

*M^{rs} Parker Settles
Official*

DIARY OR LOG BOOK.

APPENDIX II. (Revised Instructions).

THE KEEPING OF SCHOOL RECORDS.

1. The Code requires that managers of schools shall provide suitable records—registers, log-book, and cash book (Article 8):

LOG BOOK.

28. "The log-book must be stoutly bound and contain not less than 300 ruled pages. It must be kept by the principal teacher, who is required to enter in it, from time to time, such events as the introduction of new books, apparatus, or courses of instruction, any plan of lessons approved by the inspector, the visits of managers, absence, illness, or failure of duty on the part of any of the school staff, or any special circumstances affecting the school, that may, for the sake of future reference, or for any other reason, deserve to be recorded. No reflections or opinions of a general character are to be entered in the log-book." (Art. 8.)

29. Entries in the log-book should be made by the head teacher at the end of each school week, and at such other times as occasion may require. No entries should be made by other persons except by the correspondent at the close of the school year, by the managers who check the registers periodically, and by the Inspector as directed in paragraph 5d* of the Revised Instructions.

30. The log-book should contain an explanation of the reason for the closing of the school on all occasions on which it is closed.

31. It should also contain an account of all important variations in the attendance, and all deviations from the ordinary routine of the school.

32. Log-books should be kept as a permanent record.

ARTICLES FROM THE CODE.

23. The managers . . . must also produce for his [the Inspector's] inspection the registers, portfolio, log-book, and cash book. Any of these documents may be required to be sent to him or the Department.

24. The summary of any report made by the Inspector either after his annual visit or any visit made without notice,* and any remarks made upon it by the Department, must, as soon as communicated to the managers, be copied verbatim into the log-book and signed by the correspondent of the managers.

72. As soon as the Inspector's annual report is received a list of the school staff, as settled by the decision of the Department, must be entered in the log-book, and signed by the correspondent of the managers. This entry will show what was the school staff at the beginning of the school year. An entry must be made of any change in the staff occurring during the school year.

*When an Inspector . . . finds that there is any serious falling off in efficiency, it will be his duty to point out to the teacher and the managers (if they are present) the defects in the instruction, discipline, or organisation, . . . and a note should also be made in the log-book of the school. (Instructions, Par. 5d).

THE "A.L." OFFICIAL SERIES.



LOG-BOOK.

(To be kept by the Principal Teacher.)

Commenced June 1st 1900

Rathmell National SCHOOL.

Leeds:

E. J. ARNOLD & SON, LTD., EDUCATIONAL PUBLISHERS.

Alice H. Bailey

1. 4. 08

Hill crest,

Alder Hill St.,

Early, Nr. Colne.

2. 3. 27 —

14. 7. 27.

29. 8. 27 — 15. 9. 27.

Dorothy Marion Brooke. $\frac{15}{630}$

1. 9. 21.

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Florence Gilchrist.

10. 8. 25. — 4. 8. 25 (Absen 12. 8. 25) Total 4 days.

Mary Gilchrist - Supplementary. (7. 9. 1899)

17- 3- 24. - 6. 6. 24.

Cragdale Lodge, Duke St, Settle

10- 3- 25 to 13. 3. 25. 18. 3. 25

Martha Harrison U. A. $\frac{22}{2083}$.

10. 1. 22. — 7. 3. 24. — 14. 3. 24.

1 South View, Rathmell.

(Mrs. Garnett.) 17. 3. 25. 1920th - 3. 25

April 6th 1925^m April 8th 9th a.m. April 20th - July 3rd 1925^m

Mrs. Edith Handby C $\frac{01}{2732}$ Castle Hill, Settle.

(L4. 16. 0)

Aug 5th, 6th & 7th. 1925.

Nota 6/- per day.

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Eleanor Haigh,

15 Campbell St.,

Cross Hills.

Mr. Keighley.

Dec. 1st 27 —

$\frac{25}{2442}$

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Phoebe King ¹¹/₂₅₇₃
1. 9. 14 - 31. 7. 21.

Kathleen Mary Kinder (U.A.) ²⁴/₃₃₂₀
11. 6. 24 - 31. 3. 26.
6 Haw Grove,
Hellyfeld.

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Amelia Metcalfe.

$\frac{25}{275}$

'Croglin'

Carlisle.

Aug. 17th 1925. - Sept. 27th/26.

Leave of absence granted - commencing Sept. 27th/26 - terminating Nov 28th.

Nov. 29th/26 -

ill. Suffering from severe nervous breakdown.

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Mrs. Florence Taylor U.A. $\frac{19}{50588}$

9 ~~49~~ Manchester Rd. Alexandra St.

Heywood, Lancs. Sept 19th / 27 — Nov. 30th / 27

Autumn Holiday Oct - $\frac{9}{2}$ days (absent in interview Nov. 3rd + 4th)

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