

Correspondents are requested to write
on only one side of paper, and to
address all letters: "The Director of
Education, Wellington, C.1"

Telegraphic address
"Education, Wellington."

NEW ZEALAND.

Education Department,

WELLINGTON, C.1.

3rd November 1936

Mr. R. Kodanda Rao,
Secretary,
Servants of India Society,
POONA INDIA.

Dear Mr. Rao,

Under separate cover, I am sending you, as
promised, a parcel containing specimens of our instruction
papers, enrolment forms, Monthly Circulars, and so forth.

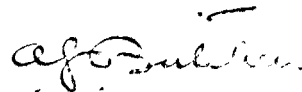
I am also enclosing some publications recently
received from Achimota Native College, on the Gold Coast
of West Africa. Although these are marked to be returned
to me, you may retain them for your own use if you wish.
They show that a very fine work is being undertaken there
for the education of native leaders of the African peoples.

I should like to thank you again for the great
pleasure you gave me through your address to the Wellington
Institute of International Affairs and in our personal
subsequent intercourse and I shall be glad if you can find
time to write to me regarding your work in India, in which
I am greatly interested.

I have arranged to have a copy of our forthcoming
annual magazine, "The Postman", forwarded to you when it is
published at the end of the year.

With kind regards,

Yours faithfully,



Headmaster, Correspondence School.

usual limits of distance
 under 7 years 2 miles
 between 7 and 11 years 3 miles
 over 11 years 3½ miles

CORRESPONDENCE SCHOOL.

3

Form of Application for Enrolment.

NOTES FOR PARENTS OR GUARDIANS.

EDUCATION by correspondence is not intended for children who can reasonably be expected to attend public school. If this application is made on grounds of ill-health, a medical certificate should be forwarded herewith, unless the home is at least four miles from the school.

The teacher of the nearest school must also sign this application if such school is less than four miles from the applicant's residence.

The form, after being properly filled in, is to be posted to THE SENIOR INSPECTOR, EDUCATION OFFICE, of the Education District in which the applicant resides. [Auckland, New Plymouth, Wanganui, Napier, Wellington, Nelson, Christchurch, Dunedin, or Invercargill.]

Please write all particulars **PLAINLY**.

Name of parent or guardian: _____

Postal address: _____

How frequently are mails received: _____

Name of nearest school: _____

Distance by road from home to nearest school: _____

Nature of the road (metalled, unmetalled, track, hilly, dangerous cliffs, &c.): _____

Is there a governess or teacher of any kind employed? _____

Who will supervise the pupil's work? _____

Will you undertake to see that each pupil devotes daily to school-lessons the time specified by the Head

Teacher of the Correspondence School? _____

Reason for not attending a school if within four miles of your residence: _____

Names (in full) of Children for Enrolment (Christian names first). <small>Underline name by which child is usually called.</small>	Age last Birthday.	Date of Birth.			Present Class.	Last School attended (if any), and Date of Leaving.	By whom (Teacher, Governess, or Parent) and on what Date was the Child promoted to his present Class?
		Day.	Month.	Year.			

Date: _____ **Signature of Parent:** _____

Certificate to be filled in if the Applicant's Residence is less than Four Miles from a Public School.

HEREBY, certify, that the above-named children cannot reasonably be expected to attend my school.
The reason is as follows: _____

(Signed) _____

Teacher of _____ School.

Recommendation and remarks by Senior Inspector: _____

Signature of Senior Inspector: _____

Decision of Department: _____

Signature of officer: _____

To be sent to The Senior Inspector of Schools. (See paragraph 1 below.)

NEW ZEALAND.—EDUCATION DEPARTMENT.

N^o 100 CORRESPONDENCE SCHOOL
(SECONDARY DIVISION).
APPLICATION FOR ENROLMENT.

N.B.—Before filling in please read page 2 carefully.

This form, when completed, should be posted to THE SENIOR INSPECTOR, EDUCATION Office [Auckland, New Plymouth, Wanganui, Napier, Wellington, Nelson, Christchurch, Dunedin, or Invercargill] of the Education District in which the applicant resides. Page 3 of the form, together with the book-order, should be posted at the same time direct to the Headmaster, Correspondence School, Education Department, Wellington.

Name of parent or guardian: _____
Postal address: _____ Railway Station: _____
Nearest post-primary school: _____ Distance from home by road: _____
Nature of the road (metalled, unmetalled, track, hilly, dangerous cliffs, &c.): _____

Special Information re Railway Facilities.

- (a) Distance of home from station: _____ miles.
- (b) Distance of post-primary school town by rail: _____ miles.
- (c) Train leaves home station for post-primary school town _____ a.m.; arrives _____ a.m.
- (d) Train departs from post-primary school town _____ p.m.; arrives home station _____ p.m.

Nearest primary school: _____ Grade of school: _____ Distance from home: _____

Teacher in charge of primary school: _____

Who will supervise the pupil's work? _____

Will the supervisor undertake to see that each pupil devotes daily to school-lessons the time specified by the Headmaster of the Correspondence School? _____

Has the pupil previously attended a post-primary school? _____

If so, please give on a separate sheet full particulars, including (a) name of school; (b) duration of attendance thereat; (c) subjects studied and stage reached in each. (Please send, if possible, copy of last school report.)

Does the pupil suffer from any physical disability? If so, please state its nature: _____

Which course of instruction does the pupil wish to take? (Strike out all but the course desired.)

- A. B. C. D.

(Full information in regard to the courses is supplied on page 2 of this Form.)

For how many years does the pupil intend to continue his or her post-primary studies? _____

Names (in full) of Children for Enrolment. (Surname last.) <small>(Underline Christian name usually used)</small>	Age last Birthday.	DATE OF BIRTH.			Last School attended, and Date of Leaving.	Date when, and School in which, Proficiency Certificate or Senior Free Place obtained.
		Day.	Month	Year of Birth.		

Date of application: _____ Signature of parent or guardian: _____

Recommendation, and remarks by the Senior Inspector—e.g., course of instruction most suitable for pupil: _____

Grading No. of primary teacher: _____

Signature of Senior Inspector: _____

Decision of Department: _____

TO BE RETAINED BY THE PARENT.

**Education Department's Correspondence School.
SECONDARY DIVISION.**

INFORMATION IN REGARD TO COURSES OF STUDY.

The Secondary Division of the Correspondence School does not enrol young persons that can reasonably be expected to attend a post-primary school (Secondary, Technical, Combined, or District High School).

Pupils holding Proficiency Certificates are entitled to three years' tenure of their junior free place in the Secondary Division of the Correspondence School.

Pupils holding Certificates of Competency may be enrolled provided they are fourteen years of age and are not within convenient reach of a District High School.

In order to qualify for a Senior Free Place (Intermediate Certificate) they must include in their course of study English, History and Civics, Arithmetic, and a Science subject. The Science subjects taught by correspondence are Agriculture, Home Science, and Hygiene. At least one of these three subjects must therefore be included in the course.

Provision is made for pupils who fail to qualify for a Senior Free Place at the end of their third year to continue as fee-paying pupils, if desired, until such time as they obtain the Intermediate Certificate. The fees in such cases are those payable in the secondary departments of District High Schools—namely, 15s. per term, payable in advance.

Pupils holding Intermediate Certificates are entitled to continued free secondary education until the end of the term in which they become nineteen years of age.

Pupils are classified A, B, C, or D according to the courses studied, as follows:—

COURSE A.—Course A fulfils the requirements for all the following certificates and examinations: Intermediate, School, and Higher Leaving Certificates, and University and Training College Entrance Examinations.

The subjects suggested for this course are English, History, Geography, Arithmetic, Algebra, Geometry, Latin, and a Science subject; also, for pupils intending to become teachers, Drawing. Girls may study Needlecraft in addition, if desired.

Notes.—(1) French may be substituted for Latin, but Latin is recommended owing to the special difficulty of teaching French pronunciation by correspondence. This will be met as far as possible by a series of broadcast lessons. Pupils studying French should therefore be in a position to listen to broadcasts from 2YA, Wellington, if arrangements for such can be made.

(2) The sciences taught are Agriculture, Home Science, and Hygiene. The Correspondence School course in Agriculture is a very good one and has been successfully taken right through to the Matriculation stage by girls as well as boys. The course in Home Science is for girls only. This subject presents special difficulties when taught by correspondence, the chief of which is that of carrying out the necessary laboratory work in Physics and Chemistry. The Correspondence School endeavours to overcome this difficulty by assembling pupils who have satisfactorily completed at least one and a half year's work in this subject, for one week's intensive laboratory work at a neighbouring high school, which parents and pupils must be prepared for in the second or third year of the course. Similar arrangements are made in the case of pupils studying Agriculture.

Hygiene is definitely the least difficult of the three science subjects. It includes the study of physiology, the laws of health, and first aid, and is recommended as an excellent subject for its own sake. Hygiene is not a Matriculation subject, but satisfies the requirements of the Free Place regulations regarding the study of Science. It may be presented also for the School Certificate Examination.

COURSE B in future will be a special course for girls only, fulfilling the requirements for Intermediate, School, and Higher Leaving Certificates, and for University Entrance (Matriculation), but not for the Training College Entrance Examination.

It consists of the following subjects: English, History, Geography, Arithmetic (*without* Algebra or Geometry), Latin, Home Science, Hygiene, Needlecraft.

Note.—French may be substituted for Latin, but see Note (1), Course A, above.

COURSE C is sufficient for Intermediate, School, and Higher Leaving Certificates. This course is strongly recommended for all girls and boys who do not require to matriculate, but wish for a sound, cultural, and practical secondary education. It does not admit to the University.

The subjects suggested are English, History, Geography, Arithmetic (*without* Algebra or Geometry), Agriculture, Hygiene, Needlecraft (for girls), Drawing, Book-keeping.

Note.—(1) Agriculture is optional for girls, but compulsory for boys, unless special exemption is granted by the Headmaster.

(2) Book-keeping and Drawing are optional, and one or both may be omitted from the course.

(3) Needle-craft and Hygiene must be studied by all girls taking this course.

COURSE D.—Course D is an abbreviated course consisting of English and one or more special subjects in addition. It is intended for pupils who are unable to devote full time to study and can only be taken by special permission. It must be emphasized that this is not an examination course, and that it is not sufficient for Intermediate Certificate (Senior Free Place).

GENERAL COMMENTS

(1) Experience has shown definitely that pupils of the Secondary Division of the Correspondence School *make the best progress studying privately in their own homes*, given the following conditions:—

- (a) The pupil must be provided with a satisfactory room in which to study.
- (b) A reasonably large table or desk of the proper height should be provided, with suitable chair.
- (c) The lighting should be good and the pupil's table or desk should be placed so that the light shines from the left upon the pupil's work.
- (d) Parents must undertake to see that the pupil has full time in which to undertake the work—namely, five hours daily from Monday to Friday. A detailed time-table of studies is provided as a guide for parents and pupils.

(2) Parents are strongly urged to consult the Headmaster regarding their children's courses of study. If an indication is given of the length of time for which it is expected they will continue their secondary education (whether wholly by correspondence or partly by correspondence and later at a secondary school), and of the subsequent occupation or career towards which they wish their children's education to be directed, a suitable course will be planned and the parents advised accordingly.

(3) The number of years normally required from the Proficiency Certificate standard to qualify for the various certificates and examinations is as follows:—

For Intermediate Certificate: From two to three years.

For School Certificate and University Entrance Examination: Four years.

For Higher Leaving Certificate and Training College Entrance examination: Five years.

This sheet to be detached and posted to—

The Headmaster, Correspondence School,
Education Department,
Wellington.

6.

N^o .00

NEW ZEALAND.—EDUCATION DEPARTMENT.

CORRESPONDENCE SCHOOL.—SECONDARY DIVISION.

NOTE.—This advice form is to be posted **direct** to the Headmaster, Correspondence School, Wellington, at the same time as the formal application for enrolment is forwarded to the Senior Inspector of Schools for the district in which the pupil resides. Any books required should be stated below, and payment in accordance with the book-list supplied herewith made by money-order or postal notes sent with this advice.

THE HEADMASTER,
CORRESPONDENCE SCHOOL,
EDUCATION DEPARTMENT,
WELLINGTON.

I have to advise you that I have to-day forwarded to the Senior Inspector of Schools at _____ an application for the enrolment of my [son] [daughter] _____ as a pupil in the Secondary Division of the Correspondence School.

If the application for enrolment is accepted, please supply the undermentioned books and stationery, for which I enclose _____ for £ / / as payment.
(Orders, Postal notes.)

Signature of parent: _____

Full postal address: _____

Date: _____, 193 _____

PARTICULARS OF APPLICATION.

Course of study applied for (Strike out all but one):

A. B. C. D.

Number of years the pupil intends to pursue his or her post-primary studies: _____

LIST OF BOOKS, ETC., REQUIRED.

N.B.—As many of the text-books used by the Correspondence School are obtainable **only from the School Book Store**, parents will save themselves much delay and disappointment by sending their book orders direct to the School. In cases where the selection of the subjects of study is left to the Headmaster it is suggested that parents forward the sum of thirty shillings on account, the balance, if any, to be remitted immediately the books and requisites are received from the Correspondence School. A copy of the book-list is enclosed herewith.

