

Grants to Preparatory, Intermediate, and Secondary Schools (Payment of).

MADE BY THE MINISTRY OF EDUCATION, NORTHERN IRELAND,
UNDER SECTION 77 OF THE EDUCATION ACT (NORTHERN
IRELAND), 1923.

1926. No. 30.

1. For the purposes of these regulations :—

- (a) A Preparatory School is a school or department of a school providing instruction suitable for preparing pupils for entry to an intermediate or secondary school.
- (b) An Intermediate School is a school or department of a school providing at least a three years' course of instruction in such subjects as may from time to time be deemed suitable for pupils who, before entrance, have reached such stage (in these regulations referred to as the 'qualifying stage') of attainment in elementary education as may be prescribed by the Ministry.
- (c) A Secondary School is a school or department of a school providing at least a five years' course of instruction in the subjects aforesaid beyond the qualifying stage.

2. Schools will not, as a rule, be recognised under these regulations which have not on the rolls at least 30 pupils between the ages of 6 and 19, each of whom is following a course of instruction approved by the Ministry.

3. The fees charged in all Preparatory, Intermediate, and Secondary Schools will be subject to the approval of the Ministry.

In order to be recognised as a Preparatory School or Preparatory Department of a school the annual tuition fee for the ordinary course, not including extra subjects, must be at least £6.

The Ministry may at any time, as a condition for grants, require a school to provide a certain number of free places for children who, in the opinion of the Ministry, have given proof of their capacity to benefit by a course of higher education.

4. No school will be recognised unless it is shown to the satisfaction of the Ministry that no pupil attending the school is permitted to remain in attendance during the time of any religious service or instruction unless the parents or guardians of such pupil shall have sanctioned such attendance, and that the time for religious service or instruction is so fixed that no pupil not remaining in attendance is excluded directly or indirectly from the advantages of the secular education given in the school.

5. New Schools desiring recognition must apply through the Education Committee of the County Borough or the Regional Committee of the area in which the school is situated. Before recognition is granted this Committee must show to the satisfaction of the Ministry that the school is required in the locality.

Management.

6. No school will be recognised which is in the opinion of the Ministry conducted for private profit or farmed out to the Head Master or Head Mistress.

The entire income of the school from all sources must be devoted solely to educational purposes.

7. The School must be under the control of a Governing Body approved by the Ministry. The Governing Body must act under a scheme of written regulations setting forth its constitution and defining its functions both as regards responsibility for general control, and responsibility (including that of the Head Master or Head Mistress) for the conduct of the school. A copy of the scheme must be deposited with the Ministry, and its provisions must be approved by the Ministry and must not be varied or departed from without the approval of the Ministry.

8. After the Governing Body has been formed and approved, an application, in the prescribed form, for recognition of the school must be submitted by them to the Ministry.

9. The Governing Body must appoint a person to act as Correspondent with the Ministry.

Curriculum.

10. The curriculum in a Preparatory School or Preparatory Department of a Secondary School must be approved by the Ministry, and must, as a rule, provide for instruction in :—

English.

History.

Geography.

One language other than English.

Arithmetic.

Drawing.

Choral Singing.

Nature Study.

Needlework (for girls only).

Educational Handwork (for pupils under eight years of age).

11. The curriculum of an Intermediate or Secondary School must be approved by the Ministry and must as a rule provide for instruction, suitable for children who have reached the qualifying stage, in :—

English.

History.

Geography.

One language other than English.

Mathematics.

Science (including Laboratory Work).

Drawing.

Choral Singing.

Domestic Economy (for girls only).

Manual Instruction (for boys only).

It is expected that instruction in Civics will be given in connection with the teaching of English and History. Provision must be made to the satisfaction of the Ministry in the ordinary management of the school and in the instruction given therein for bringing up the pupils in habits of punctuality, of good manners and language, of cleanliness and neatness, and also for impressing upon the pupils the importance of cheerful obedience to duty, of consideration and respect for others and of honour and truthfulness in word and act.

12. The curriculum must make such provision as the Ministry having regard to the circumstances of the school, can accept as adequate for organised games and physical exercises.

13. All the subjects set forth in Regulations 10 and 11 need not necessarily be taught throughout the whole school nor to every pupil, but the course in any one subject should extend over at least two years. The arrangements made by the school in this respect must, however, receive the sanction of the Ministry.

14. On or before a date in each year to be fixed by the Ministry there must be submitted a time table and syllabuses setting forth the courses of instruction in all classes in the school. The time table and syllabuses must be approved by the Ministry.

Ten copies, either typewritten or in print, of the time table must be supplied to the Ministry and two copies of each syllabus.

Any changes in the Time-Table which are introduced in the course of the session, or any cessation of classes whether temporary or permanent, or any alteration in the dates of holidays must be immediately notified to the Ministry.

If such changes are not minor changes, ten copies of the amended Time-Table must be forwarded to the Ministry: these also must be printed or typewritten.

15. The time-table of the school must provide that the school shall be open during the school year for at least 38 complete weeks. Where the work of any of these weeks is broken by holidays the time-table must provide for days in lieu of these with equal periods of study. The Ministry may, especially in the case of boarding schools, permit a week which begins on Tuesday immediately after the Summer, Christmas, and Easter vacations

to be considered as a complete week even if no extra day of work is provided in lieu of Monday.

In case of an epidemic or other serious difficulty affecting the school as a whole the Ministry may permit variations from the time-table.

Any week (Monday to the following Saturday inclusive) during which the school is open for five full days will be considered a complete week for the purposes of this regulation.

16. The Ministry may prohibit the use of such books as may not meet with its approval.

Teaching and Staff.

17. Except in circumstances specially sanctioned by the Ministry the number of pupils taught together in any one class should not as a rule exceed 30 and must never exceed 35.

18. In Practical Classes for Science, Domestic Economy and Manual Instruction the number of pupils in a class may not exceed 20 unless an additional teacher recognised by the Ministry is provided, in which case the number may be increased to 30.

19. Practical Instruction in Science, Domestic Economy, and Manual Instruction must be given in lessons of at least 80 minutes duration.

20. The salaries of the teaching staff must in no case be subject to variation according to the amount of grant received under these regulations.

21. Where salaries or scales of salaries for certain teachers or classes of teachers are prescribed by the Ministry, those salaries at least must be paid to the teachers.

22. The qualifications of all the teachers employed in giving instruction in each subject must be approved by the Ministry.

23. Before appointing any new teacher, the Governing Body must submit to the Ministry for approval a statement of his qualifications in each subject which he is required to teach.

24. As a rule no school will be recognised as eligible for grants unless one teacher at least for each of the principal subjects of instruction has been recognised by the Ministry as a teacher of that subject.

25. The staff must be sufficient to admit of a proper classification of the pupils.

26. All the full-time teachers, other than interim or temporary teachers or teachers on probation, must be under contract determinable only upon at least three months' notice in writing.

27. Members of the teaching staff may not undertake any other duties which, in the opinion of the Governing Body or of the Ministry, would interfere with the efficient discharge of their duties in the school.

Inspection.

28. The Ministry must be satisfied that the School is efficient. It must be open at all reasonable times to inspection by the officers of the Ministry, and the efficiency of the instruction and proficiency of the pupils will be judged by such tests as the Ministry may direct. A reasonable proportion of pupils must be presented for the annual Examinations of the Ministry and the results of these examinations may be taken into account in estimating the efficiency of the School.

Premises.

29. The Ministry must be satisfied that the school premises are satisfactory as regards lighting, heating, ventilation and sanitary condition, that they provide adequate accommodation in suitable class-rooms for the pupils in attendance, and that they contain such equipment as may be deemed necessary for the proper working of the approved curricula.

Plans for new buildings and for alterations or extensions of existing buildings must receive the approval of the Ministry.

Records.

30. The names of all pupils must be entered in Attendance Books supplied by the Ministry and the attendances marked in accordance with the regulations furnished therewith.

Attendance on any day shall mean, in the case of pupils of the age of 10 years and over, that the pupil shall have been present under instruction in the school for not less than 4 hours, and, in the case of pupils under the age of 10, that the pupil shall have been under instruction in the school for not less than 3 hours, provided that on a day which is a school half-holiday attendance under instruction for not less than 2 hours shall suffice in the case of all pupils.

31. When a pupil enters a school, steps must immediately be taken to secure a certified copy of the entry of his birth in the Register of Births or, in cases where the birth has not been registered, a statutory declaration as to the date of birth made by a parent or guardian, supported by such other evidence as may be available.

32. A permanent Register of Pupils must be kept in every school. It must contain the name of the parent or guardian

of each pupil, the full name of the pupil, the date and place of his birth, the date of his admission to the School, his previous school if any, the class in which he is placed on admission, the examinations which he has passed before admission and those which he passes during his school career, the date of his leaving and the class then reached.

Finance.

33. There must be sent to the Ministry at such date and in such form as may be prescribed a complete balance sheet and statement of accounts showing the actual receipts and payments during the school year and supported by such vouchers and other evidence as the Ministry may require.

The balance sheet and statement of accounts must be accompanied by an Auditor's certificate as to their accuracy.

All the accounts of the school (including the school fees account) must be kept in such form as to show readily the information required by the Ministry. These accounts must be open to inspection at any time by an accredited officer of the Ministry, and all such vouchers as may be required in support of any item must be forthcoming.

Grants.

34. A grant of £5 will be paid in respect of each eligible pupil in Preparatory Schools or Preparatory Classes.

A grant of £9 will be paid in respect of each eligible pupil who, having reached the "qualifying stage" (see definition of Intermediate School) or having equivalent attainments, is following an approved course.

A grant of £12 will be paid in respect of each eligible pupil who has pursued an approved post-intermediate course of study. Such pupil must as a rule have passed the Junior Certificate Examination (or some equivalent examination). Special consideration will, however, be given to the cases of pupils who fail to satisfy the requirements for a pass, but who have shown by their answering at the Junior Certificate, or other equivalent examination, that they are capable of pursuing a post-intermediate course with advantage.

Where a pupil is, during the school year, promoted from one division of the school to another, the Ministry may at its discretion pay grant in respect of that pupil at the lower of the two appropriate rates. If at least 130 attendances are made in the higher division grant at the higher of the two rates may be paid.

In the case of a small school recognised as discharging a useful public function in a locality where no other school of a similar type exists, or in other exceptional circumstances the Ministry may, with the approval of the Ministry of Finance, allow an additional grant to the school.

35. To be eligible to earn grant the pupils must follow an approved course and must, during the school year, make at least 130 attendances while between the ages of 6 and 19.

In case of an epidemic or other serious difficulty affecting the school as a whole the Ministry may accept a smaller number of attendances.

Pupils who are reported upon by the Inspectors as unfit to attend the classes in which they are placed may be disqualified for earning grant for the school.

36. Where a pupil, during the school year, has been transferred from one school to another, the Ministry may, after consideration of all the circumstances of the case, divide the capitation grant, in respect of that pupil, between the two schools in such proportion as it may think fit, or may pay the whole or any portion of the capitation grant to any one of the schools or may refuse to pay any grant in respect of that pupil.

General.

37. The school must furnish to the Ministry at such dates as may be prescribed, such attendance books, lists, and other information as may be required by the Ministry.

38. Should a school fail to satisfy the requirements of these regulations recognition may be withdrawn after such notice as the Ministry may determine. The Ministry may also at its discretion without withdrawing recognition withhold or make a deduction from the grant if the conditions laid down in these or any other regulations of the Ministry are not fulfilled.

39. The school year is the period from the first day of August in one year to the 31st day of July in the following year.

40. 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.

41. The foregoing regulations will come into operation on the first day of August, 1926, but will not apply to anything in relation to the school year ending 31st July, 1926.

These regulations do not apply to Junior Technical schools.

Given under the Seal of the Ministry of Education for
Northern Ireland, this 27th day of March, 1926.

(L.S.)

L. M. Quibban,
Secretary.