EDUCATION, SCOTLAND

GENERAL REGULATIONS

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The Schools (Scotland) Code, 1956

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CODE OF REGULATIONS

In the exercise of the powers conferred upon me by sections 1, 10 and 71 of the Education (Scotland) Act, 1946(**a**), and of all other powers enabling me in that behalf, I hereby make the following Code of Regulations relating to the conduct of schools and to the education to be provided therein; and any payment which is made by me under the said Act to the education authorities or other managers of the schools to which this Code of Regulations relates shall be subject to the conditions prescribed in this Code, and the said education authorities or other managers shall comply with the requirements specified herein:—

INTERPRETATION

Interpretation

1.—(1) In this Code unless the context otherwise requires the following expressions have the meanings respectively assigned to them:—

(*a*) "Act of 1946" means the Education (Scotland) Act, 1946;

(*b*) "Backward pupil" means a pupil who is backward because he is lacking in ability and aptitude; "retarded pupil" means a pupil whose education is retarded because of absence from school or other interruption or interference; and "deaf pupil", "partially deaf pupil", "blind pupil", "partially sighted pupil", "mentally handicapped pupil", "epileptic pupil", "pupil suffering from speech defect", "maladjusted pupil" and "physically handicapped pupil" have the meanings respectively assigned to them by Regulation 2 of the Special Educational Treatment (Scotland) Regulations, 1954(**b**);

(*c*) "Boarding school" means a residential school other than a camp school;

(*d*) "Camp school" means a residential school to which pupils in attendance at other schools are sent for short periods of education and a residential school to which delicate pupils and pupils recovering from illness are sent for periods of recuperation and education;

(*e*) "Class" means a group of pupils for the time being under the immediate charge of a teacher;

(**a**) 9 & 10 Geo. 6. c. 72. (**b**) S.I. 1954/1239 (1954 I, p. 763).

(*f*) "District", in relation to inspection, means one of the districts, each comprising one or more education areas, into which Scotland is divided for the purpose of the inspection of educational establishments, and "District Inspector" in relation to a school means the Inspector in charge of the district in which the school is situated;

(*g*) "Infant class" means a class at stage P I or stage P II, as defined in Regulation 14 of these Regulations;

(*h*) "Inspector" means one of Her Majesty's Inspectors of Schools and any other person appointed by the Secretary of State under section 61 of the Act of 1946 to inspect educational establishments;

(*i*) "Meeting" means—

(i) in relation to a primary department or a secondary department or a class in either of the said departments, not being a nursery school or class or a special school or class, a period throughout which secular education is given;

(ii) in relation to a nursery school or class, a period throughout which training by appropriate methods is given; and

(iii) in relation to a special school or class, a period throughout which secular education by special methods appropriate to the special requirements of the pupils is given—

and the expression "period" includes a series of periods separated only by time devoted to religious instruction or to school meals or by short intervals for changes of classroom, recreation or other purposes;

(*j*) "Primary department" includes a primary school with no secondary department;

(*k*) "School" means a public school or a grant-aided school, but does not include an independent school or an approved school within the meaning of the Children and Young Persons (Scotland) Act, 1937(**a**);

(*l*) "School year" means a period of twelve months commencing on 1st August of any year;

(*m*) "Secondary department" includes a secondary school with no primary department;

(*n*) "Teacher's General Certificate", "Teacher's Special Certificate" and "Teacher's Technical Certificate" mean the certificates of competency to teach awarded by the Secretary of State under Chapter IV, Chapter V and Chapter VI respectively of the Training Regulations, and references to an appropriate certificate or to an appropriate endorsement thereon mean respectively a certificate or an endorsement of a qualification to teach the subject or one of the subjects which the teacher is required to teach in the post in which he is employed; and

(*o*) "Training Regulations" means the Regulations for the Preliminary Education, Training and Certification of Teachers for Various Grades of Schools (Scotland), 1931(**b**).

(2) In the application of this Code to a grant-aided school, references to the education authority shall be construed as references to the managers of the said school, and references to exemption from attendance at school shall be construed as references to absence with the leave of the managers.

(3) In this Code, unless the context otherwise requires, references to any enactment or regulation shall be construed as references to that enactment or regulation as amended by any subsequent enactment or regulation.

(**a**) 1 Edw. 8. & 1 Geo. 6. c. 37.

(**b**) S.R. & O. 1931/180, 1940/1728, 1947/128 (Rev. VI, p. 758: 1931, p. 363; 1940 I, p. 378; 1947 I, p. 629); S.I. 1949/1909, 1953/1121 (1949 I, p. 1565; 1953 I, p. 648).

(4) The *Interpretation* Act, 1889(a), applies to the interpretation of this Code as it applies to the interpretation of an Act of Parliament.

PUPILS

Admission to public schools

2. No pupil shall be refused admission to a public school in the education area in which he is ordinarily resident or shall be excluded from a public school to which he has been admitted except—

(1) in accordance with the provisions of section 29 of the Act of 1946, or

(2) where admission or continued attendance would be inconsistent with the arrangements made by the education authority for the provision of education in the area, or

(3) where the parent refuses or fails to comply, or to allow his child to comply, with the rules, regulations or disciplinary requirements of the school, or

(4) on other grounds which in the opinion of the education authority (confirmed by the Secretary of State in the event of a dispute between the authority and the parent) are reasonable.

Regularity of attendance

3. The education authority shall take all reasonable measures to secure that every pupil in attendance at a school, other than a pupil who is exempt under section 34 of the Act of 1946 or section 1 of the Education (Exemptions) (Scotland) Act, 1947(b), or who has a reasonable excuse within the meaning of section 37 of the Act of 1946, is present at every meeting of the school at which attendance is compulsory.

STAFF

General requirements

4.—(1) The education authority shall employ, or arrange for the services of, an adequate staff in the schools under their management. If the Secretary of State is of opinion, after consultation with the authority, that the staff is inadequate in any respect and that the authority have not done all that they can reasonably be expected to do, having regard to all the circumstances, to remedy the deficiency, the Secretary of State may require them to employ, or arrange for the services of, a staff which is, in his opinion, adequate in that respect, and it shall be the duty of the authority forthwith to take the necessary steps to comply with such requirement.

(2) Save as hereinafter provided, every teacher employed by an education authority shall be a certificated teacher holding the qualifications required by this Code for the post in which he is employed.

(3) Where in relation to any teaching post the education authority have taken reasonable steps to make their requirements known to persons holding qualifications appropriate to the *post and* where no applicant for the post holds the appropriate qualifications or no applicant holding the appropriate qualifications possesses, in the opinion of the education authority, the experience and competence required for the efficient discharge of the duties of the post, the authority may—

(*a*) with the approval of the Secretary of State, appoint permanently to the said post a certificated teacher who does not hold the qualifications

(a) 52 & 53 Vict. c. 63. (b) 10 & 11 Geo. 6. c. 36.

appropriate to the post but who is, in their opinion, capable of discharging efficiently the duties thereof, or

(*b*) appoint temporarily to the said post a certificated teacher who does not hold the qualifications appropriate to the post or an uncertificated teacher, provided that they shall continue to take all reasonable steps to obtain applications for appointment to the post from certificated teachers holding qualifications appropriate to the post.

(4) The District Inspector shall from time to time review, in consultation with the education authority, the posts which are filled by temporary appointments under the last foregoing paragraph, and if he considers that the authority are not taking all reasonable steps to obtain applications for appointment to any such post from certificated teachers holding qualifications appropriate to the post, he shall report his opinion to the Secretary of State, who may require the authority to take such steps as he thinks fit, and it shall be the duty of the authority forthwith to comply with such requirement.

Requirements relating to primary departments

5.—(1) Every teacher employed in a primary department shall hold the Teacher's General Certificate or the Teacher's Special Certificate or an appropriate Teacher's Technical Certificate.

(2) The head teacher of a nursery school and the teacher in charge of a nursery class not forming part of a nursery school shall hold the Teacher's General Certificate with an endorsement of special qualification to act as Principal Teacher of a Nursery School awarded under Article 51 of the Training Regulations.

(3) Where the number of teachers to be employed wholly or mainly in the infant classes is three or more, one of the posts shall be that of infant mistress.

(4) An infant mistress shall hold the Teacher's General Certificate with an endorsement of special qualification to act as Infant Mistress awarded under Article 51 of the Training Regulations.

Requirements relating to secondary departments

6.—(1) Every teacher employed in a secondary department shall hold an appropriate Teacher's Special Certificate or an appropriate Teacher's Technical Certificate or one of the said Certificates with an appropriate endorsement awarded under Article 39 of the Training Regulations or the Teacher's General Certificate with the said appropriate endorsement or, in the case of a teacher whose work in a secondary department consists wholly or mainly in the teaching of backward pupils, one of the said qualifications or the Teacher's General Certificate.

(2) In every secondary department in which there is an aggregate of not less than 60 hours per week of instruction in any subject, the education authority shall employ a principal teacher of that subject.

(3) Where the education authority are not required by the last foregoing paragraph to employ principal teachers of particular subjects—

(*a*) they may combine one or more of the said subjects with a subject for which they are required to employ a principal teacher, if the subjects can in their opinion appropriately be combined, and the principal teacher appointed under the last foregoing paragraph shall be principal teacher of the combined subjects; or

(*b*) they may combine two or more of the said subjects if the subjects can in their opinion appropriately be combined and, if the number of hours per week of instruction in the combined subjects amounts in the aggregate to not less than 60 hours, they shall employ a principal teacher of the combined subjects.

(4) Every teacher employed in a secondary department as the principal teacher of a subject or a combination of subjects shall hold an appropriate Teacher's Special Certificate or an appropriate Teacher's Technical Certificate or, if a course in the said subject or one or more of the said subjects extending over not less than five years is not provided, one of the said qualifications or one of the said Certificates with an appropriate endorsement awarded under Article 39 of the Training Regulations or the Teacher's General Certificate with the said appropriate endorsement.

(5) The education authority shall employ special assistant teachers in the secondary departments providing courses of secondary education extending over not less than five years. The number of special assistant teachers to be so employed shall be calculated by dividing the total number of pupils in classes S IV, S V and S VI in all the said departments under their management taken together by thirty and by counting any resulting fraction as one unit, and for the purposes of this calculation the number of such pupils shall be that shown in the latest annual returns submitted to the District Inspector of the numbers of pupils in the schools under the management of the authority as at a date in January each year. If in any year the calculations made under this paragraph show that the number of special assistant teachers in employment has become less than that prescribed in this paragraph, the authority shall not later than the begining of the next school year make the required number of additional appointments and, if the number of special assistant teachers has become greater than that prescribed in this paragraph, the number shall be decreased as vacancies occur. Special assistant teachers may be distributed among the said secondary departments in such manner as the authority consider appropriate.

(6) Where in a secondary department there is an aggregate of not less than 120 hours per week of instruction in any subject or combination of subjects for which a principal teacher is employed, the Secretary of State may, if a course in the said subject or one or more of the said subjects extending over not less than five years is provided in the said department, require that such number as he may determine of the teachers of the said subject or subjects in addition to the principal teacher shall hold appropriate Teacher's Special Certificates or appropriate Teacher's Technical Certificates.

(7) Where the number of girls attending a secondary department is on the average 200 or more, and the head teacher is a man, the education authority shall employ a woman teacher whose duties include those of woman adviser.

(8) In calculating for the purpose of this Regulation the number of hours of instruction per week in any subject or combination of subjects—

(*a*) any period in which a class is composed of pupils at more than one yearly stage shall be reckoned at double its actual length if there are not less than five pupils at each of at least two yearly stages ; and

(*b*) any period in which instruction is given in Latin or Greek or Gaelic shall be reckoned at double its actual length :

provided that no period to which both sub-paragraph (*a*) and sub-paragraph (*b*) apply shall be reckoned at more than double its actual length.

Requirements relating to special schools and classes

7.—(1) Every teacher employed wholly or mainly in special classes for deaf or partially deaf pupils shall hold a qualification as Certificated Teacher of the Deaf awarded under Article 32 (*b*) of the Training Regulations.

(2) Every teacher employed wholly or mainly in special classes for blind pupils shall hold the Teacher's General Certificate or an appropriate Teacher's Technical Certificate with, in either case, an endorsement of special qualification to act as Teacher of Blind Children awarded under Article 51 of the Training Regulations, or an appropriate Teacher's Special Certificate or a qualification as Certificated Teacher of the Blind awarded under Article 32 (*a*) of the Training Regulations.

(3) Every teacher employed wholly or mainly in special classes for mentally handicapped pupils shall hold the Teacher's General Certificate or an appropriate Teacher's Technical Certificate with, in either case, an endorsement of special qualification to act as Teacher of Mentally Handicapped Children awarded under Article 51 of the Training Regulations.

(4) Every teacher employed wholly or mainly in special classes for partially sighted, epileptic, maladjusted or physically handicapped pupils or pupils suffering from speech defect shall hold the Teacher's General Certificate or an appropriate Teacher's Technical Certificate with, in either case, an endorsement of special qualification to act as Teacher of Physically Handicapped Children awarded under Article 51 of the Training Regulations, or an appropriate Teacher's Special Certificate.

(5) Every teacher employed in a special school or class, not being a teacher whose employment is described in the foregoing paragraphs of this Regulation, shall hold the Teacher's General Certificate or an appropriate Teacher's Special Certificate or an appropriate Teacher's Technical Certificate.

(6) Notwithstanding the foregoing provisions of this Regulation, it shall be in the power of the education authority to employ in a special school or class a certificated teacher not holding the appropriate qualification in order to enable him to undergo such probationary period as may be required under the Training Regulations before the said qualification may be awarded.

Reports on unsatisfactory teachers

8. Where the character or conduct of a teacher leads directly or indirectly to his resignation or to the termination by the education authority of his employment or to his contract of employment not being renewed on its expiry, the authority shall forthwith submit a full report of the circumstances to the Secretary of State.

Clerical assistance

9. The education authority shall provide adequate clerical assistance for the head teacher of any school in which the clerical work is such as to interfere with the performance by the head teacher of his principal duties.

ORGANISATION AND ADMINISTRATION

Number and duration of school meetings

10.—(1) Not fewer than 400 meetings of a day school shall be held in the course of the school year, provided that the said number may be reduced—

(*a*) by the number of meetings which would ordinarily have been held during any times when the school was used for the purpose of taking the poll at an election held under any Act of Parliament, or was closed in accordance with the provisions of Regulation 11 of this Code or because of other circumstances outwith the control of the education authority; **and**

(*b*) by such number as the education authority with the approval of the District Inspector may authorise for the purpose of school games or sports, special holidays or any other activity approved by him ; and

(*c*) in the case of a school newly opened or discontinued in the course of the school year, by the number of meetings which would ordinarily have been held before the school was opened or after it was discontinued, as the case may be ; and

(*d*) by such number as the Secretary of State may in special circumstances approve.

(2) Not more than two meetings of a day school shall be held on any day.

(3) Meetings of the classes of a day school other than nursery classes, infant classes and special classes shall each extend over a period of not less than two hours. Meetings of nursery classes, infant classes and special classes shall each extend over a period of not less than one and a half hours. Where two meetings of a class are held in a day, the first shall begin before 12 noon, and the second shall begin after the said hour and not less than thirty minutes after the end of the first meeting.

(4) Notwithstanding the provisions of the last foregoing paragraph, the education authority may with the approval of the District Inspector authorise shorter meetings, permit the second meeting in a day to begin before 12 noon and allow an interval of less than thirty minutes between meetings as the normal routine or for particular periods or on special occasions. The education authority may also make rules with the approval of the District Inspector authorising the head teacher to exercise the said powers in relation to meetings of his school on any day in such circumstances as the rules may prescribe.

(5) A boarding school shall be in session for periods amounting in the aggregate to not less than 275 days in the course of the school year, and the proviso to paragraph (1) of this Regulation shall, with any necessary modifications, apply to such a school.

(6) For the purposes of this Regulation " school " includes part of a school.

Closure of schools on advice of medical officer

11. Where, with a view to preventing the spread of disease or other danger to health, the chief administrative school medical officer advises the education authority that a school should be closed or that certain pupils should be excluded from the school for a specified time or that the pupils of a boarding school should be confined to the school premises for a specified time, the authority shall forthwith close the school or exclude the said pupils or confine the said pupils as the case may be, provided that they may, if the advice is in their opinion unreasonable, make a representation to the Secretary of state to that effect, and it shall be in the power of the Secretary of State to give such direction to the authority as he thinks fit, and the authority shall comply therewith.

Place of meetings

12. Classes shall normally meet in the school premises, but any meeting of a class may be held outwith the school premises if provision for such an arrangement is made in the time-table or if an entry is made in the log-book recording the place and purpose of the meeting.

Number of pupils in rooms

13.—(1) The education authority shall determine the maximum number of pupils for whose accommodation every room to be used for any form of instruction is suitable and in doing so shall have regard to the size of the room, the type of equipment provided, the safety and the health of the pupils and the type of instruction to be given in the room ; and different maximum numbers may be determined for different types of instruction.

(2) If in the opinion of the District Inspector the maximum number for any room determined in accordance with the last foregoing paragraph is too large or too small, he may, after consultation with the education authority, determine the maximum number of pupils for whose accommodation the room is suitable.

(3) The number of pupils who may be accommodated at any one time in any room to which this Regulation applies for any type of instruction shall not without the approval of the District Inspector exceed the maximum number determined in accordance with the foregoing provisions of this Regulation.

(4) The education authority shall cause a record to be kept in every school under their management showing, for every room to which this Regulation applies, the dimensions of the room and the maximum number of pupils for whose accommodation for each type of instruction for which the room is to be used the room has been determined to be suitable.

Designation of stages and classes

14.—(1) Yearly stages of primary courses and of secondary courses shall be designated by letters and by numbers from below upwards. The letter " P " shall be prefixed to the number of the stage in primary courses and the letter " S " in secondary courses. In primary courses the number " I " shall be allotted to the stage of the course which pupils enter when they become of school age. In secondary courses the number " I " shall be allotted to the first yearly stage of the course, and a stage of less than a year's duration which is followed by pupils after their promotion from primary courses and before their entry on stage S I shall be known as a " transitional stage " and shall not be numbered. Where in any department provision is made only for the higher stages of primary or secondary education, the numbers allotted to the stages in that department shall be the numbers which would have been allotted to them had provision also been made for the lower stages of primary or secondary education.

(2) In primary departments and in secondary departments every class shall be designated by the designation of the stage being followed by the pupils composing the class. Where more than one class is formed at any yearly stage, appropriate letters, numbers or words may, in order to distinguish the several classes, be added to the said designation. Where a class is composed of pupils at more than one yearly stage, the designation of the class shall include the designations of all the stages being followed by the pupils composing the class.

Size of classes

15.—(1) Subject to the provisions of paragraph (4) of this Regulation, in primary departments the number of pupils in any class shall not exceed 45, provided that the number shall be further restricted to—

(*a*) 25 in a one-teacher department ;

(*b*) 30 in a two-teacher department ;

(*c*) 35 in a three-teacher or four-teacher department;

(*d*) 25 in a class for backward or retarded pupils; and

(*e*) 20 in a nursery class.

(2) Subject to the provisions of paragraph (4) of this Regulation, in secondary departments the number of pupils in any class shall not exceed 40, provided that the number shall be further restricted to—

(*a*) 30 in classes at stages S IV, S V and S VI;

(*b*) 30 in a class which includes pupils at more than one yearly stage;

(*c*) 20 in a class for practical instruction in science, art, art-crafts, mechanics, benchwork, technical drawing, typewriting, cookery, laundry-work, dressmaking, housewifery, agriculture, gardening, dairying, navigation and seamanship; and

(*d*) 25 in a class for backward or retarded pupils.

(3) Subject to the provisions of paragraph (4) of this Regulation, in special schools and classes the number of pupils in any class shall not exceed—

(*a*) 10 in a class for deaf pupils;

(*b*) 10 in a class for partially deaf pupils;

(*c*) 15 in a class for blind pupils;

(*d*) 15 in a class for partially sighted pupils;

(*e*) 20 in a class for mentally handicapped pupils;

(*f*) 20 in a class for epileptic pupils;

(*g*) 20 in a class for pupils suffering from speech defect;

(*h*) 20 in a class for maladjusted pupils; and

(*i*) 25 in a class for physically handicapped pupils.

(4) The District Inspector may authorise a class to be larger than is prescribed in this Regulation for so long as he considers reasonable, having regard to all the circumstances, and he may extend the period if he is satisfied that it is necessary to do so. The head teacher may, in exceptional circumstances or for the purpose of special activities, authorise a class to be larger than is prescribed in this Regulation.

Log-book

16.—(1) A log-book shall be kept in every school, together with a copy of this Code and of such other documents relative to the work of the school as the Secretary of State or the education authority may from time to time direct.

(2) Unless the Secretary of State otherwise directs, any report concerning the work of the school communicated to the education authority by the Secretary of State and any remarks made upon it by the Secretary of State shall be transmitted to the head teacher without delay and shall be permanently affixed or recorded verbatim by him or on his behalf in the log-book.

(3) The head teacher shall record or cause to be recorded in the log-book visits of the Secretary of State or of any other Minister or of any officer of the Secretary of State or of an Inspector or of members of the education authority or of the education committee or of any sub-committee of the said committee or of such of the officials of the education authority as the authority may direct. He shall also record or cause to be recorded such other facts concerning the school, its teachers, its pupils and its work as he may be directed by the authority to record or as may, in his opinion, require to be referred to at any future time, or as are, in his opinion, of

sufficient interest or importance to be permanently recorded. Within a reasonable time after a head teacher makes in the log-book an entry in which a teacher is mentioned by name, he shall show the entry to the teacher if it records absence or is capable of being used as evidence of the teacher's character, conduct or efficiency. The head teacher shall give the teacher an opportunity of appending his initials as evidence that he has seen the entry, and if the teacher refuses to do so the head teacher shall add a certificate that the entry has been shown to the teacher.

(4) No reflections or opinions of a general character may be entered in the log-book.

(5) An Inspector may note in the log-book any visit paid to the school and make an entry of such particulars as may seem to him to require attention.

(6) No entry in the log-book may be removed or altered except by a subsequent entry.

(7) The education authority shall secure that log-books are preserved as documents of historical interest.

Registers

17.—(1) Registers shall be kept in every school in accordance with the Rules contained in the First Schedule annexed hereto.

(2) Registers of admission and withdrawal shall be preserved until the end of the fifth school year following that in which they are completed and other registers shall be preserved until the end of the second school year following that in which they are completed.

(3) A copy of the said Rules shall be accessible to every person who is entrusted with the making of entries in the registers.

Pupil's progress records

18.—(1) A pupil's progress record shall be kept for every pupil in attendance at a public or grant-aided school. Every record brought into use after this Code comes into operation shall be of the size and in the form prescribed in the Second Schedule annexed hereto, provided that supplies of records conforming to the Pupil's Progress Record (Scotland) Rules, 1951(**a**), which are in possession of the education authority may first be exhausted. The boy's record shall be distinguished by the letter 'B' printed thereon and the girl's record by the letter 'G'. For pupils in attendance at special schools or classes for mentally handicapped pupils there shall be substituted for Sections III to VIII of the record an inset in the form set out in the Third Schedule annexed hereto.

(2) Where a pupil who has not previously attended a public or grant-aided school first enters such a school, the head teacher shall cause a record to be prepared and brought into use for him. Where a pupil who has previously attended such a school is admitted to another such school, the record used in the school which he previously attended shall be obtained in accordance with the procedure prescribed in this Regulation and shall continue to be used in the said other school. Entries shall from time to time be made in the record in accordance with the instructions contained in the Second Schedule annexed hereto.

(a) S.I. 1951/694 (1951 I, p. 580).

(3) *Where* a pupil is registered as withdrawn from a school—

(a) if he has finally left school, the pupil's progress record shall be preserved for a period of five years, after which it may be destroyed;

(*b*) if he is entering another school under the same education authority or managers, the pupil's progress record shall be sent to the head teacher of that school in the manner prescribed by the authority or managers; and

(*c*) if he has not finally left school but is not entering another school under the same education authority or managers, the pupil's progress record shall—

(i) if he has withdrawn from a public school, be sent to the Director of Education administering that school, who shall hold the record until the authorities of any educational institution to which the pupil is admitted apply for it, or

(ii) if he has withdrawn from a grant-aided school, be held by the head teacher until the authorities of any educational institution to which the pupil is admitted apply for it:

provided that if the record is not applied for within five years, it may then be destroyed.

(4) The head teacher of a school to which a pupil is admitted after attending a school which is not under the same education authority or managers shall apply for the pupil's progress record to the Director of Education or the head teacher holding it. Head teachers of public schools shall transmit their applications through their Directors of Education.

Work of the School

General duty of education authority

19. Subject to the provisions of this Code, it shall be the duty of the education authority to secure that the education given in every school is in accordance with the scheme prepared by the authority under section 7, and approved by the Secretary of State under section 65, of the Act of 1946, is adequate and efficient, is suited to the age, ability and aptitude of the pupils and is in accordance with the scheme of work approved for the school under Regulation 21 of this Code.

Formation of good habits in pupils

20. In the conduct of every school from day to day care shall be taken to train the pupils in habits of personal hygiene and cleanliness, of correct speech and of good manners; to cultivate the qualities of truthfulness, honesty, self-control and consideration for man and beast; to foster a love of beauty; to encourage industry, self-reliance and forethought; and to develop a sense of responsibility to the community and an attitude of goodwill towards other peoples.

Schemes of work

21.—(1) In each year of attendance at a primary department, pupils shall be given instruction in reading, writing and arithmetic; in the use and understanding of spoken and written English; in music; in art and handwork; in nature study; and in physical education. They shall also, from such stage as is appropriate having regard to their age, ability and aptitude, be given instruction in geography, history, written composition and, in the case of girls, needlework. The education authority shall submit for the approval of the District Inspector a scheme of work for the primary department of each school, prepared in consultation with the head teacher of the said school, showing the scope of the work in each subject.

(2) The education authority shall submit for the approval of the District Inspector a scheme of work for the secondary department of each school, prepared in consultation with the head teacher of the said school, showing the types of course to be provided in that department, the subjects to be included in each of the courses, and the scope of the work in each subject. In the preparation of schemes of work regard shall be had to the age, ability and aptitude of the pupils for whom the courses are designed and to the length of time for which the pupils are likely to remain at school.

(3) In Gaelic-speaking areas reasonable provision shall be made in schemes of work for the instruction of Gaelic-speaking pupils in the Gaelic language and literature, and the Gaelic language shall be used where appropriate for instructing Gaelic-speaking pupils in other subjects.

(4) The education authority may at any time, and shall if the District Inspector so requires, submit a revised scheme of work for the approval of the District Inspector, and the provisions of this Regulation shall apply to a revised scheme as they apply to a scheme submitted under this Regulation.

(5) The work of a department shall be based upon the scheme of work for the time being approved for that department. The head teacher shall cause a detailed programme of work in each subject and time-tables for each school year or part of a year to be prepared, but it shall be in his power to vary them or to authorise departures from them at his discretion. He shall cause a record to be kept for each class of the work actually performed in each subject.

(6) The head teacher shall cause a record to be kept of any homework required to be performed by pupils outwith school hours. The said record shall distinguish between written and other work.

Medical inspection at grant-aided schools

22. If the Secretary of State is dissatisfied with the arrangements for the medical inspection, supervision and treatment of the pupils attending a grant-aided school or with the arrangements for the dental treatment of such pupils, he shall intimate to the managers of the school and to the education authority of the area in which the school is situated that he is dissatisfied with the said arrangements, and thereupon it shall be the duty of the managers and the authority to enter into an agreement under subsection (6) of section 51 of the Act of 1946 for the provision of medical inspection, supervision and treatment or dental treatment by the authority for the pupils in attendance at the said school.

Special Provisions for Certain Schools

Nursery schools and classes

23. In nursery schools and classes—

(1) no child shall, without the consent of the District Inspector, remain in attendance after he has attained an age six months above the lower limit of the school age ;

(2) Regulations 14 and 21 of this Code shall not apply, but the head teacher shall cause a record to be kept for each class of the work performed ; and

(3) the education authority shall employ nursery nurses or helpers in the proportion of not less than one such person for 20 pupils.

Special schools and classes

24.—(1) In special schools and classes other than child guidance clinics and occupational centres—

(*a*) each class shall normally be reserved for pupils belonging to one of the categories defined in the Special Educational Treatment (Scotland) Regulations, 1954, and no pupil shall be admitted to a class unless the education authority have decided under section 41 of the Education (Scotland) Act, 1945(**a**), or section 55 of the Act of 1946, that he requires special educational treatment; and

(*b*) Regulations 5, 6 and 14 and paragraphs (1) and (2) of Regulation 15 of this Code shall not apply and Regulation 21 shall apply with such modifications as the District Inspector may approve.

(2) In child guidance clinics—

(*a*) Regulations 2, 3, 5, 6, 10 and 14, paragraphs (1) and (2) of Regulation 15, and Regulations 17, 18, 19, 21, 22 and 23 of this Code shall not apply;

(*b*) the staff who are employed or for whose services arrangements are made by the education authority shall include an educational psychologist and a psychiatrist, both or either of whom may, subject to the provisions of Regulation 4 of this Code, be employed in a whole-time or part-time capacity; and

(*c*) such records shall be kept of the children treated in the clinics as may be required by the Secretary of State.

(3) In occupational centres—

(*a*) paragraphs (2), (3) and (4) of Regulation 4, and Regulations 5, 6, 7, 10, 14, 15, 19, 21 and 23 of this Code shall not apply; and

(*b*) the number of pupils under the immediate charge of an instructor at any one time shall not without the approval of the District Inspector exceed 15.

(4) No pupil in a special school or class shall be compelled to take part in religious observance or to receive religious instruction contrary to the wishes of his parent. The education authority shall give the parent of every pupil an opportunity of expressing his wishes on the matter.

INSPECTION

Visits without notice

25. An Inspector on duty may visit any school at any time without notice.

Documents to be made available to Inspectors

26. When an Inspector visits a school there shall be made available to him on his request any of the documents which are required by this Code to be prepared and any other documents which are kept in the school.

Notice of closing of schools

27. At least fourteen days' notice of the intended closing of a school for mid-term or other occasional holidays or on account of school games or sports or other cause shall be given to the District Inspector, and intimation of the closing of a school under Regulation 11 of this Code or because of other circumstances outwith the control of the education authority shall be made to the District Inspector as early as possible. Notice shall also be given of the beginning and the end of any vacation.

(a) 8 & 9 Geo. 6. c. 37.

SUPPLEMENTARY PROVISIONS

Exceptions

28. It shall be in the power of the Secretary of State, in exceptional circumstances and on good cause shown, to authorise a departure from any provision of this Code.

Transitional provisions

29. Where anything done under any provision of the Code or Rules revoked by Regulation 31 of this Code might have been done under a corresponding provision of this Code if this Code had then been in operation, the said thing shall be deemed to have been done under that provision of this Code, and it shall not be necessary for that thing to be done again by reason of the inclusion of the said provision in this Code, unless the Secretary of State otherwise requires.

Vested interests of teachers

30. Where—

(1) a teacher was employed immediately before this Code came into operation in a post for which a particular teaching qualification is required by this Code, and

(2) the teacher held the qualification required for the said post by any Code or Regulation in force when he was appointed thereto or where he was appointed thereto on a permanent basis with the unconditional approval of the Secretary of State or, before 4th September, 1939, of the Scottish Education Department, and

(3) the teacher is employed in a post which is, in the opinion of the Secretary of State, the same post or a post involving a similar degree of responsibility—

the teacher shall, notwithstanding that he does not hold the teaching qualification required by this Code for the post held by him, be deemed for the purposes of this Code to hold the said qualification.

Citation, commencement and revocation

31.—(1) This Code may be cited as the Schools (Scotland) Code, 1956.

(2) This Code shall come into operation on 1st August, 1956.

(3) The Schools (Scotland) Code, 1950(**a**), the Schools Registration (Scotland) Rules, 1951(**b**), the Pupil's Progress Record (Scotland) Rules, 1951, the School Leaving Record (Scotland) Rules, 1951(**c**) and the Schools (Scotland) Code (Amendment No. 1) Regulations, 1956(**d**), are hereby revoked.

James Stuart,
One of Her Majesty's Principal Secretaries of State.

St. Andrew's House,
Edinburgh, 1.
8th June, 1956.

(a) S.I. 1950/915 (1950 I, p. 590).
(b) S.I. 1951/569 (1951 I, p. 595).
(c) S.I. 1951/896 (1951 I, p. 593).
(d) S.I. 1956/359.

FIRST SCHEDULE

Regulation 17

REGISTRATION RULES

General

1. A Register of Admission and Withdrawal and a Register of Summaries shall be kept in every school except a camp school; Daily Registers shall be kept in every day school and in every boarding school which is attended by day pupils; a Register of Arrival and Departure shall be kept in every boarding school; and Camp Registers shall be kept in every camp school.

2. All entries shall be made in ink. No entry shall be erased. If a correction is required, it shall be made by means of a subsequent entry or of an explanatory note in such a manner that both the original entry and the alteration are clear on the face of the record.

3. All registers shall be so arranged as to provide readily such statistics relating to pupils in attendance at the school as may from time to time be required by the Secretary of State. The daily registers, the register of arrival and departure and the register of summaries shall be so arranged as to distinguish between the following categories of pupils, and the entries required by Rules 16 and 18 to be made in the register of summaries shall be made separately for each category—

(1) pupils in nursery classes;

(2) pupils in special classes;

(3) pupils in primary departments, other than pupils in nursery classes and special classes;

(4) pupils in secondary departments, other than pupils at stages S IV, S V and S VI and pupils in special classes;

(5) pupils at stages S IV, S V and S VI in secondary departments.

Register of Admission and Withdrawal

4.—(1) The register of admission and withdrawal shall be in the form of a bound volume, or of a loose leaf volume, or of an alphabetical card index securely stored in suitable drawers; and if it is bound or loose leaf shall have an alphabetical index either as part of the volume or on cards.

(2) The register shall show for each pupil—

(*a*) his number on the register;

(*b*) the date of his admission or re-admission;

(*c*) his full name;

(*d*) his address;

(*e*) his date of birth which shall be ascertained from his birth certificate on his admission to the first public or grant-aided school in which he is enrolled and from the pupil's progress record on his admission to other public or grant-aided schools;

(*f*) the name and address of the person who, in the opinion of the education authority, is responsible for securing the regular attendance of the pupil at school, being the parent or guardian of the pupil, or the person liable to maintain him, or the person having the actual custody of him;

(*g*) whether exemption from religious observance or instruction is claimed;

(*h*) the school last attended (if any);

(*i*) the class in which he is placed on admission or re-admission ; and

(*j*) if he has been withdrawn from the school, the date and reason for his withdrawal and the class then reached.

5. Successive numbers shall be allotted to pupils on their admission. If a pupil is re-admitted to the school after having been withdrawn from the school, a new entry shall be made in the register of admission and withdrawal and a new number shall be allotted to the pupil.

6.—(1) Except as hereinafter provided, a pupil shall be registered as having been withdrawn from a public school if—

(*a*) he is known to be attending another school ; or

(*b*) he has been withdrawn from school by the person responsible for his regular attendance at school, with the consent of the education authority if he is of school age ; or

(*c*) he has been excluded from the school by the education authority ; or

(*d*) he has been absent from school for a period of four consecutive weeks and cannot be traced ; or

(*e*) special arrangements are being made for his education, under section 14 of the Act of 1946, at his home, in a hospital or elsewhere.

(2) Except as hereinafter provided, a pupil shall be registered as having been withdrawn from a grant-aided school if he has been withdrawn from the school by the person responsible for securing his regular attendance at school or has been excluded from the school by the managers.

(3) Where, with the approval of the education authority, a pupil attends a camp school, he shall not be registered as having been withdrawn from the school which he normally attends.

Daily Registers

7. In the case of a day school the daily registers shall contain the names of all pupils shown by the register of admission and withdrawal to have been admitted or re-admitted to the school and not to have been withdrawn subsequently therefrom. In the case of a boarding school the daily registers shall contain the names of all such pupils who are not admitted to the school as boarders.

8.—(1) The head teacher shall in respect of each meeting and before the end of the meeting cause to be entered in the appropriate column in the daily registers—

(*a*) against the name of every absent pupil who is not deemed to be present, the symbol " O " ;

(*b*) immediately below the space in the column opposite the name of the pupil last entered in the register, a horizontal line ; and

(*c*) at the foot of the column, the total number of absent pupils who are not deemed to be present.

(2) For the purposes of this Rule, an absent pupil shall be deemed to be present if—

(*a*) he is in attendance at a camp school with the consent of the education authority ; or

(*b*) he is taking part in a visit or excursion which has been approved by the District Inspector as being of educational value ; or

(*c*) he is attending a child guidance clinic or undergoing medical or dental inspection, examination or treatment or cleansing under arrangements made by the education authority or with their consent, provided that the absence from school does not extend to more than two consecutive meetings—

but a pupil exempted from school attendance either under section 34 of the Act of 1946 or under section 1 of the Education (Exemptions) (Scotland) Act, 1947, shall not be deemed to be present.

9. When a meeting is not held on any occasion for which a column is provided in the daily register, the head teacher shall cause a vertical line to be entered in the said column before the next meeting.

10. At the end of each week in which one or more meetings are held there shall be entered in the daily register—

(1) against the name of each pupil on the register, the number of absences registered during the week in accordance with Rule 8 ;

(2) the sum of the numbers so entered ;

(3) the number of meetings held during the week ;

(4) the number of pupils whose names have been placed on the register in the course of the week, the number of pupils whose names have been withdrawn from the register in the course of the week, and the number of pupils on the register on the last day of the week on which a meeting was held ; and

(5) the number of possible attendances during the week, that is to say the number obtained by multiplying the number of pupils on the register on the last day of the week by the number of meetings during the week.

11. At the end of each school year, the head teacher shall cause to be entered in the daily register, against the name of each pupil on the register, the number of absences registered during the year in accordance with Rule 8.

Register of Arrival and Departure

12. The register of arrival and departure shall contain the names of all pupils shown by the register of admission and withdrawal to have been admitted or re-admitted to the school and not to have been withdrawn subsequently therefrom who are admitted to the school as boarders.

13. The head teacher shall cause to be entered in the register of arrival and departure, against the name of each pupil on the register, every date upon which he comes into residence at the school, every date upon which he ceases to be in residence at the school, every date upon which, although in residence at the school, he is unable through illness or injury to undergo instruction, and every date upon which, while in residence at the school, he is temporarily absent therefrom. The register shall also show whether a pupil absent from the school while it is in session is absent with leave or on other reasonable grounds.

14. At the end of each school year the head teacher shall cause to be entered in the register of arrival and departure, against the name of each pupil on the register, the total number of days on which, while the school was in session, he was not in residence or was in residence but was unable through illness or injury to undergo instruction or was temporarily absent from the school.

Register of Summaries

15. At the end of each week in which one or more meetings are held, or of each period consisting of a number of such weeks not exceeding five, the head teacher shall cause to be transferred from the daily registers to the register of summaries—

(1) the total number of absences registered during the week or period ;

(2) the total number of meetings during the week or period ;

(3) the number of pupils on the daily registers on the last day of the week on which a meeting was held or, if the transfers are made at intervals of more than a week, the sum of the numbers on the registers on the last day on which a meeting was held in each week of the period ; and

(4) the total number of possible attendances during the week or period.

16. At the end of each school year the head teacher shall cause the entries made in the register of summaries in accordance with the last foregoing Rule to be added and shall enter in the register—

(1) the total number of attendances by day pupils during the year, that is to say the difference between the total number of possible attendances during the year and the total number of absences registered during the year ;

(2) the average attendance by day pupils during the year, that is to say the number obtained by dividing the total number of attendances during the year by the total number of meetings during the year ; and

(3) the average number of day pupils on the registers during the year, that is to say the number obtained by dividing the sum of the numbers of pupils on the daily registers on the last day on which a meeting was held in each week of the year by the number of weeks in which one or more meetings were held during the year.

17. At the end of each week for the whole or part of which a boarding school is in session, the head teacher shall cause to be entered in the register of summaries the number of pupils on the register of arrival and departure on the last day of the week on which the school was in session.

18. At the end of each school year the head teacher of a boarding school shall cause the entries made in the register of summaries in accordance with the last foregoing Rule to be added and shall enter in the register the average number of pupils on the register as boarders during the year, that is to say the number obtained by dividing the sum of the numbers of pupils on the register of arrival and departure on the last day on which the school was in session in each week of the year by the number of weeks for the whole or part of which the school was in session during the year.

Camp Registers

19. The head teacher of a school from which pupils are sent to a camp school either in groups or singly shall cause to be prepared for transfer with the pupils to the teacher in charge of the camp school a register showing for each pupil—

(1) his full name,

(2) his date of birth, and

(3) the name and address of the person who, in the opinion of the education authority, is responsible for securing the regular attendance of the pupil at school, being the parent or guardian of the pupil, or the person liable to maintain him, or the person having the actual custody of him.

20. The teacher in charge of the camp school shall cause to be entered in the said register against the name of each pupil—

(1) the date of his arrival at the camp school,

(2) any date upon which he is unable through illness or injury to take part in the activities of the school,

(3) any date upon which he is absent from the camp school and the reason for such absence, and

(4) the date of his leaving the camp school—

and shall as soon as the register is completed return it to the head teacher by whom it was originally prepared.

Regulation 18

SECOND SCHEDULE

PUPIL'S PROGRESS RECORD

CONFIDENTIAL

PUPIL'S PROGRESS RECORD

(THE SCHOOLS (SCOTLAND) CODE, 1956, REGULATION 18)

In no circumstances shall this Record be allowed to pass out of the custody of the school authorities

NAME (in block letters, surname first).....

Date of Birth (from Birth Certificate) Day.....Month.....Year.....

Name of Parent (or Guardian).....Occupation.....

.....

Address .....

„ changed to..... Date.....

„ „ „ ..... „ .....

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I. SCHOOLS ATTENDED

City or County	SCHOOL Name and Postal Address	Admission Number	Period at School					
			From			To		
			D.	M.	Y.	D.	M.	Y.

II. RESULTS OF STANDARDISED TESTS

	Name of Test	Date of Testing	Age of pupil when Tested	Quotient
Intelligence Tests				
Other Tests				

III. NURSERY CLASS RECORDS

School year			
Possible attendances			
Absences registered			

REMARKS

IV. RECORDS—PRIMARY I and II

School year			
Class or stage			
ORAL EXPRESSION			
READING			
HANDWRITING (state whether script or cursive)			
NUMBER			
ART AND HANDWORK			
Possible attendances			
Absences registered			
Initials of Teacher			

Instructions:—Pupils should be graded in five categories, viz., A (well above average), B (above average), C (average), D (below average), E (well below average). The letter of the category into which each pupil falls should be entered opposite the name of each branch of instruction.

REMARKS

V. RECORDS—PRIMARY III-VII

School year								
Class or stage								
ORAL EXPRESSION								
READING								
WRITTEN EXPRESSION								
ARITHMETIC (Formal)								
ARITHMETIC (Problem)								
HANDWRITING								
ART								
HANDWORK								
HISTORY								
GEOGRAPHY								
NATURE STUDY								
MUSIC								
PHYSICAL EDUCATION								
Possible attendances								
Absences registered								
Initials of Teacher								

REMARKS

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Instructions:—Pupils should be graded in five categories, viz., A (well above average), B (above average), C (average), D (below average), E (well below average), but in the primary department only the three categories A (well above average), C (average) and E (well below average) should be used for nature study, music and physical education. The letter of the category into which the pupil falls should be entered opposite the name of each subject. *As a general rule* about 10% of the pupils at any stage should fall into category A, 20% in B, 40% in C, 20% in D and 10% in E. In the primary department, if there is more than one class at any stage, the head teacher should endeavour to ensure that the same standard is applied in grading all the pupils at that stage. In the secondary department, however, in view of the diversity of courses, the pupil should be graded not in relation to all the pupils in his year, but in relation to those in his class, unless there is more than one class in the year following the same course, in which case the grading should relate to those in that group of classes. Within the class or the group of classes the proportions of the pupils allotted to each category should *as a general rule* be the same as those indicated above. The grading will have to be read in conjunction with the type of course which the pupil is shown as following.

VI. RECORDS—SECONDARY DEPARTMENT

Date of promo*tion to* secondary department.....

Type of course approved by the Promotion Board.....

Type of course actually followed.....
(including any changes and dates of changes)

School year								
Class or stage								
ENGLISH								
HISTORY								
GEOGRAPHY								
ARITHMETIC								
MATHEMATICS								
SCIENCE								
ART								
MUSIC								
PHYSICAL EDUCATION								
OTHER SUBJECTS								
Possible attendances								
Absences registered								
Initials of Teacher								

Instructions:—Pupils should be graded in five categories, *viz.*, A (well above average), B (above average), C (average), D (below average), E (well below average), but in the primary department only the three categories A (well above average), C (average) and E (well below average) should be used for nature study, music and physical education. The letter of the category into which the pupil falls should be entered opposite the name of each subject. *As a general rule* about 10% of the pupils at any stage should fall into category A, 20% in B, 40% in C, 20% in D and 10% in E. In the primary department, if there is more than one class at any stage, the head teacher should endeavour to ensure that the same standard is applied in grading all the pupils at that stage. In the secondary department, however, in view of the diversity of courses, the pupil should be graded not in relation to all the pupils in his year, but in relation to those in his class, unless there is more than one class in the year following the same course, in which case the grading should relate to those in that group of classes. Within the class or the group of classes the proportions of the pupils allotted to each category should *as a general rule* be the same as those indicated above. The grading will have to be read in conjunction with the type of course which the pupil is shown as following.

REMARKS ON SECONDARY RECORDS

VII. CERTIFICATES AND DISTINCTIONS GAINED (WITH DATES)

VIII. POSITIONS OF RESPONSIBILITY HELD IN SCHOOL

IX. MEDICAL INFORMATION BROUGHT TO NOTICE OF TEACHER

Date of Entry	Particulars	Initials

Note:—Long periods of absence due to illness or accident should also be recorded.

X. BACKGROUND INFORMATION

School year	School or other than school organisation(s) to which attached	In employment during school session ("YES" or "NO")	Home circumstances normal ("N") difficult ("D")

GENERAL INSTRUCTIONS FOR THE COMPLETION OF THE RECORD

1. Entries in the record shall be made and initialled by the teacher or teachers nominated by the head teacher to perform this duty.

2. Entries in Section III, except those relating to attendance, which shall be made at the end of each school year, shall be made when the pupil leaves the nursery school or class. Entries in Sections IV, V and VI shall normally be made at the end of each school year and also when the pupil leaves the school, if this takes place other than at the end of a school year, provided that, if the pupil leaves early in the first term no entry need be made at that time in respect of attainment, and if the pupil leaves late in the summer term a further entry in respect of attainment need not be made at the end of the school year by any other school to which he has been admitted.

3. Entries in Sections III, IV, V and VI under " Remarks " shall be initialled and dated by the teacher making the entry. They shall be confined to any special circumstances which have a bearing on the pupil's progress and which will be helpful to teachers under whose charge he may later pass.

4. Entries in Section IX shall relate to information regarding the health of the pupil which will enable teachers to ensure that due regard is had to any disability from which he suffers.

EXTRACT FROM REGULATION 18 OF THE CODE

(3) Where a pupil is registered as withdrawn from a school—

(*a*) if he has finally left school, the pupil's progress record shall be preserved for a period of five years, after which it may be destroyed ;

(*b*) if he is entering another school under the same education authority or managers, the pupil's progress record shall be sent to the head teacher of that school in the manner prescribed by the authority or managers ; and

(*c*) if he has not finally left school but is not entering another school under the same education authority or managers, the pupil's progress record shall—

(i) if he has withdrawn from a public school, be sent to the Director of Education administering that school, who shall hold the record until the authorities of any educational institution to which the pupil is admitted apply for it, or

(ii) if he has withdrawn from a grant-aided school, be held by the head teacher until the authorities of any educational institution to which the pupil is admitted apply for it:

provided that if the record is not applied for within five years, it may then be destroyed.

(4) The head teacher of a school to which a pupil is admitted after attending a school which is not under the same education authority or managers shall apply for the pupil's progress record to the Director of Education or the head teacher holding it. Head teachers of public schools shall transmit their applications through their Directors of Education.

Regulation 18

THIRD SCHEDULE

PUPIL'S PROGRESS RECORD: INSET FOR MENTALLY HANDICAPPED PUPILS

FOR USE IN SPECIAL SCHOOLS OR CLASSES FOR MENTALLY HANDICAPPED PUPILS

Date of Ascertainment..... Date of Admission.....

Age at Date of Ascertainment..... Age on Admission.....

Psychological Report on entry.....

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Medical Report on entry.....

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Date of leaving Special School or Class..... Age on leaving.....

Reason for leaving .....

RESULT OF EDUCATIONAL TESTS

SUBJECT	At about age 7		At about age 9		At about age 11		At about age 13		At about age 15	
	Name of Test	Educ. Age	Name of Test	Educ. Age	Name of Test	Educ. Age	Name of Test	Educ. Age	Name of Test	Educ. Age
READING (Silent)										
READING (Oral)										
SPELLING										
ARITHMETIC										

RECORD OF ATTENDANCES

School year										
Possible attendances										
Absences registered										

TEACHER'S ANNUAL REPORT ON ABILITIES

Date	General	Practical	Initials

TEACHER'S ANNUAL REPORT ON BEHAVIOUR

Date	Remarks	Initials

EXPLANATORY NOTE

(This Note is not part of the Regulations, but is intended to indicate their general purport.)

The purpose of this Code is to consolidate with amendments the Schools (Scotland) Code, 1950, as amended, the Schools Registration (Scotland) Rules, 1951, and the Pupil's Progress Record (Scotland) Rules, 1951. The more important changes are as follows—a school leaving record is no longer required to be issued to pupils leaving school; teachers holding the Teacher's General Certificate may be employed in teaching backward pupils in secondary departments; teachers holding the Teacher's General Certificate with an endorsement of qualification to teach subjects in secondary schools may be appointed principal teachers in secondary schools if they are not to be responsible for secondary courses extending over five years; Gaelic instruction is to be reckoned at double its actual length in deciding whether a principal teacher must be appointed; the minimum number of meetings normally required of a school may, subject to approval by the District Inspector, be reduced to enable games, sports, special holidays or other activities to be arranged; the arrangement for the shortening or adjustment of hours of school meetings is made more flexible; the calculation of the maximum capacity of classrooms is placed in the hands of the education authority, subject to review by the District Inspector; instead of the detailed scheme of work and time-table required hitherto, a scheme showing the scope of the work of each department is to be submitted for the approval of the District Inspector and the head teacher is to prepare a detailed programme of work and time-tables based upon the scheme of work, which will not require the approval of the Inspector and can be altered from time to time as necessary; and the qualifications required of teachers of classes for all types of handicapped pupils, and the sizes of such classes, are prescribed. Minor changes and additions are made in the registration rules and in the pupil's progress record.

1956 No. 2053 (S. 99)

The Central Institutions (Recognition) (Scotland) Regulations, 1956

Made - - - -	*20th December*, 1956
Laid before Parliament	*28th December*, 1956
Coming into Operation	*29th December*, 1956

In the exercise of the powers conferred upon me by the definition of the expression "Central Institution" in subsection (1) of section 143 of the Education (Scotland) Act, 1946(**a**), as amended by subsection (1) of section 13 of, and Part I of the First Schedule to, the Education (Scotland) Act, 1956(**b**), and of all other powers enabling me in that behalf, I hereby make the following Regulations:—

Citation and commencement

1.—(1) These Regulations may be cited as the Central Institutions (Recognition) (Scotland) Regulations, 1956.

(2) These Regulations shall come into operation on 29th December, 1956.

Interpretation

2. The Interpretation Act, 1889(**c**), applies to the interpretation of these Regulations as it applies to the interpretation of an Act of Parliament.

(**a**) 9 & 10 Geo. 6. c. 72. (**b**) 4 & 5 Eliz. 2. c. 75. (**c**) 52 & 53 Vict. c. 63.