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October 16, 1923.

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My Lord Duke

I have the honour to acknowledge the receipt of Your Grace's despatch No. 1152 of the 15th of August 1923 and in reply to state that the system upon which grants are made to Christian Missions in this Colony is that detailed in Appendix XIII on page 27 of the pamphlet entitled Departmental Instructions Governing Native Education in Assisted Schools of which I enclose three copies for Your Grace's information.

2. The method of allocation of the sum of £9,510 which is provided under Head XVII - Item 72 - for "Literary and Technical Education Grants to Missions" is based upon a method suggested by Dr. Loran, Chief Inspector of Native Education, Natal, for the Union of South Africa, but the actual rate is in some cases lower.

3. When the amount sanctioned by this Government for grant to Assisted Schools is known, the Director of Education apportions the sum after consultation with the governing bodies of the Assisted Schools.

In the accompanying Schedule I detail the allocations made during 1923.

I have the honour to be,

My Lord Duke,

Your Grace's most devoted
and most obedient servant,

GOVERNOR'S DEPUTY.

SCHOOLS GRANTS TO ASSISTED
MISSION SCHOOLS, 1921.

MISSION.

£

Ch of Scotland Mission Kimya	1450
" " " Funatum	1450
Ch Missionary Society Maene	2000
" " Kabuhia	1000
" " Baters	750
" " Taita	600
" " Kaloleni	500
" " Nairehi	400
" " Hombasa	200
" " Freretown	90
Ch Catholic Mission, Kamanaga	1000
Inspection Expenses	70

	£ 9510

NOTE.

The sum of £9510 does not include Capitation Grants for Literary Education at Village, Intermediate, or Central Schools for which no funds are available.

SCHOOLS GRANTS MADE TO ASSISTED
HIGHER SCHOOLS, 1921.

<u>MISSION.</u>	<u>£</u>
Ch of Scotland Mission Kilgus	1450
" " " Tumutum	1450
Ch Missionary Society Maseno	2000
" " Kahukia	1000
" " Mutere	750
" " Taita	600
" " Kaldeni	500
" " Nairobi	400
" " Nouba	200
" " Freretown	90
Catholic Mission, Kaimosi	1000
Inspection Expenses	70

	£ 9510

NOTE.

The sum of £9510 does not include Capitation Grants for Literary Education at Village, Intermediate, or Central Schools for which no funds are available.



EDUCATION DEPARTMENT
COLONY AND PROTECTORATE OF KENYA.

DEPARTMENTAL INSTRUCTIONS
GOVERNING NATIVE EDUCATION
IN ASSISTED SCHOOLS.

KAMPON
PRINTED BY THE GOVERNMENT PRESS
1937

Enclosures of

Enclosures of

**EDUCATION DEPARTMENT OF THE COLONY
AND PROTECTORATE OF KENYA.**

**Departmental Instructions Governing Native
Education in Assisted Schools.**

INTRODUCTORY

1. *Assisted Schools.*—A sum of money is annually granted from the funds of the Colony for grants-in-aid of schools and is administered by the Government Department of Education (hereinafter known as the Education Department). Every school in receipt of a grant-in-aid is termed an Assisted School.

2. *Object of Grant.*—The object of this grant is to aid in:—

- (a) Maintaining Central or Vocational Schools.
- (b) Maintaining Central or Vocational Schools.

CHAPTER 2

Classification and Conduct of Schools.

1. Elementary Schools.—The term "Elementary School" means a school or department of a school in which elementary education is held down to approximately 12 hours from the principal part of education given up to the apparent age of 12 years. Elementary Schools may be subdivided into primary or village schools and intermediate schools.

2. District School.—The term "District School" means a school or department of a school in which instruction of a higher grade than that given at an Elementary School, but the principal part of the education given. Instruction at a District School shall include, besides higher literary education, a definite course in some kind of vocational and especially manual training. The school shall be under the care of a qualified Training Superintendent, subject to the necessary Supervising staff.

3. Trade Schools.—Trade schools of this nature may be conducted like any business.

- (a) Intermediate schools or co-educational, and
- (b) Village schools.

4. Intermediate School Defined.—The term "Intermediate School" or institution means a school carrying education as far as Standard II of the curriculum known as high school and shall include the care of a qualified teacher. An intermediate school (or institution) may have a number of primary schools associated with it.

5. Village School Defined.—A village school shall be the simplest sort of education and shall extend further up the scale of education as far as Standard II of the attached curriculum. The teacher will usually be detached from an institution or from a central school.

6. Trade Paths.—Every school time table shall be subject to the approval of the Director of Education and shall be permanently and unchangeably exhibited in every classroom.

7. Religious Instruction.—The time or times during which any religious observance is practised or instruction in religious subjects given at any meeting of the school shall be either at the beginning or the end, or at the beginning and at the end of each meeting and shall be accepted in the time table.

8. School open for Inspection.—The school shall be open at all times to accredited representatives of the Education Department for purposes of inspection, but it shall be no part of the duties of such officers to inquire into any transactions in the details of work done, or to require any pupil to give religious knowledge, subject or book.

9. Conditions of Grant.—In order to obtain an annual grant the school shall be conducted in accordance with the conditions set forth in Chapter V of these rules.

10. Accredited Representatives.—An accredited representative of the Education Department means a person carrying the written authority of the Director of Education (or any person appointed by Government to act in such capacity) to visit and inspect schools.

11. Manager Defined.—The term "Manager" includes every European who has the direction of an Elementary or Central School.

12. Duties of Manager.—The Manager is held responsible by the Director of Education for the efficient conduct and maintenance of his schools and for the provision of all needful furniture, apparatus, books, etc., in each school; in particular—

- (a) A Register of Admission, Progress and Withdrawal.
- (b) A Register of Attendance showing the apparent age of each pupil.
- (c) A Register of School Fees (if any).
- (d) A Log Book.
- (e) A Time Table.
- (f) Weekly Diaries of work completed by the teachers.

13. Log Book.—The Log Book must be stoutly bound and will contain records of the school. 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 sources of instruction, any plan of lessons approved by the Education Department, the visits of Managers; comments made by them upon the conduct of the school, absence, illness, or failure of duty of any of the staff of the school.

14. Hours of Secular Instruction per Week.—For the purpose of secular instruction all schools shall be open for five days in each week and on each day the duration of secular instruction shall be, in Primary Schools not less than two hours, in Intermediate Schools not less than two and a half hours, and in Central Schools not less than four and a half hours.

15. Closing of Register.—The Class Register must be marked and finally closed at the end of the first half hour of a school meeting. If any pupil absent in the register or attending a withdrawal from school before the time constituting an attendance has elapsed, the entry of attendance shall be cancelled at once.

18. *Recreation.*—The time constituting an attendance may include an interval of recreation of not more than ten minutes.

19. *Instruction in an Optional Subject may be included in an Attendance.*—In making up the minimum time constituting an attendance there may be reckoned time occupied by instruction in any subjects allowed by rule 20 (3) whether or not it is given in the school premises or by the ordinary teachers of the school, provided that approval provision be made for such instruction, and the time thereof be entered on the time table.

20. *Attendance not Recognized.*—No attendance is recognized in a school for any child under the apparent age of six years or over the apparent age of eighteen years (except in the case of pupils engaged in vocational training) or for any pupil who has previously passed the highest standard approved for that school.

21. *Average Attendance.*—The "average attendance" for any period is found by dividing the total number of "attendances" by the number of days the school has met. A school which has just both in the morning and in the afternoon of the same day shall be reckoned to have completed two meetings.

22. *Weekly Returns—Native Teachers.* Village Schools shall make returns to their parent school (whether a central school or an out-station) of the attendances of pupils, showing the number on the roll, the number of school meetings, the total number of attendances and the average attendance. Native teachers in charge of out-stations will forward a copy of these returns together with that of their own school to the Central School weekly and all such returns shall be available for inspection. The same records shall be kept of attendance at Central Schools.

23. *Subjects of Instruction.*—The subjects of instruction for which grants are made are as follows:—

(A)—Obligatory Subjects.

(1) VILLAGE SCHOOLS.

- (i) Reading in the Vernacular and Swahili.
 - (ii) Dictation in the Vernacular.
 - (iii) Handwriting.
 - (iv) Arithmetic.
- Optional.*
- (v) Colloquial English.
 - (vi) English Reading.
 - (vii) English Dictation.
 - (viii) Translation from English into the Vernacular and vice versa.

(2) INTERMEDIATE SCHOOLS.

- (i) Reading in the Vernacular and Swahili.
 - (ii) Dictation in the Vernacular and Swahili.
 - (iii) Handwriting.
 - (iv) Arithmetic.
- and where possible—*
- (v) Object lessons and nature study or Geography or History or geography.
 - (vi) English colloquial reading and dictation.
 - (vii) Translation from English and Swahili into the Vernacular and vice versa.
 - (viii) Reading.
 - (ix) Agricultural or other Manual Training.

(B)—Optional Subjects.

- (i) Singing.
- (ii) Geography.
- (iii) History.
- (iv) Grammar.
- (v) Drill and Physical Exercises.

24. *Any Subject other than those mentioned in paragraph 20 (3) may, if approved, be taken as an optional subject, provided that a graduated scheme be first submitted and approved.*

CHAPTER II

Inspection.

25. *Duties of Director of Education.*—The Director of Education or his representative is employed to visit the Schools in the Colony to examine whether the conditions of Annual Grants have been fulfilled and to report results to the satisfaction of Government. He will also advise the Government upon the development of Education in unaided schools generally.

26. *Placing of Schools on the Annual Grant List.*—No school shall be placed on the list of schools in respect of Annual Grants hereinafter called the "Annual Grant List" until

- (a) The Minimum Society has been established at least two years.
- (b) An application has been addressed by the Manager to the Director of Education through the local Committee.
- (c) Such information has been furnished as the Director of Education may require.

18. **Excursion.**—The time constituting an attendance may include an interval of excursion of not more than two months.

19. **Instruction in an Optional Subject may be included in an Attendance.**—In making up the attendance time constituting an attendance there may be reckoned time occupied by instruction in any subjects allowed by rule 22 (3) whether or not it is given in the school premises or by the ordinary teachers of the school, provided that approved provision be made for such instruction, and the time thereof be entered on the time table.

20. **Attendance not Recognized.**—No attendance is recognized in a school for any child under the apparent age of six years or over the apparent age of eighteen years (except in the case of pupils engaged in vocational training) or for any pupil who has previously passed the highest standard approved for that school.

21. **Average Attendance.**—The "average attendance" for any period is found by dividing the total number of "Attendances" by the number of times the school has met. A school which has met both in the morning and in the afternoon of the same day shall be reckoned to have completed two meetings.

22. **Weekly Returns.**—Native Teachers in Village Schools shall make returns to their District School (whether a central school or an sub-station) of the attendance of pupils, showing the number in the roll, the number of school meetings, the total number of attendances and the average attendance. Native teachers in charge of sub-stations will forward a copy of these returns together with that of their own school to the Central School weekly and all such returns shall be available for inspection. The same records shall be kept of attendance at Central Schools.

23. **Subjects of Instruction.**—The subjects of instruction for which grants are made are as follows:—

(A).—Obligatory Subjects.

(1) VILLAGE SCHOOLS.

- (i) Reading in the Vernacular and Swahili.
 - (ii) Dictation in the Vernacular.
 - (iii) Handwriting.
 - (iv) Arithmetic.
- OR
- (v) Colloquial English.
 - (vi) English Reading.
 - (vii) English Dictation.
 - (viii) Translation from English into the Vernacular and vice versa.

(2) INTERMEDIATE SCHOOLS.

- (i) Reading in the Vernacular and Swahili.
 - (ii) Dictation in the Vernacular and Swahili.
 - (iii) Handwriting.
 - (iv) Arithmetic.
- and where possible—
- (v) Object lessons and nature study or Geography or History or grammar.
 - (vi) English colloquial reading and dictation.
 - (vii) Translation from English and Swahili into the Vernacular and vice versa.
 - (viii) Reading.
 - (ix) Agricultural or other Vocational Training.

(B).—Optional Subjects.

- (i) Singing.
- (ii) Geography.
- (iii) History.
- (iv) Grammar.
- (v) Drill and Physical Exercises.

24. Any Subject other than those mentioned in paragraph 23 (3) may, if approved, be taken as an optional subject, provided that a graduated scheme for that subject has been approved.

CHAPTER II.

Inspection.

25. **Duties of Director of Education.**—The Director of Education or his representative is employed to visit the Schools in the Colony to examine whether the conditions of Annual Grants have been fulfilled and to report results to the satisfaction of Government. He will also advise the Government upon the development of Education in unaided schools generally.

26. **Flouring of Schools on the Annual Grant List.**—No school shall be placed on the list of schools in respect of Annual Grants hereinafter called the "Annual Grant List" until

(a) The Minimum Society has been established at least two years.

(b) An application has been submitted by the Manager to the Director of Education through the Local Committee.

(c) Such information has been furnished to the Director of Education as may require.

CHAPTER III.

TEACHERS.

16. **Class of Teachers.**—The teachers recognized by the Education Department are—

(1) Pupil Teachers.

(2) Certified Teachers.

17. **Pupil Teacher Defined.**—A Pupil Teacher is a boy or girl selected and engaged by the Manager of an Elementary School, under a binding contract in writing, to assist the teachers of the school in maintaining discipline and imparting instruction. He shall regularly receive adequate instruction in subjects of general education.

18. **Instruction of Pupil Teachers.**—Managers are bound to see that Pupil Teachers are properly instructed and the Director of Education, if satisfied that this duty is neglected, may decline to recognize any pupil teacher as a member of the staff of a school. The hours during which such instruction is given shall be entered on a time table to be kept in the school.

19. **Age.**—Pupil teachers must not be more than 18 nor less than 14 years of age at the beginning of their engagement and must have passed Standard IV of the syllabus attached. The length of the engagement must not be less than two years, by the end of boys, or one year in the case of girls.

20. **Registration.**—The names of pupil teachers must be submitted to the Director of Education for registration as attached to a contract or intermediate school which fulfils the following conditions—

(1) The whole school must be favourably reported on by the Director of Education as regards—

(a) Discipline.

(b) Instruction.

(c) Furniture, fixtures, apparatus, etc.

(2) A pupil teacher may only be employed at a school where the average daily attendance is not less than 20, and for every additional 10 pupils the school will be entitled to an additional pupil teacher.

21. **Examination of Pupil Teachers.**—The Inspector examining the school for a grant will at the same time examine the pupil teachers in the subjects prescribed in Appendix IV and will sign their contracts to give a lesson in his presence.

22. The application has been approved by the Board of Education.

23. Provision has been made by the Commissioner of the Colony to meet the financial requirements.

24. It is stated that it shall be the duty of the Director of Education to recommend a Manager for a grant even though it has not been established for two years, if he considers that the establishment of the school in that particular locality is urgently needed. Provided after that in places where any school has already been established, the Manager of a new school applying to have a grant is established, the Manager of a new school applying to have a grant on the Special Grant Code must satisfy the Director of Education that the new school is necessary and that he establishes every year the regular attendance of the schools already established.

25. **Form of Application.**—Every application for a grant to a school on the Special Grant Code (Appendix II) to the manager must reach the office of the Director of Education before the last day of May.

26. **Grant of Pupils.**—The payment of grant pupils will be based on the report of the Director of Education, according to regulations.

27. **Grant Without Fees.**—The Director of Education, or his representative or any other person acting on any committee of the Board of Education or the Local Education Committee, may visit any school without fees.

28. **School Fees.**—The school fees in the year in which partial or full grant is first given to the school shall be paid of pupils under these rules. The school year shall coincide with the financial year of the Colony beginning on January first and ending on December thirty-first following.

29. **Annual Returns.**—The Manager will be supplied with a form of Annual Returns which he is required to fill in and forward to the Director of Education through the Local Committee at the end of the school year (Appendix I, 1 and 2).

30. **Registers, Etc., to be Produced.**—The Registers, Correspondence Files, Log Book, Weekly Division of work, Library and Industrial, Native Teachers' Notes, and in the case of Special Schools, records of Examinations and Examinations, must be produced for the inspection of the Director of Education or his representative at any time.

31. **Report to be Typed into Log Book and Filed.**—The report of the Director of Education or other person mentioned in Paragraph 20 must also be typed, so soon as practicable by the Manager, into the Log Book and the original must be filed in the office of the Manager and the original must also be filed in the office of the Director of Education.

45. **Grant to read on School of Pupil Teachers.**—These pupils are entitled, as in paragraph 36 (c), to instruction by the local main committee. If a pupil teacher shows that he has a sound knowledge of the subjects mentioned above, has passed his examinations and is proficient in teaching, grants will be awarded to the extent and the Pupil Teacher concerned as follows:—

(a) **Student.**—\$ 40 after the pupil teacher has passed his first examination.

(b) **Grant** after the pupil teacher has passed his second examination and a further \$ 40 if the grant is paid to the pupil teacher at the conditions stated in clause (c) of this rule.

(c) **Pupil Teachers.**—A grant not exceeding \$ 40 provided that he enters a Training Institution or if from lack of accommodation he cannot be admitted to a Training Institution, he receives a "Three Year Teacher's Certificate" within two years from the termination of his engagement as a pupil teacher.

(d) **Teachers.**—Teachers eligible for Admission to a Training Institution. Pupil Teachers shall only be eligible for admission to Training Institutions when they have completed their engagement as pupil teachers and have passed the examinations mentioned in Rule 36.

Certificated Teachers.

46. **Examination of Pupils.**—Candidates for Teachers' Certificates shall submit to Rule 36 upon the examination conducted by the Department. The regulations will be held annually and subsequently throughout the Colony at a date of which the notice will be given.

47. **Candidates eligible to be Examined for Certificates.**—No candidate for a certificate will be accepted unless he has qualified in the examination or has been treated for a term one year in some training institution for teachers organized by the Education Department.

48. **Examination of Candidates for Third Class Certificates.**—The regulations in the subjects shown in Appendix A shall apply.

49. **Examination of Candidates.**—Holders of Third Class Certificates may become candidates for the Second Class Certificates and will be examined in subjects as shown in Appendix A.

50. **First Class Certificates.**—A certificated teacher of the Third Class shall become a certificated teacher of the First Class after he has obtained the satisfactory Annual Reports from the Director of Education or his representative, provided that not less than three of such reports be consecutive. A First Class Certificate shall carry with it a bonus of \$ 200.

47. **Special Certificates.**—Special Certificates will be issued by the Department certifying teachers qualified to give instruction in Hand and Eye Training, in knowledge necessary for Agriculture, Industry and Commerce.

48. **Honorary Certificates.**—Honorary Local Certificates may from time to time be granted without examination at the discretion of the Board of Education.

49. **Production of Certificates.**—All teachers holding Certificates from the Education Department are required to produce them for endorsement by the Director or his representative at the annual inspection of the school.

50. **Recall or Suspension of Certificates.**—A certificate may at any time be recalled or suspended, but not until the Director of Education has informed the Teacher of the charges against him and has given him an opportunity of answering himself.

51. **The School Staff.**—The recognized teachers employed in any school form the school staff for the purpose of the Annual Grant.

52. **Settlement of Staff.**—On the first school day of each term or session, the staff at that date must be entered in the Log Book. An entry must also be made of any change of staff occurring during the year.

53. **Minimum Staff.**—In estimating the minimum staff required, the Education Department considers a Second Class Teacher to be sufficient for an average daily attendance of 30, a Third Class Teacher for an average attendance of 40 and a pupil teacher for an average attendance of 20. In subjects where the average attendance is 30 or under and where there are more than three Standard Classes, the staff must comprise at least one certificated teacher and one pupil teacher.

CENTRAL SCHOOLS.

54. **Age of Pupils.**—The course of education at central schools shall last from the age of 14 years until the close of a pupil's eighteenth year, always provided (a) that promising pupils may be admitted at the age of 12 years and (b) that pupils engaged in vocational training may subject to the approval of the Director of Education, remain at school until the completion thereof.

55. **Elementary Departments.**—A local Elementary School may in all cases be attached to a Central School and shall work in close connection with the Teachers' Training Department.

56. **Curriculum.**—A course of Literary and Vocational Training shall be obligatory upon all pupils for whom a grant is received.

(A)—Literary Training.

(1) OBLIGATORY SUBJECTS.

(a) English Grammar, Composition, and Letter Writing, Dictation, and recognized books from English Literature.

(b) Arithmetic.

(c) History.

(d) Geography.

(e) Mensuration and simple geometry.

(f) Drawing.

(g) Drill and Physical Training.

(2) OPTIONAL SUBJECTS.

Any optional subjects may be submitted for approval for the improvement of general or vocational training, e.g. Nature Study, Botany, Elementary Chemistry.

(B)—Vocational Training.

Every boy or girl for whom a grant is received shall, according to his or her ability or inclination, be admitted for some form of vocational training.

1. Industries—Carpentry, Masonry, Leather work, Tailor, Agriculture, Printing, Medical Work, etc.

2. Commercial—Typewriting, Book keeping, Shorthand.

3. TRAINING OF TEACHERS.

In all vocational training the stress shall be laid chiefly upon the educational value of the subject and every effort shall be made to use the training as an instrument for developing observation and thought. Insistence must be laid from the commencement on the need for accuracy, cleanliness, neatness and finish, and the use of literary subjects should be proved in expressing ideas concerning or in computing the value of work done.

Agriculture especially should form a leading branch of vocational education in all schools.

27. Staff.—At least one qualified European Schoolmaster must be in charge of each Central School and all vocational teaching must be directed by competent European Instructors, unless special sanction has been obtained.

CHAPTER IV

Registration.

28. (1) All schools throughout the Colony shall be registered at the office of the Director of Education and shall be subject to inspection whether in receipt of grants or not. Registration forms shall be in accordance with Appendixes V, VI, VII, VIII and IX attached.

(2) All persons engaged in teaching in private schools shall be registered at the office of the Director of Education or shown in Appendixes XI, XII and XIII and their work shall be subject to inspection by accredited representatives of the Education Department.

CHAPTER V

Conditions of Grant.

29. The conditions to be fulfilled by a school in order to obtain a grant are those set forth in these Rules.

30. Duration of the Period of Educational Fund.—The duration of the Board of Education whether these conditions have been fulfilled is any year to final and complete.

31. Elementary Schools.—Schools must be established as Elementary Schools except as provided in Rules 32, 33 and 34.

32. Responsibility of Managers.—The managers must be responsible for the purchase of teachers and all other expenses of the school.

33. Minimum Number of Pupils.—Grant Schools must have not less than 100 pupils in each year. Grant Schools must have not less than 500 pupils in each year and the average daily attendance of pupils must not be less than 50 for that period.

34. Conditions as to Provision Staff, Furniture and Apparatus.—The Education Department must be satisfied—

(a) That the school premises are properly constructed, lighted, heated, drained, ventilated, and equipped with suitable desks, that they contain sufficient accommodation for the pupils attending the school, that the school staff is properly provided with teachers, books, maps and other apparatus for elementary instruction.

N.B.—The accommodation will be deemed sufficient if in schools with an average height of 10 feet it provides the following internal area for each unit of average attendance—

- (i) For pupils under 13 years of age, 9 feet square
- (ii) For pupils under 15 years of age, 12 feet square
- (iii) For pupils under 19 years of age, 15 feet square

(b) Instruction of Infants.—That in those schools where infants are under instruction, their instruction does not inter-fero with that of older pupils in the same school.

(c) Keeping of Registers.—That the admission and daily attendance of pupils are duly and carefully registered by or under the supervision of the Head Teacher and periodically certified by the Manager as correct.

d. Keeping of Accounts.—That accounts of income and expenditure are accurately kept by the Manager and duly certified and that statistical returns are accurate.

e. Employment of Head Teacher.—That the Head Teacher is not allowed to undertake duties not connected with his school that may occupy any part whatever of the school hours.

6. Attendance Defined for Purpose of Grant.—An attendance at a Primary School means attendance at regular instruction.

a. During two consecutive hours in the case of a pupil at a primary school and two and half hours in the case of Intermediate Schools.

b. During two consecutive hours in the morning or two consecutive hours in the afternoon or one hour in the case of a pupil in a central school.

No school shall be eligible for a grant for any pupil who has not attained an eighth part of the possible attendance.

7. Issuing of Transfer Certificate.—Head Teachers of schools are required in the event of a pupil leaving a school, to furnish him with a certificate giving the following particulars (see Appendix 14):

(1) The standard he passed at his last Annual Inspection and the standard in which he has been receiving instruction since that date.

(2) The number of attendances he has made during the year.

(3) Whether his conduct at school has been satisfactory.

8. Pupils not to be admitted without a Transfer Certificate.—A pupil coming from another Government or Assisted School must not be admitted without furnishing a certificate in the terms specified above.

9. Form of Transfer Certificate.—All transfer certificates shall be in the form shown herewith and must be produced to Inspector on demand.

10. Managers to attend all meetings called to be by the Education Department shall be duly made.

11. Application of Income.—The income of an Elementary School must be applied only to the purposes of Elementary education.

12. Commencement of Classes.—Where a new school shall be notified that it will appear upon the National Census and from given date and given school be provided from that date.

13. Agricultural Extension.—Government and Managers of Assisted Schools shall be open to the effect has been placed in the Income Order that some acts or Agreements with Government that are involving which has been entered for educational purposes with the aid of Government shall continue to be maintained by the Manager and need be such purposes to the satisfaction of the Board of Education by a period specified in the agreement of not less than 100 years as well as fulfill other the amount of the grant paid by Government is not of the amount thereof.

14. Date of Preparation of Report.—The Manager shall prepare due to work in the report of the Education Department upon the school has been received by the Manager within reasonable time with periodical that same grants may be paid the monthly and may be subject to verification and the other of generalization report has been received by the Manager and if the school does after date not shown marked requirements.

15. Classification of Schools.—For the purpose of setting Annual Grants all Elementary Schools shall be classified as follows:

- (1) Grant
- (2) Free
- (3) Weak

Schools which are placed in the third class above mentioned shall be immediately notified that a second meeting request shall notify the Education Department to withhold the grants without further notice.

16. Grants Payable to Schools.—The amount of grants payable to all schools are shown in the schedule herewith attached (Appendix 15).

17. Individual Examination.—The Director of Education or his representative may, at his discretion, in line of an ordinary inspection, conduct an individual examination of pupils and classify their work.

17. Prizes to Central Schools.—Three Annual Prizes in respect of each of the following subjects—

- (a) Hand and Eye Work
- (b) Industrial Work.
- (c) Agricultural Work.

will be offered for competition among the pupils of Assisted Schools having an average attendance of more than 50 standard pupils.

18. Prizes to Rural Schools.—Three Annual Prizes in respect of each of the following subjects—

- (a) Hand and Eye Work
- (b) Industrial Work
- (c) Agricultural Work

will be offered for competition among the pupils of Assisted Schools having an average annual attendance of not less than 20 and not more than 50 standard pupils.

EDUCATION DEPARTMENT

Annex to

Annual Report of Staff

1. Total No. of Staff Total No. of Pupils

(a) Teachers

(b) Officers

Teacher Staff

Officer Staff

APPENDIX II
EDUCATION DEPARTMENT

Revised 44

Annual Return of Attendance.

No.	Location of School	Rank of School	No. of Pupils on Roll	Terms (years)	Total Attendance	Average Attendance	No. of Pupils Completing 60 per cent of attendance
1							
2							
3							
4							
5							
6							

APPENDIX III
EDUCATION DEPARTMENT

Annual Plumber's Returns

(For District Schools only)

No.	Location of School	Rank of School	Plumber's Return	Plumber's Return	Plumber's Return	Plumber's Return	Plumber's Return
1							
2							
3							
4							
5							
6							

The Training of Pupil Teachers or Apprentice Teachers.

Examination of Pupil Teachers to enter

- Arithmetic.
- Reading and Colloquial English.
- Composition.
- Spelling.
- Drawing.
- Geography.
- History.
- English.
- Practical Teaching.
- Blackboard Writing.

In general applicant pupil teachers will be admitted to the work prescribed by Standard 7.

In practical teaching they will be required to give a lesson in reading, writing or arithmetic to the class which they have taught during the year.

Second year -

As above, but in the subjects of Standard 7.

Third year -

As above, but in the subjects of Standard 7 & 8.

Issue of Fourth Class Certificate.

APPENDIX 1

Course of Training for Third Class Teachers

All entries to Assisted Schools applying to be trained as teachers shall previously pass an examination based upon the Seventh Standard of the syllabus shown in Appendix II.

Note. As soon as heretofore shall be possible hand-writing and drawing shall become compulsory subjects in the curricula of Elementary Schools and Training Colleges.

COURSE OF TRAINING

1. General Principles of Instruction -
 - (1) The preparation of lessons.
 - (2) The explanation of the subject of a lesson.
 - (3) The presentation of a lesson.
2. Writing on Blackboard.
3. The Teaching of Writing.
4. The Elements of Reading.
5. Dictation - how to do it to give.
6. The Teaching of English Arithmetic.

Additional lessons should always be given under the foregoing heads.

APPENDIX 2

Suggestions for the Training of Self-taught Class Teachers

All students applying to be trained as Self-taught Class Teachers must hold Third Class Teachers Certificate & the Education Department. The course will be of three years' duration and will include the following -

1. General Studies

English Literature from suitable prose & drama.

1. English Composition and letter writing.
2. Knowledge of simple, compound and complex sentences with knowledge of the parts of speech and logical parsing.
3. Arithmetic - the whole including elementary methods, compound addition, fractions, decimals and algebra.
4. Practical Geometry and Mensuration.
5. History - duration of the Great War of Civilization. Features and details of the great nations and description of great men associated therewith. A sketch of modern times.
6. Geography - Physical and Political Geography of Europe, Africa, Asia, Australia and New Zealand. Features of the various seas and oceans, how they differ, and why they differ, habits and occupations. The climate and vegetation of the chief parts of the world.

APPENDIX 2

Executive Committee, State Council

Application for the Registration of Managers
of Airline Operators

Name of Applicant

Name of Operator

1. Whether Civil Aircraft or Military Aircraft or Seaplane

2. Age

3. Sex

4. Height

5. Nationality and Place of Birth

6. Whether Single or Married

7. Description of Subject in Applicable Regulation

8. Number of years engaged in aviation

9. Description of aviation proficiency

10. Airports to which the applicant can land, take off and

11. Airline to which now employed

12. Signature of applicant

13. Certificate that the above named applicant has been employed for

14. Reason for

15. Name is to the best of my knowledge and belief of good moral

character and is in my opinion a fit person to handle

Signature _____

Date _____

By _____

EDUCATION DEPARTMENT, BENTLEY COLLEGE

Name of Candidate registered under Aviation Section of 1925
Employed in Aircraft in the Registered District of

Name of Applicant

Registration No.

APPENDIX XVI

EDUCATION CODE

Directs up by the Principal, Alibon, Nairobi, January 18th, 1919

Syllabus arranged under each Standard.

STANDARD I

Reading.—By instruction of words by syllables. Pupils cannot pass out of this standard until they can read any individual word by breaking it up into syllables.

Writing.—Stitch, penmanship and copy letters in three lines (single bottom and the joining of two letters).

Arithmetic.—Reading and writing numbers 1 to 100. Simple addition and subtraction by means of beads, stones.

Tables.—Up to five times.

Spoken.—Rhythmic, Cultures Tests.

General Knowledge of Object Lessons.

STANDARD II

Reading.—First books use of punctuation marks, clear enunciation and smooth, accurate phrasing. (The pupils begin with easy sentences and gradually progress until at the end of the course the degree standard of reading is attained).

Writing.—Fifteen two lines. Where feasible begin using ink. All the letters write and capitals. The pupil will, however, go back to practice and penmanship at commencement of the course, using two lines. Dictation of single words.

Arithmetic.—Writing numbers up to 1000. Simple on single addition and subtraction, also multiplication and division, but only by units. Tables six to twelve times. Easy problems in mental arithmetic.

Spoken.—Use of relative cases, cases and objects. (Pupils should be allowed to bring their own objects, but will need help in choosing the most suitable. This should get become a habit and the schoolmaster must himself choose the object or objects suitable).

Grammar.—The noun, adjective and pronoun, and their agreement according to classes. Also the names and use of all parts of speech.

Swahili.—Translation of easy sentences, both written and oral.

Geography.—Preliminary lessons, in nature of simple talks about the locality and its place in the Colony, in Africa; the other Continents, the Ocean, the languages we meet, where they come from, etc., etc. The use of Maps, day and night, shape of earth, etc.

The aim in this standard is only to awaken interest and prepare the way for text book study and regular lessons.

Spoken.—Passages from Scriptures.

STANDARD III

Reading.—There need be no special reading class in this standard but during Scripture lessons or any lessons where text books are used, the pupils must be made to read in tone, fluently and accurately and above all must be able to explain in their own words the meaning of a passage read.

Writing.—Single line. Transcription of dictation, addresses, letters, composition.

Arithmetic.—Thorough knowledge of writing numbers in figures and words.

First four rules up to long division. Application of first four rules to shillings and cents. Regular exercises in mental arithmetic.

Drawing.—Simple geometrical, freehand, and objects.

Swahili.—Translation of a reader; conversation, composition, sentences.

Grammar.—(Verbs and Swahili). The conjugation of the verb and simple parsing.

Geography.—Local, and Kenya Colony.

Scripture.—St. Luke's Gospel.

STANDARD IV

Writing.—Dictation and Essays.

Arithmetic.—Application of first four rules to keeping accounts, registers, averages, unitary method (or proportions), percentages.

Geography.—The Continents and Oceans (main divisions); special study of Africa.

History.—Stories of great men.

Drawing.—As above, only more advanced.

Swahili.—Translation of a text book; conversation, composition.

Grammar.—Sub-divisions of the parts of speech; more advanced parsing.

Scripture.—St. John's Gospel.

STANDARD V

Writing.—Dictation and Essays.

Arithmetic.—Weights and measures; practice; L.C.M. G.C.M., begin fractions (vulgar); revision of past work.

Geography.—Europe and British Empire; general revision.

History.—Simple accounts of the rise of great Empires, past and present.

Drawing.—Objects, geometrical, plans to scale.

Swahili.—Good text book, composition, conversation.

Grammar.—General revision.

Scripture.—The Acts of the Apostles.

APPENDIX XVI
EDUCATION CODE.

Issued by the Postmaster-General, Natal, January 1914.

Syllabus arranged under each Standard.

STANDARD I.

READING.—By the formation of words by syllables. Pupils cannot pass out of this standard until they can read any individual word by breaking it up into syllables.

WRITING.—Drawing postcards and easy letters in three lines. Single letters and the joining of two letters.

ARITHMETIC.—Reading and writing numbers 1 to 100. Simple addition and subtraction by means of beads, stones, &c.

GRAMMAR.—Rhymes, Colours, Texts.

SCRIPTURE.—Lectures or Object Lessons.

STANDARD II.

READING.—Pupil books, use of punctuation marks, clear pronunciation and speech, separate phrasing. (The pupils begin with easy sentences and gradually progress until at the end of the course the above standard of reading is attained.)

WRITING.—Between two lines. When feasible begin using ink. All the letters words and capitals. The pupil will, however, go back to diction and postcard at commencement of the course using two lines. Dictation of simple words.

ARITHMETIC.—Writing numbers up to 1,000. Suma on notes, addition and subtraction, also multiplication and division, but only by eight. Tables etc. in twelve times. Easy problems in regular arithmetic.

DRAWING.—Use of ruler, scale, compass and objects. (Pupils should be allowed to bring their own objects, but will need help in choosing the most suitable. This should not become a hard and fast rule; the superintendent must himself choose the object in regular arithmetic.)

GRAMMAR.—Grammar. The noun, adjective and pronoun and their agreement according to classes. Also the names and use of all parts of speech.

SCRIPTURE.—Translation of easy sentences, both written and oral.

GENERAL.—Preliminary lessons, in nature of simple talks about the locality and its place in the Colony, in Africa; the other Continents, the Ocean, the frontiers we meet, where they come from, etc., etc. The use of Maps, day and night, shape of earth, etc.

The aim in this standard is only to awaken interest and prepare the way for text book study and regular lessons.

REVISION.—Passages from Scripture.

STANDARD III.

READING.—There need be no special reading class in this standard but during Scripture lessons or any lesson where text books are used, the pupils must be made to read in tone fluently and accurately and above all must be able to explain to their own words the meaning of a passage read.

WRITING.—Single line. Transcription of dictation, addresses, letters, composition.

ARITHMETIC.—Thorough knowledge of writing numbers in figures and words.

First four rules up to long division. Application of first four rules to shillings and cents. Regular exercises in mental arithmetic.

DRAWING.—Simple geometrical, free-hand and objects.

SWAHILI.—Translation of a reader conversation, composition, sentences.

GRAMMAR.—(Vernacular and Swahili). The construction of the verb and simple parsing.

GEOGRAPHY.—Local, and KwaZulu Colony.

SCRIPTURE.—St. Luke's Gospel.

STANDARD IV.

WRITING.—Dictation and Essays.

ARITHMETIC.—Application of first four rules to simple accounts, registers, averages, unitary method (or proportional, percentages).

GEOGRAPHY.—The Continents and Oceans (main divisions), special study of Africa.

HISTORY.—Stories of great men.

DRAWING.—As above, only more advanced.

SWAHILI.—Translation of a text book, conversation, composition.

GRAMMAR.—Sub-divisions of the parts of speech; more advanced parsing.

SCRIPTURE.—St. John's Gospel.

STANDARD V.

WRITING.—Dictation and Essays.

ARITHMETIC.—Weights and measures; practice; L.C.M. G.C.M., begin fractions (vulgar); revision of past work.

GEOGRAPHY.—Europe and British Empire; general revision.

HISTORY.—Simple accounts of the rise of great Empires, past and present.

DRAWING.—Objects, geometrical, plans to scale.

SWAHILI.—Good text book, composition, conversation.

GRAMMAR.—General revision.

SCRIPTURE.—The Acts of the Apostles.

STANDARD VI

WRITING.—Dissertation, Vernacular and Swahili essays.

ARITHMETIC.—Fractions, problems to test all work, compound proportion.

GEOGRAPHY.—America and Asia. Map drawing.

DRAWING.—As in Standard V.

HISTORY.—Landmarks of English History. Rise of British Empire.

SWAHILI.—Advanced translation interpretation.

SCRIPTURE.—St. Paul's Epistles.

STANDARD VII

WRITING.—Dissertation Vernacular and Swahili Essays, free writing.

ARITHMETIC.—The whole, omitting recurring decimals, compound interest, discount, stocks and shares.

GEOGRAPHY.—Revision of geography of the world with special attention to the British Empire.

DRAWING.—More advanced freehand, model and geometrical.

HISTORY.—Revision of former work. Outline of British Empire History.

SWAHILI.—Simple Swahili-English, and English-Swahili translation.

SCRIPTURE.—Vernacular Swahili and simple English.

NOTES

1. It is understood that this code will be adopted to meet special local requirements, especially in sub-division of standards.

2. The standards mark periods of progress of the pupils, and the actual time required to complete the course of any standard must depend upon local circumstances, e.g., number of hours given per day and the state of advancement of a particular tribe, some being more forward than others.

3. This code has not laid down rules for teaching English because English will be taught only in high-grade schools, where the teacher is capable of teaching it. The lines laid down for Swahili represent the courses roughly.

4. The above code is, apart from general subjects, taught to the whole school. It is understood that there will be devotional Scripture instruction given at prayers, left entirely in the hands of the local authorities. Drill should, as far as possible, follow military text books for the sake of uniformity. We hope every school will, as far as possible, introduce handicrafts, both native and European. Such subjects as hygiene, general knowledge, nature study, etc., are also left with the local authorities.

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Kenya

~~Use~~

To Director

Kenya Office for the

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N. 1557 of the 10th of

Oct, forwarding copies

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MINUTE

From Dec 5
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File
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Language

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7 Dec 1963

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The enclosed for the
Comptroller for sample to
the Civil Service Commission,
with a view to the publication
No. 1557 of the 10th of
Oct, forwarding copies
of the pamphlet "Special
verbal instructions for
Native Education in

MINUTE

Dec 5
11/5/12/

London School, boys
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