

# THE TERRITORY FOR THE SEAT OF GOVERNMENT.

## Federal Capital Commission.

### REGULATIONS UNDER EDUCATION ORDINANCE 1928.

IN pursuance of the powers conferred upon it under the *Education Ordinance 1928*, the Federal Capital Commission appointed under the *Seat of Government (Administration) Act 1924-1929* hereby makes the following Regulations to come into operation forthwith.

Dated this twenty-fifth day of February, 1930.

The common seal of the Federal Capital Commission was hereunto duly affixed in the presence of—

A. J. CHRISTIE

Chief Commissioner.

C. S. DALEY

Secretary.

(L.S.)

PART I.—PRELIMINARY.

1. These Regulations may be cited as the Education Regulations. Short title.
2. These Regulations are divided into Parts as follows:— Parts.
  - Part I.—Preliminary.
  - Part II.—Prescribed Forms and Prescribed Persons and Authorities.
  - Part III.—Bursaries—
    - Division 1.—General.
    - Division 2.—Bursaries admitting to a course of Secondary Instruction.
3. In these Regulations, unless the contrary intention appears— Definitions.
  - “Attendance Officer” means Attendance Officer appointed under the Public Instruction Act of 1880, the *Public Instruction (Amendment) Act 1916* and the *Public Instruction (Amendment) Act 1917* of the State of New South Wales or under any of them;
  - “Director of Education” means the Director of Education of the State of New South Wales;
  - “Inspector of Schools” means Inspector appointed under the Public Instruction Act of 1880, the *Public Instruction (Amendment) Act 1916* and the *Public Instruction (Amendment) Act 1917* of the State of New South Wales or under any of them;
  - “Leaving Certificate Examination” means the Leaving Certificate Examination conducted by the Department of Education of the State of New South Wales;
  - “Intermediate Certificate Examination” means the Intermediate Certificate Examination conducted by the Department of Education of the State of New South Wales;
  - “Public school” means a school established or maintained by or on behalf of the Commonwealth or the Commission;
  - “The City Area” means the City Area as defined in the *City Area Leases Ordinance 1924-1929*;
  - “The Board” means the Bursary Endowment Board of the State of New South Wales;
  - “The Fund” means the Bursary Endowment Fund established under these Regulations;
  - “The Ordinance” means the *Education Ordinance 1928*;
  - “The Schedule” means the Schedule to these Regulations.

PART II.—PRESCRIBED FORMS AND PRESCRIBED PERSONS AND AUTHORITIES.

4. A certificate granted under paragraph (a) of sub-section (4) of section 8 of the Ordinance shall be in accordance with Form 1 in the Schedule. Form of certificate of education.
5. (1) A certificate granted under paragraph (c) of sub-section (4) of section 8, or under section 10 of the Ordinance, shall be in accordance with Form 2 in the Schedule. Form of exemption certificate.
  - (2) Such a certificate may be granted by the Director of Education or any Inspector of Schools.
6. The Director of Education, any Inspector of Schools, any Attendance Officer, the Commission and any person thereto authorized in writing by the Commission shall be prescribed persons and authorities, respectively, for the purposes of paragraph (b) of sub-section (1) of section 9 of the Ordinance. Prescribed persons or authorities under section 9 (1) (b) of Ordinance.
7. (1) The returns required by paragraph (c) of sub-section (1) of section 9 and by section 23 of the Ordinance shall be in accordance with such of the Forms 3, 4, 5, 6, 7, 8 and 9 in the Schedule as is appropriate to the case. Returns under section 9 (1) (c) and 23 of Ordinance.
  - (2) The returns shall be forwarded to the Department of Education of the State of New South Wales.
  - (3) The Director of Education may require teachers or proprietors of certified schools to furnish such further returns as he thinks fit.

Prescribed person or authority under section 11. 8. The Director of Education or any Inspector of Schools shall be the prescribed person or authority for the purposes of section 11 of the Ordinance.

Prescribed person or authority under section 12 (4) of Ordinance. 9. The Principal Attendance Officer shall be the prescribed person or authority for the purposes of sub-section (4) of section 12 of the Ordinance.

Form of application for first registration of certified school. 10. An application for the first registration of a certified school under section 15 of the Ordinance shall be in accordance with Form 10 in the Schedule.

Applications to be referred to Director of Education. 11. Where application is made under section 15 of the Ordinance for the registration of a school, the Commission shall refer the application to the Director of Education with a request that a report be submitted for its consideration.

Provisional Certificate of Registration. 12. A Provisional Certificate of Registration under section 15 of the Ordinance shall be in accordance with Form 11 in the Schedule.

Prescribed person or authority under sections 16 and 17 of Ordinance. 13. The Director of Education or any Inspector of Schools shall be the prescribed person or authority for the purposes of sections 16 and 17 of the Ordinance.

Certificates of Registration of primary and secondary schools. 14. Certificates of Registration granted under section 16 or 19 of the Ordinance shall be in accordance with Form 12 or 13 in the Schedule.

Signature of certificates by Director of Education. 15. Certificates in accordance with Form 11, 12 or 13 in the Schedule shall be deemed to have been duly issued if signed by the Director of Education.

Prescribed person or authority under sections 19 and 22. 16. (1) Any Inspector of Schools shall be the prescribed person or authority for the purposes of sections 19 and 22 of the Ordinance.

Primary schools. (2) For the purposes of section 19 of the Ordinance a primary school is one for the instruction of children up to the age of 14 years only.

Prescribed person or authority under section 24 of Ordinance. 17. Any Attendance Officer shall be the prescribed person or authority for the purposes of section 24 of the Ordinance.

Form of return under section 25 of Ordinance. 18. (1) The return to be made under section 25 of the Ordinance shall be in accordance with Form 14 in the Schedule.

(2) The return shall be forwarded to the Director of Education, Department of Education of New South Wales, within 14 days of the date when the return was delivered at the dwelling house of the parent or guardian of any child.

### PART III.—BURSARIES.

#### Division 1.—General.

Bursary Endowment Fund. 19. (1) The Commission may establish a Bursary Endowment Fund with moneys donated for the purpose.

(2) Any person may donate any sum of money to the Fund, and that sum shall be carried to the capital account.

Investment of Fund. 20. The Commission shall invest the capital account of the Fund in Government securities of the Commonwealth, but may, in pursuance of any conditions or directions imposed by a donor, invest the donation in any other securities named by him.

Bursaries. 21. The Commission may establish and maintain bursaries entitling the holders thereof to proceed either to any public school, or to a secondary school approved by the Commission, and shall apply the interest of the Fund so invested and such amount as is necessary for that purpose from the Seat of Government Fund established under the *Seat of Government (Administration) Act 1924-1929*.

How bursaries to be allotted. 22. (1) The Commission shall determine the bursaries to be tenable at public schools and secondary schools respectively, and the Board may award those bursaries without regard to the school which the bursar has attended, provided that the school is in the Territory.

(2) The standard of the educational attainments of candidates for bursaries shall not be lower than the standard of the qualifying examination (High School Entrance and Intermediate Certificate) of the Department of Education of the State of New South Wales.

23. (1) Any person who donates any sum to the Fund may at the time of the donation specify the bursary to which he desires the interest on the sum to be applied.

Private persons  
subscribing to  
fund may  
specify and  
name  
bursaries.

(2) The Commission shall give effect to the expressed desire of any such person.

(3) If that person desires that his donation should be set apart for a separate bursary, he may, with the approval of the Commission, give any name he pleases to that bursary.

*Division 2.—Bursaries Admitting to a Course of Secondary Instruction.*

24. Bursaries, of such number as is determined by the Commission may, subject to these Regulations, be awarded annually by the Board to boys and girls who are not less than 12 years of age, who are under 14 years of age on the first day of July following the examination, and who in the opinion of the Board show the greatest merit in the qualifying examination for bursaries.

Limit of age.

25. (1) Each bursary shall comprise a grant of £40 for the first year's course, £40 for the second, £40 for the third, £50 for the fourth and £50 for the fifth year's course, to holders who may have to live away from home in order to attend the school they have selected, or a grant of £12 for the first year's course, £12 for the second, £12 for the third, £18 for the fourth, and £24 for the fifth year's course, to holders who can travel to and from school and home daily.

Nature of  
bursaries.

(2) Each bursary shall also entitle the holder to a grant of textbooks or other school material for personal use not exceeding the value of £1 10s. per annum:

Provided that nothing in these Regulations shall prevent the Commission from granting in cases presenting special circumstances an allowance at higher or lower rates than those specified in this regulation.

26. (1) The normal currency of a bursary shall be for five years with monetary grants for each year as provided in the last preceding regulation:

Tenure of  
bursaries.

Provided that any bursar who desires to do so, may, with the consent of the principal of the school at which his bursary is tenable, complete his course in four years.

(2) Payments shall be made quarterly, and the continuance of the bursary shall be dependent upon the satisfactory work and conduct of the student during the preceding quarter as shown by the report of the principal of the school.

27. A boy or girl shall not be eligible for a bursary if the statutory declaration furnished with the application made under regulation 34 of these Regulations shows that the total income of the parents or guardians exceeds a quota of £80 per annum for each member of the family, including the parents or guardians, and excluding children earning a wage of 15s. or more weekly:

Candidates  
eligible.

Provided that this regulation shall not affect any boy or girl whose parents' or guardians' income is less than £300 per annum.

28. The bursaries annually made available by the Commission shall be open for competition by applicants within the Territory and shall be tenable at public schools and at secondary schools approved by the Commission.

Allotments of  
bursaries.

29. (1) Applicants for bursaries shall be divided into two groups— one group comprising all candidates who come from schools with less than 100 pupils in enrolment, the other group from schools with more than 100 in enrolment.

Grouping of  
candidates.

(2) The competition for bursaries shall be restricted within the groups, and the bursaries shall be divided in the approximate ratio of the number of candidates from the two groups of schools who pass the qualifying examination:

Provided that if a satisfactory standard be not reached by candidates in any one group the bursaries unallotted in that group may be awarded to candidates in some other group.

Examination for bursaries.

30. The Board may arrange for such qualifying examinations as are necessary to be held to determine the award of bursaries.

Withdrawal of bursary.

31. A bursary may be withdrawn by the Board at any time during its currency if the holder fails to attend classes regularly and punctually, or fails to give evidence of satisfactory progress, or if the report of the principal of the school upon the conduct of the holder is not satisfactory.

Pupils received into advanced standing.

32. Bursars may be received into advanced standing in public schools or secondary schools, provided that they give evidence to the satisfaction of the Board that their previous studies qualify them therefor.

Bursary holders to stay four years.

33. Before any bursary is awarded the parent or guardian shall certify to the Board that it is his intention that the holder of the bursary shall attend at school for at least four years of the period for which the bursary is tenable:

Provided that a candidate received into advanced standing shall be required to attend school only for such time as is necessary to complete the course.

Application for bursaries.

34. Parents or guardians of candidates for bursaries shall fill in and forward to the Director of Education a form of application, and shall make the statutory declaration specified therein, not later than three weeks prior to the date on which the examination is held.

Attendance at Intermediate Examinations.

35. (1) All bursars shall be presented for the Intermediate Certificate Examination either at the end of the second or of the third year of their secondary school course.

(2) A bursar failing to pass the examination shall not be promoted to a higher year's work except under such special circumstances as are approved by the Board.

Extension of bursary.

36. The Board may extend a bursary up to but not beyond the end of the quarter in which a bursar presents himself for the Leaving Certificate Examination.

Bursaries admitting to secondary courses upon the results of the Intermediate Certificate Examination.

37. (1) Subject to the approval of the Commission the Board may allocate each year bursaries to be awarded to deserving students upon the results of the Intermediate Certificate Examination.

(2) Those bursaries shall be of the value of fourth and fifth year bursaries, and shall be tenable for two or three years, subject to the conditions of the last preceding regulation.

## THE SCHEDULE.

Regulation 4.

Form 1.

Certificate No. ....

### THE TERRITORY FOR THE SEAT OF GOVERNMENT.

FEDERAL CAPITAL COMMISSION.

*Education Ordinance 1928.*

CERTIFICATE THAT CHILD HAS BEEN EDUCATED TO PRESCRIBED STANDARD.

I hereby certify that.....  
(Age)..... of.....  
(Home address and school)..... has satisfactorily completed the course of study for the Sixth Class (or a course of study which I am satisfied is equivalent to the course of study for the Sixth Class) and is not less than thirteen years of age.

Dated at..... this..... day of..... 19....

Inspector of Schools.....

THE TERRITORY FOR THE SEAT OF GOVERNMENT.

FEDERAL CAPITAL COMMISSION.

Education Ordinance 1928.

CERTIFICATE EXEMPTING A CHILD FROM ATTENDANCE AT SCHOOL.

(Name) .....  
 (Age) ..... of .....  
 is exempt from attendance at school until the ..... day of .....  
 19...., on the ground that—  
 (a) he (she) receives efficient instruction at home or elsewhere;  
 (b) such conditions exist as make it necessary (or desirable) that this  
 certificate should be granted;  
 (c) there is not adequate school accommodation.  
 Dated at ..... this ..... day of ..... 19...  
 Inspector of Schools .....

(Front of Form.)

THE TERRITORY FOR THE SEAT OF GOVERNMENT.

FEDERAL CAPITAL COMMISSION.

Education Ordinance 1928.

(Name of School) .....  
 (Date) .....  
 Return for the four school weeks ended .....

"A"—Number of satisfactory cases of scholars, between the ages of seven and fourteen, who have been absent over four days or eight half-days during the period; and "B" full particulars of other scholars for whose absence during this period no satisfactory reason has been assigned.

"A"—Number of satisfactory cases.  
 .....

(Where no such cases occur write the word "nil" in the blank space.)

"B"—Full particulars of other scholars for whose absence no satisfactory reason has been assigned.

Child. Name in Full. (1)	Age. (2)	Half-Days Absent. (3)	Parent or Guardian. (State if a Widow.) Name in Full. (4)	Exact Present Address. (5)	Remarks. (6)
	Years. Months.				

Proprietor (or Principal Teacher).  
 (See Directions on back of Form.)

(Back of Form.)

In cases of scholars for whose absence a satisfactory reason has been assigned, it will only be necessary for the teacher to fill in columns 1, 2, and 3.

In cases of scholars for whose absence no satisfactory reason has been assigned, each column must be completed.

These Returns should reach the Department of Education within the week following the period for which such Returns are furnished.

With regard to satisfactory cases, it will suffice if the total number of such cases is stated on each Return. If there are no cases at all it is desired that a signed Form be furnished on which the name of the school and the words "no cases" are written.

THE TERRITORY FOR THE SEAT OF GOVERNMENT.

FEDERAL CAPITAL COMMISSION.

Education Ordinance 1928.

UNSATISFACTORY SCHOOL ATTENDANCE.

Certificate of Principal Teacher of Public School as to Attendance of Child at School.

\*Full name. I\*..... the Principal Teacher of the Public School situate at..... hereby certify that the child named..... (a pupil of..... Class in..... Department) between the ages of seven and fourteen years, namely..... years..... months, who resides at.....  
(Give exact address)  
and whose parent (or guardian) is.....

†If (a) applies strike out line (b). If (b) applies strike out lines (a) and (c).

- † (a) Is attending such school.
- (b) Is not attending such school.
- (c) That particulars of the attendance of such child at such school are as follow:—

Period for which School was Open.	No. of Half-Days Present.	Dates of Half-Days Absent.	
		Morning.	Afternoon.
From			
To			

(Signature).....

Principal Teacher.

Dated.....

Any written excuse or medical certificate received by the teacher from the parent or guardian in regard to the child concerning whom action is recommended should be attached to this Form.

Teacher's Remarks.

In cases outside the City area, teacher might please state the distance of the child's residence from the school.

.....  
.....  
.....  
.....  
.....  
.....

Teacher.

Attendance Officer's Report.

.....  
.....  
.....  
.....  
.....  
.....

Attendance Officer.

Date of visit .....

The certificate at the top of this form should be completed for scholars for whose absence no satisfactory reason has been assigned. Every care must be taken in entering the particulars, since the certificate may be used as evidence in court.

This form should be forwarded to the Principal Attendance Officer.

In cases requiring immediate attention before the due date of the four weeks' Return, this form should also be used, and, with full particulars required, forwarded to the Principal Attendance Officer.

Half-day's absence to be shown by a red line drawn diagonally through the date, and a full day's absence by a double diagonal:

Morning / . Afternoon \ .

THE TERRITORY FOR THE SEAT OF GOVERNMENT.

FEDERAL CAPITAL COMMISSION.

Education Ordinance 1928.

UNSATISFACTORY SCHOOL ATTENDANCE.

Certificate of Proprietor, Headmaster, or Principal of School other than Public School as to Attendance of Child at School.

I,\* ..... the† ..... of .....  
 School at ..... hereby certify that the child  
 named ..... (a pupil of ..... Class in  
 ..... Department) between the ages of seven and fourteen years,  
 namely ..... years, who resides at ..... and whose  
 parent (or guardian) is .....

\*Full name.  
 †Headmaster,  
 Proprietor, or  
 Principal.

- ‡ (a) Is attending such school.
- (b) Is not attending such school.
- (c) The particulars of the attendance of such child at such school are as follow:—

‡ If (a) applies strike out line (b). If (b) applies strike out lines (a) and (c).

Period for which School was Open.	No. of Half-Days Present.	Dates of Half-Days Absent.	
		Morning.	Afternoon.
From			
To			

(Signature) .....

Proprietor, Headmaster, or Principal.

Dated .....

Any written excuse or medical certificate received by the teacher from the parent or guardian in regard to the child concerning whom action is recommended should be attached to this Form.

Teacher's Report.

In cases outside the City area, teacher might please state the distance of the child's residence from the school.

.....  
 .....  
 .....  
 .....  
 .....

Teacher.

Attendance Officer's Report.

.....  
 .....  
 .....  
 .....  
 .....

Attendance Officer.

Date of visit .....

The certificate at the top of this form should be completed for scholars for whose absence no satisfactory reason has been assigned. Every care must be taken in entering the particulars, since the certificate may be used as evidence in court.

This form should be forwarded to the Principal Attendance Officer.

In cases requiring immediate attention before the due date of the four weeks' Return, this form should also be used, and, with full particulars required, forwarded to the Principal Attendance Officer.

Half-day's absence to be shown by a red line drawn diagonally through the date, and a full day's absence by a double diagonal:

Morning / . Afternoon \ .



THE TERRITORY FOR THE SEAT OF GOVERNMENT.

FEDERAL CAPITAL COMMISSION.

Education Ordinance 1928.

RETURN OF CERTIFIED SCHOOL FOR THE QUARTER ENDING

.....19.....

(Name of School) ..... at.....

(Post Town).....

(Proprietor, Principal, or Teacher).....

Teachers who find a difficulty in interpreting this return will be assisted by the following notes:—

Column (a) Enter the number of pupils enrolled up to this period. The names are to be kept on the Roll for the whole of the quarter, but no name should be entered on the Roll for the succeeding quarter until the pupil is in actual attendance. The names of pupils who leave school permanently during the quarter should be ruled off lightly in the Roll-book at the end of the quarter.

„ (b) Deduct from the total enrolment the number of pupils who have left the school each week.

„ (c) Add together the attendances for each day and divide by the number of school days in each week.

Line (d) Add together the totals in column (b) and (c) and insert the grand totals.

„ (e) Divide the grand totals in (b) and (c) by the number of school weeks in the quarter.

Week ending Friday.	(a) Total or Gross Enrolment.			(b) Weekly (Effective) Enrolment.			(c) Average Daily Attendance for Week		
	Boys.	Girls.	Total.	Boys.	Girls.	Total.	Boys.	Girls.	Total.
	(d) Grand Totals								
	(e) Quarterly Averages								

Directions to the Principal.

1. This Return should be kept in progress week by week and forwarded to the Director of Education by the first available post after the last school day in each quarter.

2. This Return is intended to show the enrolment and attendance of all children, irrespective of age, at schools other than public schools.

3. Where there are Secondary, Primary, and Infants' Departments connected with one school, a separate return is required for each department.

4. A duplicate of this Return should be kept in the school.

RETURN FOR THE YEAR

(Name of School).....at.....

(Religious Denomination.....)

(If the College or School is officially identified with a religious body, state the Denomination; if not, please insert the word "Undenominational.")

NO. OF PUPILS ON THE RECORDS FOR THE YEAR

		Boys.	Girls.	Total.
A	No. of Pupils who attended the school during the Year— <i>no child being counted twice</i> ; includes all pupils who left the school during the year and pupils on roll at end of year .. .. .			
B	* No. of Pupils included in above who attended some other Private School during the <u>current</u> year before they were entered on the Roll of this School .. .. .			
Deducting B from A .. .. .				
* NOTE.—It is immaterial whether the children in B group have attended two, three, or more Private Schools. What is required is the number who attended <i>some</i> other Private School during the year, prior to their enrolment at this School.				
No. of Pupils included under A who attended a State School during the <u>current</u> year before they were enrolled at this School .. .. .				

† AVERAGE ATTENDANCE OF PUPILS DURING

† This average may be obtained by taking the average attendance for each quarter, as shown on your quarterly returns, adding them, and dividing the total by 4.

Boys.	Girls.	Total.

‡ AGES OF SCHOLARS WHOSE NAMES APPEARED ON THE ROLL IN THE LAST WEEK OF THE DECEMBER QUARTER,

‡ IMPORTANT.—The combined totals of Boarders and Day Scholars shown here should agree with the numbers shown under the heading Gross Enrolment, Column (a), for the last week of the December quarter on the attached quarterly return.

Ages.	Boys.		Girls.		Total.		Pupils taking Secondary Course.‡ (Included in foregoing.)	
	Boarders.	Day Scholars.	Boarders.	Day Scholars.	Boarders.	Day Scholars.	Boys.	Girls.
Under 6 years ..								
6 to 7 years ..								
7 years and under 14 years ..								
14 years and over ..								
‡ Totals ..								

‡ Secondary pupils are those following a course of instruction similar or equivalent to that prescribed for Public Secondary Schools.

Teachers (including Principal).				Total.
Permanent Staff.		Visiting Teachers.		
Teachers engaged in the ordinary or regular work of this College or School.		Teachers attending for Special Subjects (not devoting their whole time to this College or School).		
Males.	Females.	Males.	Females.	

(Signature of Principal) ..  
 (Please indicate whether Mr., Mrs., or Miss, or otherwise designated).

(Full Postal Address) ..

THE TERRITORY FOR THE SEAT OF GOVERNMENT.

FEDERAL CAPITAL COMMISSION.

Education Ordinance 1928.

Return of the ..... School at ..... Class of School .....

Post Town ..... (Distance from School .....

Telegraph Station ..... (Distance from School .....

Inspector's Name ..... Inspector's District.....

For Term ending.....19.....

(The school quarters end on.....)

Week ending Friday. (1)	*Total Enrolment.			†Weekly Enrolment.			Average Weekly Attendance.			‡Percentage of Attendance to Weekly Enrolment.	COMPOSITE COURSES ONLY.																				
	Boys. (II)	Girls. (III.)	Total. (IV.)	Boys. (V.)	Girls. (VI.)	Total. (VII.)	Boys. (VIII.)	Girls. (IX.)	Total. (X.)		Class.	Enrolment.			Attendance.																
												Boys.	Girls.	Total.	Boys.	Girls.	Total.														
											Boys.	Girls.	Total.	Boys.	Girls.	Total.															
											7th ..							8th ..							9th ..						
											CORRESPONDENCE COMPOSITE COURSE.																				
											PUPILS WHO COMMENCED SCHOOL CAREER DURING QUARTER.																				
											Under 6 years.	6 and under 7.		Over 7.	Total.																
											Boys.	Girls.		Boys.	Girls.		Boys.	Girls.		Boys.	Girls.										
											RELIGIOUS INSTRUCTION.																				
											Enrolment in various Denominations and number of lessons by Clergymen and others.																				
												C.of.E.	R.C.	Pres.	Meth.	Others	Total.														
											Enrolment						*														
											No. of Lessons																				
											*The total enrolment in this case should agree with the total enrolment under Col. IV.																				
											VACATIONS, 19 ..																				
											Easter .. .. .																				
											Midwinter .. .. .																				
											Michaelmas .. .. .																				
											Christmas .. .. .																				
											Holidays sanctioned apart from those within vacations:—																				
											Anniversary Day, Anzac Day, and King's Birthday.																				
Total Pupils on Roll											Totals			Averages.			Averages.														
* Total number of pupils who have attended during whole or any portion of Quarter. † Omit for each week children whose names are on roll, but who have left school. ‡ The total enrolment in this case should agree with the total enrolment under Col. IV. What number of pupils left School within the Quarter? ..... What was average attendance for preceding Quarter? ..... (One place of decimals only to be used in averages.) Reasons for any marked increase or decrease in enrolment or attendance }																															

**NAMES OF TEACHERS ACTUALLY ON THE STAFF ON LAST DAY OF THE QUARTER,  
INCLUDING THOSE ABSENT ON LEAVE OR TEMPORARILY EMPLOYED IN ANY CAPACITY.**

Name.	If married.	Position on Staff.	Classification.	Date of Award of Classification.	Date of Appointment to this School.	How long in this Service as Teacher.	If trained, and when.	Annual Salary (irrespective of rent assessment or living allowance) as payable on last day of Quarter.	Wife's Allowance.	Rent Assessment.
Is needlework taught?.....If so, by whom?.....Total.....										

**SCHOOL BUILDINGS.**

*Dimensions of School-room.	*Dimensions of each Class-room.	Of what Material Constructed	State of Repair.	Are they vested in Commission or Rented?	If Rented, state Name and Address of owner.	Yearly Rental.

\* Schools with more than two class-rooms need not furnish particulars re dimensions of class-rooms.

*Seating Accommodation.*

Seating Accommodation on basis of—		Temporary Expedients. Number of Classes taught in—				Class-rooms.					
10 sq. ft. floor space per pupil.	20 in. desk space per pupil.	Rented Rooms.	School Assembly Hall.	Corridors.	Weather Sheds.	Full sized number.	Under size.	Manual Training.	Science	Cookery.	Sewing.
						Permauent					
						Portable					
						Pavillon					

Note.—A full sized room has accommodation for 48 pupils. Any room holding two (or more) such classes is counted as two (or more) class rooms.

School Site.				Teacher's Residence.									
Total Area.	Area exclusive of Buildings.	Is it Fenced?	Healthy shade trees (No.)	If Vested, state:				If Not-vested, state:					
				No. of rooms including Kitchen.	Material of which constructed.	State of Repair.	Your estimate of Annual Value.	If one can be rented.	Number of Rooms.	Rent and State of Repair.	Distance from School.		

The following section of this return is of special importance, and must be fully and accurately completed.

(a) State *fully* the route to be taken from Sydney to reach the above school (including distance from nearest Port or Railway Station) .....

(b) Give the *fullest* particulars as to cost of the *single* journey from nearest Railway Station to School.....

(c) Give the names and addresses of at least two local carriers from whom tenders may be obtained for the packing and removing of furniture .....

*For Small Schools only—*

(d) Give the name of permanent resident with whom the Department may communicate in the event of the school being without a teacher. ....

*General*:—No. of children in Teacher's family .....

In Schools below 5th class, state where and at what distances from School may—

(a) A Male Teacher obtain suitable accommodation .....

(b) A Female " " " " .....

Addresses to which letters may be sent to Teacher and Assistant during Vacation—

.....

.....

.....

CERTIFIED CORRECT.

(Teacher to sign) .....

(Date of Posting) ..... 19.....

No Blank Spaces to be left in this Return.

Regulation 7.

Form 9.

THE TERRITORY FOR THE SEAT OF GOVERNMENT.

FEDERAL CAPITAL COMMISSION.

Education Ordinance 1928.

Annual return of the..... School at .....

For year ending....., 19..... Class of School.....

Inspectorial District .....

This return should be forwarded with the last quarterly return of the year.

Under the heading "No. of Pupils on Records," pupils who left but who were subsequently re-enrolled at the same school during the year, should only be counted once. A school with two or more departments should furnish but one return, in which children transferred from one department to another during the year should only be counted once. For Half-time Schools one return only, covering both schools, should be furnished, and any pupil attending both schools should only be regarded as one enrolment.

It is immaterial whether children in "B" group (hereunder) have attended two or more schools. What is required is the number who attended some other school under the Department during the year prior to enrolment at this school.

Number of Pupils on Records.				Religious Statistics.						
	Boys.	Girls.	Total.		C. of E.	R.C.	Pres.	Meth.	Others.	Total.
	"A." No. of pupils on Records for the whole of the year. No child to be counted twice.					*Total enrolment for quarter ending 31st December.				
"B." No. included in above ("A") who attended some other Public School during the current year before they were entered on Records of this School.				No. of lessons given by authorized religious teachers to all departments during the year.						
Deducting "B" from "A" ..				*Total Enrolment should agree with total under "Ages and Classification of Pupils" below.						
No. under "A" who attended a private school during the year before being entered on the roll of this school.				Library (Whole School)— Number of Volumes..... " Periodicals .....						
Special Practical Work.	Number Taught.			Kindergarten.						
	Boys.	Girls.								
Agriculture (definite course only)				Is a special room properly equipped with Kindergarten material and furniture provided?.....						
Horticulture (Gardening)				Is a trained Kindergarten Teacher in Charge?.....						
Carpentry ..				If so, what is;—						
Metal Work ..				(a) Total enrolment? .....						
Weaving ..				(a) Average attendance of Class? .....						
Cardboard Work										
Woodwork ..										

AGES AND CLASSIFICATION OF CHILDREN ON THE ROLL FOR DECEMBER QUARTER.

Add Two Months to Ages as shown on Roll for December Quarter.

Classes.	Under 6 years.			6 and under 7 years.			7 years and under 14 years.			14 years and over.			Totals.		
	Boys.	Girls.	Total.	Boys.	Girls.	Total.	Boys.	Girls.	Total.	Boys.	Girls.	Total.	Boys.	Girls.	Total.
Class 1															
" 2															
" 3															
" 4															
" 5															
" 6															
" 7															
" 8															
" 9															
Totals															

NOTE.—The total under the above heading should agree with the total under heading " Religious Statistics " above, and with that under column " Total Enrolment " on the December Quarterly Return.

STAFF ON 31ST DECEMBER, 19.... (INCLUDING TEACHERS ON LEAVE).

	Name of Teacher.	Position.	Classification.	Date of Award of Classification.	Married or Single.	If Married, No. of Children in Family under 16 years of Age.
<p>In completing this page of the return, the Principal should be careful in indicating the classifications of the Staff, especially with regard to Ex-Students on Probation and Ex-Students Provisionally classified. The classification held at end of year should be stated and not the prospective certificate</p>						
<p>Mistresses of Departments should promptly supply requisite information to Headmaster.</p>						

SUMMARY OF TEACHERS AT SCHOOL ON 31ST DECEMBER, 19.....

	1A.		1B.		2A.		2B.		3A.		3B.		Un-classified.		Totals.	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Principal Teachers .. ..																
Mistresses of Departments .. ..																
First Assistants .. ..																
Assistants .. ..																
<i>Ex-Students on Probation.</i>																
Under 21 years { 1st Year .. ..																
{ 2nd year .. ..																
Over 21 years { 1st year .. ..																
{ 2nd year .. ..																
<i>Ex-Students Provisionally Classified.</i>																
1st year .. ..																
2nd year .. ..																
3rd year .. ..																
4th year .. ..																
Visiting Teachers .. ..																
Temporary Teachers .. ..																
<i>*Manual Training Teachers—</i>																
Grade 1 .. ..																
Grade 2 .. ..																
Grade 3 .. ..																
*Teacher of Needlework .. ..																
Total on Staff .. ..																

\* State if visiting Teachers.

NOTE.—In the case of all visiting Teachers, names of other schools they attend should be stated.

(Signature of Principal Teacher) .....

This return should contain information relating to the whole school, whether it consists of one or more departments.

Regulation 10.

Form 10.

THE TERRITORY FOR THE SEAT OF GOVERNMENT.

FEDERAL CAPITAL COMMISSION.

Education Ordinance 1928.

APPLICATION FOR REGISTRATION AS A CERTIFIED SCHOOL.

(Name of School) .....

(Locality) .....

(Date) .....

I hereby apply for registration of.....School,  
as a Primary School, in accordance with the provisions of Section 15 of the  
or Secondary Education Ordinance 1928, and request that the School be certified as efficient.

Proprietor, or Head Teacher.....

INFORMATION TO BE SUPPLIED BY APPLICANT.

1. Approximate area of playground.
2. Dimensions of class-rooms (to be given in feet only).

	Length.	Breadth.	Height to Ceiling.
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

3. Classification of pupils, and attendance.

* Corresponding Class in State School.	Name of Class.	Enrolment for Previous Quarter.		Daily Average for Previous Quarter.		Average Age of Class.	Remarks.
		Boys.	Girls.	Boys.	Girls.		
		Totals					

\* Leave blank; to be filled in by Inspector.

4. Course of Instruction—

(a) Number of hours of instruction per day (apart from religious instruction)?

(b) Does the school provide a complete primary course suitable for pupils to the age of 13 or 14, or is the course a more limited one, intended for younger children? (If the latter, up to what age?)

5. Courses beyond primary.

TEACHING STAFF.

Name of Teacher.	Position on Staff.	Years of Teaching Experience.	Training and other Qualifications (Degrees, Diplomas, Certificates, &c.).	Subjects Taught.	Remarks.

GENERAL REMARKS—

Regulations 12, 15.

Form 11.

THE TERRITORY FOR THE SEAT OF GOVERNMENT.

FEDERAL CAPITAL COMMISSION.

Education Ordinance 1928.

PROVISIONAL CERTIFICATE OF REGISTRATION.

The School known (or to be known) as.....  
 .....  
 situated at..... attended by  
 children between the ages of seven and ..... years, has been  
 provisionally certified by the Federal Capital Commission as a Registered  
 School under the provisions of Section 15 of the *Education Ordinance 1928*,  
 until the ..... day of ..... 19.....

In the meantime the School will be visited and reported upon by an Inspector  
 of Schools in compliance with the provision of Sections 19 and 22 of the  
 Ordinance.

Director of Education.



THE TERRITORY FOR THE SEAT OF GOVERNMENT.

FEDERAL CAPITAL COMMISSION.

Education Ordinance 1928.

CERTIFICATE OF REGISTRATION OF A PRIMARY SCHOOL.

Whereas the ..... School having been registered as a provisionally certified school for a period of ..... months from the ..... day of ..... 19...., and whereas it has been duly reported that efficient and regular instruction is being given to pupils attending such school, up to the standard of education required by the *Education Ordinance 1928*, the school has therefore been declared by the Federal Capital Commission a certified primary school until the ..... day of ..... 19.....

Dated at ..... this ..... day of ..... 19.....

Director of Education.

THE TERRITORY FOR THE SEAT OF GOVERNMENT.

FEDERAL CAPITAL COMMISSION.

Education Ordinance 1928.

CERTIFICATE OF REGISTRATION OF A SECONDARY SCHOOL.

Whereas the ..... School has been registered as a provisionally certified school from the ..... day of ..... 19...., and whereas it has been duly reported by an authorized Inspector that the organization and equipment, the method and range of instruction, the efficiency of the teaching staff, and the manner of conduct of the school are in accordance with the respective approved standards for Secondary Schools, the school has therefore been declared by the Federal Capital Commission a Registered Secondary School until the.....day of.....19....

Dated at ..... this ..... day of ..... 19.....

Director of Education.

THE TERRITORY FOR THE SEAT OF GOVERNMENT.

FEDERAL CAPITAL COMMISSION.

Education Ordinance 1928.

RETURN OF CHILDREN BETWEEN THE AGES OF SEVEN AND FOURTEEN YEARS.

Number.	Name and surname of each child in full.	Sex— M. or F.	Age last birthday.	Date of birthday.	If at school, show what school, or whether instructed at home.	If in employment, state what employment, name of employer (if any) and place of employment.
1						
2						
3						
4						
5						
6						
7						
8						

The foregoing is a true statement as to all children between the ages of seven and fourteen years residing in this dwelling-house on .....

(Signature of Parent or Guardian)

(Occupation.)

Date..... 19.....

\*Date to be specified.