which is making separate provision by virtue of the provisions of Part IV of the Act for technical instruction in that district in accordance with a financial scheme approved by the Ministry.

(5) The grants payable under Regulation (3) shall be paid by the Ministry in such portions and at such times as the Ministry may think proper.

(6) These Regulations shall only apply to grants payable in respect of the financial year ending 31st March, 1930.

(7) In case of doubt or dispute as to the meaning and effect of any of these Regulations the decision of the Ministry thereon shall be final.

(8) These Regulations may be cited as the Parliamentary Grant (Education Authorities) Regulations, 1929-30.

Given under the Seal of the Ministry of Education for Northern Ireland, this 3rd day of October, 1928.

A. N. Bonaparte Wyse,
(L.S.) Secretary.

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 fifth day of October, 1928, in the presence of

G. C. Duggan,
(L.S.) Assistant Secretary.

Public Elementary Schools : Staffing.

REGULATIONS, DATED 17TH MAY, 1928, MADE BY THE MINISTRY OF EDUCATION, NORTHERN IRELAND, UNDER SECTION 99 OF THE EDUCATION ACT (NORTHERN IRELAND), 1923, AND LAID BEFORE PARLIAMENT IN TERMS OF THAT SECTION OF THE ACT AFORESAID.

1928. No. 41.

1. The teachers recognised in public elementary schools are principal teachers, vice-principals, assistants and junior assistant mistresses. All appointments of teachers are subject to the sanction of the Ministry and no persons other than those approved by the Ministry may be employed.

2. Notice of appointment of teachers must be sent to the Ministry by the Managers as early as possible. The Ministry accepts no responsibility for payment of teachers before their appointments have been formally sanctioned.

3.—(*a*) The maximum staff of assistants which can be recognised in a school and paid by the Ministry is set forth in the following scale. A vice-principal, where employed, is for the purposes of this scale counted as first assistant and a second vice-principal as second assistant.

Minimum average daily attendance.	*Maximum staff in addition to a principal.*
35	1 (a junior assistant mistress).
50	1 assistant.
95	2 do.
140	3 do.
185	4 do.
230	5 do.

and so on.

(*b*) The number of teachers employed in schools conducted by members of religious communities and paid by capitation grant must not be less than the number warranted by the scale, and a proportionate reduction will be made in the amount of the grant if the full number of teachers is not employed.

4.—(*a*) A first vice-principal may be appointed on an average attendance of 160 pupils and a second vice-principal on an average attendance of 320 pupils.

(*b*) Subject to the conditions contained in the Salaries and Capitation Grants (Public Elementary Schools) Regulations, 1925, Sections 14 (*b*) and (*c*), junior assistant mistresses may be recognised in mixed schools under a master with an average attendance of less than 35 pupils, and may be retained as a personal privilege if the master is replaced by a mistress.

5. To warrant the recognition of a vice-principal, an assistant teacher or a junior assistant mistress, the average attendance must have reached the minimum prescribed in rule 3

(*a*) for each of the two quarters immediately preceding the quarter in which the appointment is made ; or

(*b*) for the quarter in which the appointment is made and for the preceding calendar year ; or

(*c*) for the quarter in which the appointment is made and for any year including that quarter, and ending on one of the recognised quarter days.

(*d*) In the case of newly recognised schools, or schools which have been enlarged or reorganised, the maximum staff shall be determined by the Ministry ; but payment shall not be continued to any teacher for more than 12 months unless one of the conditions for first appointment set forth in (*a*), (*b*) or (*c*) is fulfilled on or before the expiration of that period.

(*e*) Where a trained assistant mistress is appointed in place of a junior assistant mistress in compliance with rule 12, the appointment will be sanctioned if the average attendance for each of the two preceding calendar years has reached 50 even though none of the foregoing conditions has been fulfilled, and the quarterly averages prior to the date of appointment shall not be taken into consideration in connexion with the application of rule 6 (*a*) and (*c*).

6.—(*a*) The grant will not be withdrawn from an assistant teacher or junior assistant mistress owing to a decrease in the average daily attendance of pupils until the end of two consecutive quarters for which the average attendance of pupils has fallen by more than 10 units below that required for the establishment of the grant in the case of an assistant or by more than 5 units in the case of a junior assistant mistress.

(*b*) In the case of a vice-principal the regulation in (*a*) applies save that the average required for retention is that required for first appointment—160 or 320 as the case may be.

(*c*) If the Ministry is satisfied that the insufficiency of the average attendance has been due to epidemic disease or other exceptional cause, the grant may be continued for an additional period, but in no circumstances can the date for the withdrawal of the grant from the vice-principal, assistant teacher or junior assistant mistress be postponed beyond the end of the fourth consecutive quarter of insufficient average attendance of pupils. The exceptional causes should be clearly stated in the school return for each quarter of insufficient average attendance, and the claim for the continuance of the grant should be sustained by medical or other certificate.

7.—(*a*) When an assistant or junior assistant mistress resigns, or is retired, or dies in the service, or when the grant has been withdrawn owing to insufficiency of average attendance, the conditions for the recognition of a successor or for the restoration of grants will be the same as those for a first appointment. When, however, these conditions are not fully complied with at the time at which the vacancy arises, the appointment of a successor to the outgoing teacher may be made provisionally if the average required for a first appointment was secured in one of the two

preceding quarters (or in one of the four preceding quarters in cases where the manager has satisfied the Ministry, by the production of a medical or other certificate, that the failure to maintain the necessary average was due to an epidemic or other exceptional cause). The incoming assistant teacher or junior assistant mistress thus appointed will be recognised for a period not exceeding one year, during or at the expiration of which the grant will be withdrawn unless in the meantime the conditions aforesaid for provisional recognition continue to be fulfilled. If, however, these conditions be fulfilled in the first year after the appointment, the assistant teacher or junior assistant mistress will then be regarded as recognised under the conditions specified in rule 6.

(*b*) The appointment of a vice-principal in succession to an outgoing vice-principal does not affect the position of any other member of the staff.

8. In a school where two or more assistants are employed the manager may, subject to the approval of the Ministry, determine the order of their seniority. In the absence of any such determination the order of seniority is fixed by length of service in the school. In the case of amalgamated schools the order of seniority of the assistants recognised at the date of amalgamation is determined by the Ministry.

9.—(*a*) A master will not be recognised in a girls' school; nor will an assistant master be recognised in any school under a woman principal.

(*b*) A mistress will not be recognised as principal of a boys' school unless the school is an infants' school.

10. On the occurrence of a vacancy in a mixed school with an average attendance of under 35 pupils, the teacher appointed must be a mistress unless the special sanction of the Ministry has been obtained for the appointment of a master.

11.—(*a*) The staff of a mixed school will not be considered satisfactory unless it includes a woman teacher.

(*b*) In mixed schools with four or more assistants the proportion of men teachers to the whole staff must be, as a rule, not less than 1 in 4.

12. In a school staffed by a principal and junior assistant mistress where an average attendance of 50 pupils is maintained for two successive calendar years, the Ministry may require that the junior assistant mistress be replaced by a trained woman assistant unless the reports on the work of the junior assistant mistress are of a distinctly favourable character.

13. On the occurrence of a vacancy for an assistant in a boys' school staffed entirely by men teachers, and in which boys under 7 years of age are enrolled, a mistress must as a rule be appointed.

14. Except in schools with an average attendance of less than 30 pupils, principalships are confined to trained teachers who have successfully completed the period of probation prescribed in rule 23.

15.—(*a*) Where a principal teacher is not rated as at least efficient the Ministry may refuse to sanction his appointment as principal of a larger school.

(*b*) No assistant teacher is eligible for appointment as principal of a school with an average attendance of 30 or more pupils unless his work as assistant is rated as efficient.

16.—(*a*) In the case of schools paid by capitation grant the qualifications required for recognition of the teaching staff are specially considered by the Ministry.

(*b*) All lay assistants recognised as forming portion of the teaching staff must possess the same qualifications as teachers of ordinary public elementary schools unless they have been recognised as qualified to act as lay assistants in convent schools under the rules in force prior to 1st April, 1920, or were recognised in April, 1927, in schools conducted by the Christian Brothers.

(*c*) The Ministry does not interfere with the discretion of the conductors as regards the employment of lay assistants in addition to those forming portion of the recognised staff, but such additional lay assistants must possess the same qualifications as teachers of ordinary public elementary schools, and their salaries must be paid wholly by the conductors. Persons so employed are not in the recognised service of the Ministry, and shall not be entitled to claim any privilege attaching to service in public elementary schools.

17.—(*a*) In order to be eligible for appointment as principal of a school with an average attendance of 50 to 94 pupils a teacher shall have been rated as efficient for each of the last three years of his service, and

(1)—Have had at least five years' service, or

(2)—Have had at least four years' service inclusive of one year's highly efficient service.

(*b*) In order to be eligible for appointment as principal of a school with an average attendance of 95 to 139 pupils a teacher shall have been rated as efficient for each of the last three years of his service, and

(1)—Have had at least seven years' service, or

(2)—Have had at least six years' service and have been rated as highly efficient for one of these years ; or

(3)—Have had at least five years' service and have been rated as highly efficient for two of these years.

(*c*) In order to be eligible for appointment as principal of a school with an average attendance of 140 pupils and upwards a teacher shall have been rated as highly efficient for the last year of his service, and

(1)—have had at least ten years' service ; or

(2)—have had at least nine years' service with highly efficient service for one of the first eight years ; or

(3)—have had at least eight years' service with highly efficient service for two of the first seven years ; or

(4)—have had at least seven years' service with highly efficient service for three of the first six years.

(*d*) In the case of teachers who are graduates of a British or Irish University the period of five years mentioned in (*a*), of seven years mentioned in (*b*) and of ten years mentioned in (*c*) may be reduced to three years, five years and seven years, respectively.

(*e*) No teacher recognised for the first time as principal or assistant in a public elementary school in Northern Ireland after 1st April, 1930, shall be eligible for appointment as principal of a school with an average attendance of 350 or above unless he is a graduate of a British or Irish University.

18. The following are eligible for appointment as principal teachers, subject to the regulations regarding size of school, efficiency of previous service, etc., set forth in rules 9, 10, 14, 15, 16, 17, 23, 24 and 25 :—

(*a*) Persons already recognised as fully qualified principal teachers. A teacher specially recognised under previous regulations as principal of a small school may continue to be recognised in that school only.

(*b*) Persons who have been trained for service in Northern Ireland in recognised training colleges and who have successfully completed the necessary period of probation. In the case of a school with an average attendance of less than 30 pupils a teacher may be provisionally recognised pending the completion of the period of probation in accordance with rules 23 and 24.

(*c*) Untrained assistant teachers, rated as "highly efficient" for the preceding five years, who were appointed as teachers on or before 1st April, 1905, or who have had 20 years' service if appointed later than that date.

(*d*) Trained certificated teachers under the English Board of Education and the Scottish Education Department of not less than two years' service who have been favourably reported upon in Great Britain in the years immediately preceding their transfer to Northern

Ireland. Such teachers must be under 45 years of age on appointment in Northern Ireland and in all cases their appointment is on probation for at least six months.

(*e*) Teachers trained under the Commissioners of National Education, Ireland, prior to 1st September, 1922, who have fulfilled the conditions for the award of the training diploma and upon whom recent reports have been favourable. If not previously serving in Northern Ireland such teachers are recognised on probation only for at least six months.

(*f*) Teachers who completed their training in 1923 or 1924 under the Ministry of Education for the Irish Free State may be recognised in Northern Ireland subject to special conditions in regard to supplemental examination and probation and, as at (*e*), to previous favourable reports. The consent of that Ministry is required for the appointment in Northern Ireland of teachers who completed their training in 1924.

19. The following are eligible for appointment as vice-principal :—

(*a*) Trained teachers, or untrained principal or assistant teachers appointed for the first time on or before 1st April, 1905, who have given at least five years' recognised service as principal or assistant teacher provided that in the last report they are rated as "highly efficient."

(*b*) Untrained principal or assistant teachers with at least twelve years' service and rated as "highly efficient" for the last three years.

20. A vice-principal (or a second vice-principal in schools in which an average attendance of 320 is maintained) will not be recognised in a school in which a privileged assistant is serving without the express approval of the Ministry.

Recognition as a vice-principal will be withdrawn in the event of a decline in the teacher's efficiency unless it appears that this decline is of a temporary character.

21. The following are eligible for appointment as assistant teacher subject to the fulfilment of the other requirements laid down in these regulations. (Special reference should be made to rules 3, 4, 5, 7, 8, 9, 11, 13, 23, 24 and 25).

(*a*) All teachers, trained or untrained, eligible for appointment as principal under rule 18.

(*b*) Girl monitors and girl pupil-teachers who complete their periods of service satisfactorily and who, in their

final year, pass the King's Scholarship examination in the first or the second division provided they qualify in practice of teaching. (Such persons are eligible for appointment within three years as a rule from the termination of their service as monitors or pupil-teachers).

(NOTE.—A girl monitor or pupil-teacher who fails to qualify for recognition as an untrained assistant teacher at the examination held in her final year but whose work in the practice of teaching reaches a satisfactory standard will be allowed another trial at the examination in the following year).

(*c*) Girl monitors and girl pupil-teachers who pass the King's Scholarship Examination in third division and who, in a two years' course of training, pass the examination at the end of the first year of training.

(*d*) Women graduates of a university on passing the test in practice of teaching provided they also pass in such subjects of the King's Scholarship programme as are not covered by their university degree courses.

(*e*) Women who successfully complete their first year's course in a training college under the Ministry and pass in practice of teaching at the final year's examination.

(*f*) Junior Assistant Mistresses who have given three years' service and whose work is favourably reported upon by the inspector and who pass the King's Scholarship Examination in the first or second division provided they qualify in practice of teaching. In the case of Junior Assistant Mistresses who have already passed this examination in the first or second division the question of granting exemption from further examination will be considered.

(*g*) Certificated teachers under the English Board of Education and the Scottish Education Department whose service (if any) has been favourably reported upon in Great Britain in the years immediately preceding their transfer to Northern Ireland. Such teachers must be under 45 years of age on appointment in Northern Ireland and in all cases their appointment is on probation for at least six months.

(*h*) Monks and nuns who are certified by the manager to be members of a religious order and who pass the King's Scholarship Examination in the first or second division and also the test in practice of teaching conducted by a senior inspector of the Ministry are eligible, respectively, as untrained teachers, for the position of assistant in a

monastery or convent public elementary school, not paid by capitation, but not in an ordinary public elementary school.

22.—(*a*) Junior Assistant Mistresses on first appointment are placed on probation for a period of six months unless they have given satisfactory service as teachers for a like period. The appointment will be confirmed in the case of probationers who obtain satisfactory reports from the inspector.

(*b*) Women qualified to act as principal or assistant teachers are qualified to act as junior assistant mistresses.

(*c*) Qualification for the post of Junior assistant mistress may be obtained by passing the King's Scholarship Examination. A candidate who has passed the King's Scholarship Examination and secured (within three years from the date of the examination) appointment as Junior Assistant Mistress will be recognised on probation. During the probationary period the probationer, unless she is a trained teacher, must pass a practical test in teaching junior pupils.

(*d*) The cases of applicants claiming to possess qualifications under the Board of Education, England, or the Scottish Education Department will be specially considered.

(*e*) Junior Assistant Mistresses must attend organisers' courses held within a convenient distance of their schools if required by the Ministry to do so.

23. All principal and assistant teachers on first appointment are recognised on probation during the first two years of continuous service, after which full recognition may be accorded if the reports on their work are satisfactory. The period of probation, which may include service rendered by a qualified teacher as junior assistant mistress under rule 5, may be extended beyond two years, but if a teacher has not qualified for full recognition within five years from the date of first appointment no further recognition can as a rule be granted. (See rules 18 and 21 for teachers with previous service in Great Britain and the Irish Free State.)

24. Ex-King's Scholars who have completed their course of training and passed the final examination may, at any time within three years from date of leaving the training college, be recognised provisionally as principal teachers of schools with an average attendance of less than thirty pupils, but if they fail to obtain full recognition within three years from the date of first appointment they cannot as a rule be recognised any longer as principal teachers. Before provisional recognition is withdrawn a report will be obtained from a senior inspector.

25. All candidates for positions as teachers in infants' schools or departments or in infants' classes in large schools must be fully qualified in kindergarten. Any of the following qualifications will be accepted as fulfilling this requirement :—

(*a*) Certificates from Kindergarten Institutions approved by the Ministry.

(*b*) A favourable report from the Ministry's Organiser of Kindergarten instruction in connection with the teacher's period of training in a recognised training college.

(*c*) Highly efficient service in infants' schools or departments.

26. Candidate teachers must furnish satisfactory evidence of age and a medical certificate that they are of a sound and healthy constitution and free from any physical or mental defect likely to impair their usefulness as teachers. The form of medical certificate prescribed by the Ministry must be used. Fresh medical evidence of health may be required where service has been interrupted for a longer period than twelve months.

27.—(*a*) All teachers must, on first appointment, be over 18 and under 30 years of age ; provided, however, that a person, otherwise qualified under the Ministry's rules, who is between the ages of 30 and 45 years, may be admitted to the service if the Ministry is satisfied that since he reached the age of 30 he has been continuously employed in educational institutions of appropriate standing. The limit of 45 years of age does not at present apply to teachers from the Irish Free State provided that they are qualified under rule 18 (*e*) for recognition as public elementary teachers in Northern Ireland.

(*b*) A teacher whose last service was unfavourably reported upon (*e.g.*, rated below " efficient ") and whose service has been interrupted for a period of six months may not be re-admitted for permanent recognition unless a favourable report in regard to his efficiency is received from the inspector. In order that his efficiency may be tested by the inspector he may be temporarily recognised for a few months. During such period of temporary recognition he will be paid at the minimum salary of the scale for untrained teachers ; but should his re-entry be sanctioned, on receipt of a favourable report, payment at the appropriate rate will be allowed for such service.

(*c*) In the case of a teacher whose last service was favourably reported upon re-entry may be allowed within a period of five years from the last day of recognised service. Should the interruption of service cover a period of five years the conditions set forth at (*b*) above as to recognition and payment will apply.

(*d*) Where the interruption of service in public elementary schools in Great Britain or Ireland has covered a period of ten years re-admission to the service cannot be granted if the applicant is over 30 years of age.

(*e*) No teacher whose previous service was given wholly in Great Britain can be recognised in Northern Ireland if over 45 years of age.

28.—(*a*) No teacher who has been awarded a retiring allowance and who has attained the age of 65 years may be re-admitted to the service, nor is such teacher eligible for employment as a substitute or *locum tenens* in a school recognised by the Ministry.

(*b*) No teacher who has voluntarily retired on pension after attaining the age of 60 years (or after attaining the age of 55 years and completing 35 years service where such conditions of retirement applied) may be re-admitted to the service unless his service, immediately prior to his retirement, had been favourably reported on, and unless he submits medical evidence, satisfactory to the Ministry, as to the state of his health at the date of proposed re-entry. Re-admission of such teachers is also subject to the requirements of Section 10 of the Public Elementary School Teachers Superannuation Scheme, 1926, and to the provisions above laid down as to interrupted service. Such persons may, however, be recognised as substitute or *locum tenens* teachers, subject in the case of each such employment to the prior sanction of the Ministry. Where the employment of such person as a *locum tenens* teacher, paid by the Ministry, is sanctioned, payment can only be allowed at the minimum salary of the scale on which he would have been paid had his re-entry been sanctioned, and the service so given will not count in any respect for pension purposes or as entitling the teacher to further recognition. (In this connection attention is drawn to the possibility of reduction or suspension of pension under the terms of section 6 (2) of the Teachers' Superannuation Act (Northern Ireland), 1926).

(*c*) No teacher who has been awarded a pension by reason of infirmity of mind or body may be re-admitted to the service, unless his service, prior to his retirement, had been favourably reported on. Re-admission of such teachers is also subject to the requirements of Section 10 of the Public Elementary School Teachers Superannuation Scheme of 1926 and to the provisions above laid down as to interrupted service. A teacher who is in receipt of pension granted by reason of infirmity of mind or body is not eligible for recognition as a substitute or *locum tenens* teacher.

29.—(*a*) A *locum tenens* may be recognised for a period not exceeding three months pending the appointment of a principal or assistant teacher or junior assistant mistress. Should it be

found that the appointment of a permanent teacher must be longer delayed the Ministry may, at its discretion, sanction further continuance of the *locum tenens* teacher for a limited period.

(*b*) A *locum tenens* principal or assistant teacher should be qualified under rule 21 and a *locum tenens* junior assistant mistress under rule 22; but where the Ministry is satisfied that qualified persons are not available the appointment of persons not fully qualified may be sanctioned.

(*c*) A qualified *locum tenens* will be paid at the minimum of the scale appropriate to his qualifications and the size of the school to which appointed. A *locum tenens* not fully qualified will be paid at the minimum of the scale for untrained women appropriate to the position provided that the class of persons referred to in rule 28 (*b*) will be allowed payment as stated therein.

30. In a school in which assistants are serving the duties of the principal shall be discharged by the vice-principal or senior assistant during a vacancy in the principalship and a *locum tenens* appointed in such case acts as an assistant in the school and is not entitled to any annual capitation grant; but, where the recognised staff consists of a principal and a junior assistant mistress only, a qualified *locum tenens* appointed during a vacancy in the principalship acts as principal and is entitled to payment of annual capitation grant in schools where this grant is payable.

31.—(*a*) The Ministry does not require the execution of an agreement with a *locum tenens* teacher.

(*b*) When a school is closed for a period of vacation not exceeding one week within the period of actual service payment may be allowed to a *locum tenens* teacher for such vacation, but as a rule, payment is made for actual service only.

32. No clergyman of any denomination will be recognised as a teacher in a public elementary school.

33. No person will be recognised as a teacher who is the owner, in whole or in part, or liable for the rent of the school-house; nor can any person be so recognised in a school owned in whole or in part, or rented by, a near relative or by any person acting in his interest.

34. Teachers are not permitted to carry on or engage in any business or occupation, or to be members of any association, or to undertake any office or function, tending to impair their usefulness as teachers. A teacher is forbidden to keep, to act as assistant in keeping, or to have any interest in a public house, or house for the sale of spirituous liquors, or to live in any such house; nor may a teacher be the husband (or wife) of the owner or part owner, manager, or occupier of such house, or of an assistant therein, or of any other person having any interest therein.

35. Teachers may not accept office as county or district councillors, poor law guardians, or town commissioners, unless appointed as "additional councillors" under Section 3 (2) or 25 (1) (*a*) of the Local Government (Ireland) Act, 1898, or unless chosen by the council, board of guardians, or town commissioners to fill a casual vacancy.

36. Teachers who hold the Commission of the Peace may discharge all duties devolving upon them as magistrates, provided that there is no interference thereby with the performance of their duties as teachers. They are expected to refrain from adjudicating in cases in which, as teachers, they might be exposed to any charge of prejudice.

37. Where a voluntary school is under the patronship or management of a school committee a member of the teaching staff may not be a member of that committee or act as its secretary.

38. The attendance of teachers at meetings held for party political purposes or the taking part by them in parliamentary or local government elections, except by voting, is forbidden.

This rule does not prohibit the employment of teachers by the sheriff or returning officer, as presiding officers or polling clerks, in polling booths at parliamentary elections, or at elections held under the Local Government (Ireland) Act, 1898, provided that there is no interference thereby with the performance of their duties as teachers.

39. In order that teachers may have an opportunity of enlarging their experience the Ministry is prepared to consider favourably applications for the interchange of teachers between two schools for periods not exceeding three months.

During the period of this interchange the service of each teacher will count as service in his own school.

Applications will also be considered from teachers wishing to interchange with qualified teachers in schools in any part of His Majesty's Dominions other than Great Britain or Ireland, and the period of interchange may be specially extended to not more than 18 months in such cases.

The approval of the Manager is a necessary condition in all cases.

40.—(*a*) The Ministry may, at any time, withdraw recognition from, reduce the salary of, or inflict any lesser penalty upon any teacher who has seriously declined in efficiency or whose conduct has been unsatisfactory, or who has violated any of these or other regulations of the Ministry.

(*b*) Before serious action is taken in the case of any teacher he is afforded an opportunity of forwarding to the Ministry any statement he may desire to submit in his defence.

(*c*) In no case is a teacher dismissed for inefficiency before he has had ample opportunity of remedying the defects in his teaching which have been reported by the inspectors.

(*d*) In no case shall a teacher be dismissed for inefficiency on the reports of a single inspector; before recognition is finally withdrawn his work shall be tested by means of a thorough inspection and an examination of all the standards for whose instruction he is responsible. This inspection shall be conducted by a senior inspector, or by a chief inspector, as the Ministry may consider desirable.

(*e*) Should it appear necessary to dismiss a teacher for inefficiency a formal statement of the grounds on which it is proposed to take action shall be furnished directly to the teacher. Any representations or explanations which he may submit shall be carefully considered by the Ministry before final action is taken.

41. Should a teacher have any well-grounded cause of complaint against the manager or the inspector he may submit his case in writing directly to the Ministry for its consideration.

42.—(*a*) For occasional brief absences of teachers owing to illness, not exceeding five successive schooldays or ten schooldays in any calendar year, the manager's statement may be accepted.

(*b*) In cases of more prolonged illness leave of absence not exceeding one month may be allowed, without stoppage of salary, on the production of a medical certificate of incapacity for the performance of duty. If two or more teachers are recognised in a school the responsibility for the school work in the absence of the principal devolves on the vice-principal, if any; otherwise upon the first assistant or junior assistant mistress as the case may be.

(*c*) Should a teacher be absent from duty, through illness, for longer than 31 days in any calendar year no salary or other emoluments may be paid for the additional period of absence unless a qualified substitute approved by the manager is appointed.

(*d*) Absence owing to illness shall not be sanctioned for more than six months continuously, or for more than six months in any calendar year. For this purpose a period of absence includes any days of closing occurring therein. Resumption of duty for periods of less than four weeks will not be regarded as interrupting the continuity of the six months absence.

The appointment of a teacher who has been absent on sick leave for a period of six months within the meaning of this rule is automatically terminated from the day following the completion of that period unless the teacher is able to resume regular service on that day; and in the event of his being re-appointed at a later date such re-appointment will, as a rule, be regarded as an entirely new appointment. Where, however, the Ministry is satisfied that this provision would operate with undue harshness in any

particular case it may, at its discretion, permit the restoration of privileges formerly enjoyed in the event of the teacher's re-appointment. In any case of prolonged illness the Ministry may require the production of a medical certificate of restoration to health before permitting the teacher to resume service.

(*e*) The Ministry may allow salary for brief absences from school, with the permission of the manager, owing to the occurrence of serious illness or death in the family of the teacher; but, save in very exceptional circumstances, the period of such absences in respect of which payment may be made may not exceed three school days. Within similar limits, the Ministry may also allow salary to teachers for periods of absence from duty due to other exceptional causes where it is satisfied that the circumstances are such as warrant it in taking this action. The cause of absence should always be inserted on the school return. Absence for the purpose of transacting private business should be discouraged, and payment shall not be allowed for such absence, except in very exceptional circumstances.

(*f*) In the case of a teacher who is required to cease attendance at school owing to the occurrence of infectious disease in his home, leave of absence not exceeding one month may be allowed, without stoppage of salary, on the production of a medical certificate, but should he be absent from duty through this cause for longer than a month in any calendar year no salary or other emoluments may be paid for the additional period of absence unless a qualified substitute approved by the manager is appointed.

(*g*) In exceptional cases, where it has been found impossible to obtain qualified substitutes, the Ministry may sanction, with the approval of the manager, the employment of competent persons as substitutes, although not fully qualified under these regulations.

43.—(*a*) When a school is closed in consequence of the absence of a teacher the fact must be at once notified by the teacher to the manager and to the senior and section inspectors, and to the school attendance officer.

(*b*) In a school where more than one teacher is employed the absence of any teacher must be similarly notified to manager and inspectors, either by himself or by some person acting on his behalf.

(*c*) When the school is closed on a day on which Domestic Economy is to be taught notice should also be sent to the organiser of instruction in these subjects.

44. When a teacher is absent the manager should, without delay, make suitable arrangements for having the school work carried on. In such circumstances he may avail himself of the temporary services of a teacher from a neighbouring public elementary school with the consent of its manager. The arrangements thus made should be notified at once to the Ministry and to the inspectors. Temporary service so given by teachers in

schools other than their own counts as service in their own schools.

This regulation shall apply only to cases where the arrangement does not extend over a period longer than a month.

45. Recurring absences of a teacher on account of illness may render the teacher liable to withdrawal of recognition.

46. In the case of teachers in attendance at training colleges specially recognised for training elementary teachers for Northern Ireland or at university or other courses approved by the Ministry qualified substitutes must be provided either by the manager or by the teacher with the manager's approval for the entire period of the absence in order to warrant the payment of salary to the teacher by the Ministry, but in the case of special approved courses of not more than a month's duration the Ministry may waive this requirement. The privilege of serving by substitute while attending courses for university degrees is confined to teachers who have already completed a course of study in a university covering one academic year.

47. A teacher absent on account of illness or owing to attendance at a training college shall be responsible for the salary of his substitute. Substitutes make their own terms with the teachers for whom they act as regards the remuneration for their services, and have no claim on the Ministry. As service by unrecognised substitutes does not warrant payment of salary by the Ministry care should be taken, before the appointment of a substitute, to ascertain from the Ministry whether the applicant is qualified for the position. In the case of substitutes for teachers in training the remuneration should be at least that shown in the following scale :—

Class of substitute.	Rate of payment for substitute.
	£
(*a*) Men substitutes acting for masters who are on the salary scale beginning at £160	125
(*b*) Women substitutes acting for masters or mistresses who are on the salary scale beginning at £160 or £145, respectively	110
(*c*) Substitutes acting for teachers who are on the salary scale beginning at £120	95
(*d*) Substitutes acting for junior assistant mistresses who are on the salary scale beginning at £100	75

48. The Ministry shall not, as a rule, recognise the service of a substitute for an absent teacher if the absence is due to any other cause than personal illness, absence under medical authority in consequence of infectious disease in his family, or attendance at a recognised training college, or at a special course of training or study approved by the Ministry.

49. Married women teachers shall absent themselves from their schools for two months continuously during the period preceding and succeeding childbirth, and shall provide qualified substitutes at their own expense, for such portion of the two months as is not included in the ordinary vacation of the school. In exceptional cases, where it has been found impossible to obtain qualified substitutes for married women who are compelled to absent themselves from school under the provisions of this rule, the Ministry may sanction, with the approval of the managers, the employment of competent persons as substitutes, although not fully qualified under these regulations.*

50. In schools under the direct management of the Ministry the period for which salary, without deduction, may be allowed to teachers when absent owing to illness, etc., is determined by the circumstances of each case, and if necessary, the Ministry employs substitutes, and pays them for a limited period.

51. No member of the school staff may be allowed to absent himself from duty on vacation during the ordinary period of operation of the school, but a teacher who during the ordinary school vacation has attended a course of instruction approved by the Ministry may be allowed exceptional leave of absence for a period of 10 consecutive school days or such lesser number of days as were spent in attendance at the course during the vacation.

52. Teachers shall act in a spirit of obedience to the law and of loyalty to the Sovereign and the Government of Northern Ireland, and shall fulfil the requirements of the Promissory Oaths Act, 1923, in regard to an Oath of Allegiance. All schools should aim at cultivating in the pupils a spirit of respect for law and obedience to constituted authority.

53.—(*a*) The time-table and the price list of books and requisites to be purchased by the pupils must be suspended in a conspicuous place in the school.

(*b*) A copy of each of the following must be preserved in good condition in the school :—

1. Rules, regulations, circulars, and pamphlets issued to the school by the Ministry ;
2. The current programme of instruction ;
3. All extracts from inspector's reports.

*This rule does not apply to teachers first appointed prior to 1st July 1911.

54. Subject to the authority of the manager, the principal teacher shall be responsible for the discipline of the school generally and for the control of the other members of the teaching staff.

The principal should take an adequate share in the actual teaching of the pupils, but in larger schools the amount of time that he can devote to this duty will necessarily be limited.

55.—(*a*) The principal teacher shall carefully carry out the Ministry's instructions as to the keeping and care of the school records.

(*b*) Where a vice-principal is recognised the principal teacher may delegate to him a reasonable proportion of the work of keeping the school records and of the general supervision of the school, and unless otherwise arranged, the first vice-principal shall take charge of the school in the absence of the principal.

56.—(*a*) The teaching staff shall be in attendance at the school half an hour before the time fixed on the time-table for the beginning of school business in the morning, and 10 minutes before the beginning of the afternoon meeting.

(*b*) Each member of the staff shall enter in the roll book, under the supervision of the principal, the time of arrival and departure every day. This should be done immediately on arrival and immediately before departure.

57. Teachers shall make themselves acquainted with the Ministry's rules and regulations in relation to elementary education and with the circulars issued to the schools from time to time. Principal teachers shall communicate to the assistants the contents of all such circulars.

58. Teachers shall pay strict attention to the requirements of the Ministry in regard to school hygiene. They should see that their school-rooms are kept tidy and attractive and that the children are trained in habits of personal cleanliness, neatness, and order. The pupils should be encouraged to bring flowers and to take an interest in the decoration of the school-room.

59. The strictest attention must be paid to the morals and general conduct of the pupils, and no opportunity should be omitted of inculcating the principles of honesty, temperance, thrift, unselfishness, politeness, and regard for property whether public or private. Teachers should impress upon the children the importance of cheerful obedience to duty, of consideration and respect for others, and of honour and truthfulness in word and act. They should cultivate kindly feelings among their pupils and discountenance quarrelling, cruelty to animals, and any tendency towards unseemly or improper behaviour.

60. Teachers should evince a regard for the advancement and general welfare of their pupils. They should advise parents as to the further education of children leaving school and in suitable cases of pupils not proceeding directly to a secondary or technical school they should notify the principal of any technical school, or other school affording facilities for continued education, which the child could conveniently attend.

61. Teachers should treat their pupils with kindness, combined with firmness. Good discipline must be maintained at all times and corporal punishment should be administered only for grave transgressions and never for mere failure in lessons. It should be inflicted only by the principal teacher or under his supervision and in such a way as to avoid all risk of injury to pupils.

62. Teachers shall exercise strict care over the pupils from the time of arrival in the morning until their departure at the end of the school day, save only during the luncheon interval in the case of pupils who are permitted to leave the school. Arrangements should be made for necessary supervision during the luncheon interval, and this duty may be assigned to the members of the staff in rotation. The necessity for orderly and rapid exit from the school, in case of fire, should be constantly borne in mind, and to this end the teachers of large schools are enjoined to hold fire drill at intervals.

63. The school must be kept constantly supplied with an adequate stock of school books and other requisites approved by the Ministry. Teachers may not charge higher prices for books and requisites than those set out in the approved list suspended in the school.

64. Teachers shall give at least three days notice to the senior inspector of the circuit, the inspector of the section, and to the school attendance officer, of the intended closing of a school, specifying the cause and duration of closing ; and shall not close the school for any purpose without permission of the manager.

65. Teachers shall co-operate with and render all reasonable assistance to the local education authority in carrying out the statutory requirements relating to school attendance.

On receipt of notice from or on behalf of the proper statutory Authority in regard to the exclusion of a child who is suffering from an infectious disease or who is in a filthy or verminous condition, the teacher shall exclude such child from attendance until the proper Authority sanctions his re-admission.

66. If a teacher intends to resign or to remove to another school he must intimate his intention to the inspector a month at least before his removal or resignation.

67. At the termination of his employment in a school a teacher must deliver to his successor or to the manager all school records, complete and in a satisfactory condition.

68. Teachers seeking appointments in public elementary schools may have their names entered in a register kept in the Ministry for that purpose and known as the Employment Register. The conditions of registration and other particulars may be had on application.

69. As the manager is the person responsible for the control and supervision of the school, teachers should not address communications on school business directly to the Ministry. They are, however, at liberty to write to the Ministry on subjects which are entirely personal to themselves or when it is desired to submit a complaint under rule 41.

70. 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.

71. The foregoing regulations will come into operation on 1st July, 1928, and will supersede previous regulations on the staffing of public elementary schools and the qualifications of teachers employed in such schools.

72. These regulations may be cited as the Regulations for Staffing Public Elementary Schools, Northern Ireland, 1928.

Given under the Seal of the Ministry of Education for Northern Ireland, this 17th day of May, 1928.

A. N. Bonaparte Wyse,
(L.S.) Secretary.

Public Elementary Schools : Technical Instruction.

REGULATIONS, DATED 9TH OCTOBER, 1928, MADE BY THE MINISTRY OF EDUCATION FOR NORTHERN IRELAND, UNDER SECTION 75 OF THE EDUCATION ACT (NORTHERN IRELAND), 1923, AND LAID BEFORE PARLIAMENT IN ACCORDANCE WITH SECTION 99 OF THAT ACT.

1928. No. 102.

1. These Regulations may be cited as " Regulations for Public Elementary School Classes in Centres of Technical Instruction, 1928."