that the fall in attendance has been wholly or mainly due to causes other than an epidemic of sickness.

(*e*) For grant purposes any portion of a unit not less than one-half in the average attendances as calculated may be counted as a unit.

37.—(*a*) No book may be used for the purpose of secular instruction to which a reasonable objection might be entertained on religious or political grounds.

(*b*) A list of approved Story Readers for children enrolled in third and higher standards and of text books in Reading, History, Citizenship, Economics and Irish for pupils in all standards is issued by the Ministry. No books in these subjects, other than those in this official list or such other works as may be specially approved by the Ministry, may be used in the schools.

The selection of other books is left to the discretion of managers and principal teachers, subject to the supervision and approval of the inspectors of the circuit.

IV. Inspection.

38.—(*a*) Inspectors and other officers of the Ministry appointed for the purpose shall visit schools as often as may be convenient, with or without notice, and report on the condition and suitability of the premises, the adequacy of the teaching staff, the character, quality and suitability of the instruction given, the observance of the Ministry's regulations and such other matters as may require attention.

(*b*) They shall call the attention of managers and teachers to any defects observed and make suggestions for their removal but they are not invested with authority to decide on questions affecting the schools or the business of the Ministry.

39. General inspections shall be held triennially, biennially or annually, and for this purpose the schools may be divided into three classes in accordance with instructions issued by the Ministry on the subject.

40. At each general inspection a rating is assigned to show the merit of the work of each teacher and these ratings are continued until the next general inspection unless altered as the result of a special inspection held in the meantime.

41. Extracts from general reports showing the efficiency of the teaching staff, the progress of the school and its value as an educational institution and any other matters calling for notice are furnished to managers and principal teachers ; and each member of the teaching staff is informed of the official estimate of his efficiency as a teacher. When it is considered necessary, extracts from incidental reports also are sent to the managers and teachers for their information.

42. Should the manager or teacher be dissatisfied with an inspector's report an appeal may be made to the Ministry. This appeal must be lodged within fourteen days of the receipt of the report by the manager and the teacher, and a duplicate of the appeal must, at the same time, be forwarded to the inspector. If, however, the report be received during the period of the school vacation, or during the absence of the teacher owing to illness, the fourteen days shall be counted from the date of the re-opening of the school or the resumption of duty by the teacher. In all cases the grounds of the appeal must be fully and definitely stated. When these conditions are fulfilled, the Ministry may consult the Teachers' Rating Appeal Committee which, having taken all the circumstances into consideration and having made such investigations as they consider necessary, may make such recommendation in regard to the case as they think proper.

V. GENERAL.

43. If these regulations are not fully observed, the Ministry, in every case, shall determine finally whether the payment of salaries, or the grant of any other aid, shall be made in whole or in part, or be altogether withheld.

44. In any case of doubt or difficulty as to the construction of these rules, or as to any claim, right or liability thereunder, the decision of the Ministry shall be final.

45. The foregoing regulations will come into operation on 1st October, 1929, and will supersede previous regulations on the recognition, patronage and management, organisation and inspection of public elementary schools.

46. These regulations may be cited as the Regulations for Recognition, Management, Inspection, &c., of Public Elementary Schools, 1929.

Given under the Seal of the Ministry of Education for Northern Ireland this 19th day of June, 1929.

A. N. Bonaparte Wyse,
Secretary.

Public Elementary Schools : Salaries and Capitation Grants.

REGULATIONS, DATED 10TH JUNE, 1929, MADE BY THE MINISTRY OF EDUCATION, NORTHERN IRELAND, AFTER CONSULTATION WITH THE MINISTRY OF FINANCE, NORTHERN IRELAND, IN ACCORDANCE WITH THE PROVISIONS OF THE EDUCATION ACT (NORTHERN IRELAND), 1923, AND PRESENTED TO BOTH HOUSES OF PARLIAMENT IN PURSUANCE OF SECTION 99 (2) OF THE ACT AFORESAID.

1929. No. 55.

In pursuance of the powers conferred by the Education Act (Northern Ireland), 1923, the Ministry of Education, Northern Ireland (hereinafter referred to as " the Ministry ") after consultation with the Ministry of Finance, Northern Ireland, hereby makes the following Regulations :—

1.—(*a*) The incomes of teachers may consist partly of local payments in addition to grants from the Ministry.

(*b*) The local payments comprise subscriptions, donations and endowments, or school fees from pupils. In some instances residences are provided rent free.

(*c*) Where school fees are chargeable to the pupils, the rates are fixed by the managers, with the approval of the Ministry, and cannot be altered except with its sanction. Such fees are payable