

CITY OF LEEDS TRAINING COLLEGE .

DETAILS OF ADMINISTRATION AND FINANCE.

HEATING.

Necessary Officers.

One responsible Engineer and one Assistant Engineer have been appointed. They hold full time appointments. Each Engineer has two half days off duty weekly, by mutual arrangement. The Engineers should not leave the estate, without permission, at any time, other than the two half days mentioned above. On no occasion are the two Engineers to be away together.

General Duties.

The Engineers must exercise the greatest care in regard to fuel consumption. They must ascertain the time or times of the day when most heat is required in any particular block of buildings, and arrange the heating accordingly. The heat must be turned off in the various sections when not required. The Engineers must work with slow fires, whenever possible, and arrange the automatic regulators accordingly; for instance, very little heat will be required in the Educational Block after 1 o'clock, except on special occasions, and very little heat will be required in the Halls of Residence between breakfast time and mid-day. The boilers should be slowed down in the evening and banked up ready for quickly warming the Halls of Residence by 8 o'clock in the morning, and the College Block by 8.30 o'clock in the morning.

The Engineers are responsible for maintaining an efficient supply of hot water for domestic work in connection with the various kitchens, lavatories, etc. in the Halls of Residence and in the College Block.

Coke only must be used for Coke Boilers.

The Engineers will live on the Estate, and must never leave the premises, except by arrangement with the Secretary.

Special Duties of Chief Engineer.

The Chief Engineer is to requisition all fuel, and forward the requisitions to the Secretary. Care must be taken that an ample supply of coal and coke is on the premises during the Winter season to ensure the continuous running of the various boilers during a time when it may be difficult to obtain fuel on account of heavy falls of snow, keen frosts, etc.

The coal and coke will be put into the cellars by the Firemen, and in winter time the Gardeners will be required to assist the engineers in firing and cleaning the boilers in the Halls of Residence. In addition, the engineers will be responsible for firing the boilers of the Laundry and the Swimming Bath.

It will be the Chief Engineer's duty to attend to minor repairs in connection with the Heating, Electric Lighting, Motors, Machinery, etc. He must report without delay to the Secretary any repairs which he is unable to carry out himself.

The Chief Engineer must see that all sections of the various heating installations are working correctly, and he will be expected to maintain 60 degrees of heat throughout the coldest weather during the time the buildings are in occupation. He will be responsible for the proper cleaning of all boilers and boiler flues, valves, fittings, etc., and must, whenever possible, carry out his own repairs, with the aid of the Assistant Engineer.

The Chief Engineer should carefully watch all Steam Gauges, Altitude Gauges, Thermometers, Regulators, and Dampers, Safety Valves, etc., and he must regularly and carefully inspect the whole of the Heating Apparatus in the various blocks of buildings on the Estate.

The Chief Engineer must carefully check all delivery notes for fuel, sign them, and hand them in at the Administration Office of the College.

#### CLEANING OF THE COLLEGE BLOCK.

Staff required. Women are required for sweeping and cleaning the College Block.

Hours of work. The women will work from 6.30 a.m. to 8.30 a.m. and from 1 p.m. to 5.30 p.m. and on Saturday from 6.30 a.m. to 8.30 a.m. and from 9 a.m. to 12 noon.

Remuneration. Their remuneration will be at the rate of 4d. per hour.

#### FLOOR POLISHING.

Staff required. Four men are necessary for ronuking the College Block and the eight Halls of Residence. They will work under the control of Rockcliff who is an experienced ronuker and who has been in the Committee's service doing this class of work for some time.

Arrangement of work. The hours of work will be from 6.30 a.m. to 8.30 a.m. in the College Block, from 9 to 12 in the Halls of Residence, and from 1 to 5.30 in the College Block, and on Saturdays from 6.30 a.m. to 8.30 a.m. and from 9 a.m. to 12 noon.

A time-table is arranged allotting to each ronuker a specified section of work, and Rockcliff, the chief ronuker, will see that this Time-table is followed.

Remuneration. The ronukers are paid a wage of 26/- per week, but the wage of Rockcliff, the foreman ronuker, exceeds this figure in view of his greater responsibility, and of the fact that he is required to train new hands.

The working ronukers will be required to make themselves generally useful at all times and to turn their hands to any other branch of work as required during vacation.

## GARDENS AND GROUNDS.

### Staff required.

A Head Gardener has been appointed. He has the assistance of four or five Labouring Gardeners, and one or two strong youths.

### Duties.

The duties of the Staff will be to attend to the garden beds, etc., to maintain the playing fields, pitches, and roads, and to do any odd jobs outside these duties.

The Head Gardener lives on the estate and may be called upon for special duty at any time when required by the Secretary.

It will be the duty of the Labouring Gardeners and the strong youths, according to a time-table, to put the coal and coke into the cellars at all times, and to place in each Hall daily, sufficient coal for all fires. They will also assist in firing the boilers and in such other work as may be necessary, on Saturday afternoons or Sundays. It is distinctly understood that the gardeners are not allowed to take away fruit, flowers, or plants from the estate.

### Hours of work.

The hours of work of the staff will be 6.30 a.m. to 8.30 a.m. and 9 a.m. to 12 a.m. and from 1 p.m. to 5 p.m. Saturdays 6.30 a.m. to 8.30 a.m. and 9 a.m. to 12 noon.

The hours will be subject to alteration at the discretion of the Secretary for Education as it will be necessary for one or more of the gardeners to assist with boiler work during the winter season.

### Remuneration.

These men are paid a standing wage, no time being deducted for wet weather, as they are liable to be called upon at any time for special work, particularly in winter. During wet weather, the gardeners are called upon to saw or split wood for fire-wood, prepare stakes, or to do anything that may be required.

The Head Gardener is paid at the rate of 36/- a week. A house is also provided for him in return for the special duties which he undertakes as lodge-keeper. The labouring gardeners are paid the standing wage of 26/- a week.

## HORSES AND CARTS.

Most of the carting on the estate is undertaken by the gardeners. Two horses and a pony are kept for general carting, cutting lawns, and for collecting and delivering the work of the Laundry, etc.

## COLLEGE ATTENDANT.

A College Attendant has been appointed at a wage of £90 a year.

He is responsible for the reception, distribution and sale of stores, books, materials, etc.

He is required to see that the cleaning is done in the day time (without electric light) and when the rooms are empty. The cleaning of the Educational Block will be undertaken after 1 p.m. and only the dusting will be left over until the following morning, when this should be completed by 8.30 a.m. The floor polishers will work in the College Block until breakfast time and in the Halls of Residence from breakfast time until dinner time, returning to the College Block immediately after dinner.

The Attendant must carefully watch all taps and switches with a view to prevent waste of water, electric light and gas. It will be his duty to go round the various buildings to see that all is safe and that all lights are out before the buildings are locked up for the night. The Attendant will report immediately to the Secretary all items of damage and, wherever possible, find out how the damage has been caused. All repairs etc. required either to buildings or to fittings must be reported to the Secretary without delay. The Attendant will see that all inkwells are kept clean and supplied with ink.

The Attendant will be expected to carry out any special duty required by the Principal or the Lady Vice-Principal. It is clearly understood that the Attendant will be expected to do his share of work and not to walk about as "a Supervisor".

#### THE LAUNDRY.

A Manageress has been appointed to control the Laundry at a wage of 34/- a week. She has the assistance of 14 laundry hands and one man who has charge of the machines and heavy washer. The Manageress is held responsible for the running of the Laundry, including the control of the Staff, the cleanliness of the building, and the condition of the machinery. The Laundry is conducted on business lines, as a commercial undertaking. A tariff of charges, similar to tariffs obtaining in commercial laundries, is adhered to, and a record of the monetary value of the work done is kept. A strict check on the work of the laundry is in this way made possible. It can be ascertained at any moment how much the laundry is costing, and what saving is being effected by reason of the work being done in our own laundry.

#### GAMES PAVILION.

The Assistant Engineer is provided with living accommodation in the Games Pavilion. In return, he is responsible for keeping the Pavilion clean.

#### SWIMMING BATHS.

Mr. Boyd, the Swimming Instructor, is held responsible for the cleanliness and general condition of the Swimming Bath. The filling and emptying of the Bath is under the control of the Chief Engineer, whose duty it is to see that there is no waste of water, and that the water-meters are recording correctly.

### WATER, GAS, AND ELECTRIC METERS ON THE ESTATE.

The Chief Engineer is held responsible for taking accurate readings monthly of the above-named meters. The records provide reliable data for making comparisons as to cost between the various Halls.

### LODGES AND COTTAGES ON THE ESTATE.

- (a) The Chief Engineer lives in the cottage in the wood.
- (b) The Head Gardener lives in the North Lodge at the Churchwood Avenue entrance.
- (c) The Assistant Engineer lives in the Games Pavilion.
- (d) The Head Romker lives in the South Lodge at the entrance to the main drive.

The wives of the above men are responsible for the opening and closing of the gates.

### ADMINISTRATIVE AND FINANCIAL WORK.

#### Admission of students.

Forms of Application for admission to the College are issued from and returned to the Education Department.

#### Interview.

After examination of the Forms, suitable candidates are selected for interview with the Principal at the College. A member of the office staff is in attendance at the Training College when the interviews take place to make notes on the applications and to settle any questions as to qualifications, etc. The travelling expenses of candidates are paid at the time of interview, and arrangements are made for examination by the doctor.

#### Medical Examina- tion

On the day of the interview, the doctor makes out a Report on each candidate, which is forwarded to the Board of Education. Arrangements are also made for any further Medical Examination which may be found necessary. Communications are subsequently sent to candidates as to acceptance or otherwise.

#### Corres- pondence and Returns.

The Application Forms are received on and after the 1st October in each year, and the work in connection with such Forms, continues until the list of accepted candidates is officially closed in August of the following year. Correspondence relating to the Applications is conducted by the Secretary for Education.

The Board of Education require to be furnished with a Schedule shewing, (a) the names of students who have applied for admission to the College, (b) the Secondary School or Pupil Teacher Centre attended, (c) the name of the Elementary School to which the student is attached, and (d) information as to whether the candidate is presenting the Preliminary Examination for the Certificate as the qualifying Examination.

Circulars giving information as to the re-opening of the College, the date fixed for students to enter upon residence, together with particulars as to clothing required, etc. are issued to the accepted students from the Education Department.

College Fees.

The fees for the College are £20 for each year of training. The College has accommodation for 480 students, and the fees due each year amount approximately to £9,600. The students are required to pay the fees by remittance payable to the Secretary for Education, Education Department, Leeds.

Government Grants.

The Claims upon the Board of Education for the Government Grants due to the College are made by the Secretary for Education. As the Government Grants are £53 per annum for Men Students and £38 per annum for Women Students, the total annual sum receivable from the Board of Education will approximate £20,940, viz.

180 men	@	£53	=	£9,540
300 women	@	£38	=	<u>£11,400</u>
				<u>£20,940</u>

Total of Fees and Grants.

Assuming the College always to have its full complement of students, the total annual income in Fees and Government Grants will be £30,540.

Loans to Students.

Applications for loans to enable students to pay the College Fee are made on a special form issued from the Education Department. These Forms are returned to the Education Department where the applications are summarised and memoranda prepared for the Higher Education and Training College Sub-Committee.

Enquiries.

Letters of enquiry from intending students are received at the College or at the Education Department. Replies, and general correspondence regarding the applications, are dealt with by the Secretary for Education.

Staff Appointments.

Applications for appointment on the Teaching, Domestic, or Outside Staff are received at the Education Department. The applications are summarised and memoranda prepared in the Education Department.

School Practice.

The selection of Demonstration Schools, the arrangements for giving the students facilities for practising teaching in the various Elementary Schools of the City, and for the attendance at the College of groups of scholars in connection with the Criticism Lessons are made under the direction of the Secretary for Education. Notifications of the arrangements made are sent to the Head Teachers of the Schools concerned and to the Board of Education.

Reservation of Places.

The correspondence relating to the reservation of places at the College for students from the areas of the West Riding County Council and the Halifax County Borough Council is conducted by the Secretary for Education. By arrangement, a representative of the West Riding Education Committee attends at the College when West Riding candidates are interviewed.

Record of  
Students'  
Careers.

Records of the careers of the students are kept at the Training College under the direction of the Secretary for Education. The past students are requested each year to supply information as to their addresses, present Schools, and any qualifications obtained since leaving the College.

Board of  
Education  
Requirements,  
Correspondence,  
Returns,  
etc.,

The correspondence with the Board of Education is conducted by the Secretary for Education.

The Board of Education require about 60 Returns a year, and the majority of these returns are made in respect of each student, and not on the students as a whole. A single Return for the College in respect of each student involves 480 entries. These returns, of course, must be prepared in duplicate.

Copies of the Time Tables of Work, etc. for the Board of Education are prepared in the Education Department.

Special Time Tables are required on Forms supplied by the Board for the instruction in Science, Hygiene, Physical Exercises and Drawing.

At the end of the course of training the Board require a report on the attendance of the students at Practising Schools, at Criticism Lessons and at the Demonstration Schools.

Returns as to illness and absence of students must be kept not only for College use, but also for the information of the Board of Education.

The Board require at the end of each year to be furnished with lists of students, shewing the College classification in each subject of the Final Examination. Special schedules are provided for Singing, Drawing, Elementary Science, Reading and Repetition, Teaching, Needlework, Physical Training.

The Staff Register supplied by the Board of Education is kept by the Secretary for Education. Full particulars of the career, qualifications and experience of each member of the Staff are entered, together with the salary paid, the duties undertaken and the subject or subjects for which responsible.

The following Returns required by the Board of Education are also prepared under the direction of the Secretary for Education:

(a) Annual Return giving information in respect of the College and the Halls of Residence as indicated below:-

1. Notes on the absence of Staff during the year.
2. Particulars of alterations or additions to premises.
3. Amount spent on the Library during the year.

4. Medical Reports on
    - (a) Sanitary conditions.
    - (b) Sufficiency and suitability of the Dietary.
    - (c) Sufficiency of opportunities at the disposal of students for Recreation and Exercise.
    - (d) General Health of the students during the year.
    - (e) Number of students in training.
  5. Report on Technical Work.
  6. Copies of any printed reports.
  7. Copies of College Rules, printed or otherwise.
- (b) Return, on Form 2 T.C. at the commencement of each Session, in respect of each student admitted to the College, in which particulars are required as to the date of birth, the Qualifying Examination passed, Secondary School attended, experience in Elementary Schools, etc.
- (c) Return, on Form 2aT.C. in respect of each student at the end of the College Course, including report on character, conduct, and attention to duty, and the address to which the student desires the result of the Examination to be sent,
- (d) Return on Forms 76 T.C. in connection with the claim for the Balance of Grant due at the end of each Session. Records of the absence of students must be included in this return and where necessary medical certificates must be attached.
- (e) Financial Return with Statement of Accounts for the Training College and for each of the Hostels.
- (f) Preparation of Students' Indentures on entering the College. The Indentures are signed by the students and afterwards sealed with the Common Seal of the Leeds City Council.

#### SUPPLIES.

##### Food.

All requisitions for Food Supplies for the Halls of Residence are forwarded to the Secretary for Education at the Education Department. If approved, orders are placed with the various tradesmen.

On delivery at the Halls of Residence, the goods are checked with the invoices or delivery notes. The invoices when certified by the Housekeepers are forwarded to the Secretary for Education who must be notified at once in the event of any omission or unsatisfactory supply.

The invoices are subsequently checked at the Education Department to see that they agree with the official orders. If satisfactory they are summarised and passed forward for payment.

Separate Accounts, under the direction of the Secretary for Education, are kept for each Hall of Residence.



Fuel.

All requisitions for Fuel are forwarded to the Education Department by the Chief Engineer. After scrutiny, the orders are placed with the Committee's Contractors. The same procedure as regards checking and payment is adopted as in the case of the Food Supplies.

Stationery,  
Apparatus,  
Furniture,  
etc.

Requisitions for Stationery, Books, Instruments, and apparatus required in the Training College or in the Halls of Residence, are forwarded by the Principal to the Secretary for Education at the Education Department. The same procedure with regard to the orders is followed as in the case of Food Supplies and Fuel.

Repairs.

Reports as to repairs necessary at the Training College or at the Halls of Residence must be made to the Education Department.

Checking  
Crockery  
Utensils  
etc.

A monthly or terminal check must be made of all crockery and domestic utensils in each Hall of Residence.

STOCK.

With 480 students the keeping of the stock of books, stationery and apparatus necessarily entails a considerable amount of labour. A Clerk receives the stock, checks the supplies with the invoices, reports any discrepancies, distributes the stock to the staff and students, as required, and keeps the stock record books.

COSTING.

All books of accounts with reference to the working of the College and Halls of Residence are kept in the Education Department. A complete system of costing is kept for all heads of expenditure, including staff, food, fuel, lighting, heating, cleaning, repairs, and educational requisitions, etc.

CITY OF LEEDS TRAINING COLLEGE.

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HALLS OF RESIDENCE.

INSTRUCTIONS FOR THE GUIDANCE OF HOUSEKEEPERS.

HOUSEKEEPERS.

1. Each Housekeeper is responsible for the domestic arrangements of the Hall in her charge, including the control of the domestic staff.
2. Each Housekeeper will order all goods required within her Hall, and she will sign the requisitions for the orders.
3. The requisitions when signed are to be forwarded to Mrs. Jackson in the case of the Men's Halls, (and to Miss Roberts in the case of the Women's Halls.) This is necessary in order to secure uniformity of cost under all heads of expenditure. Mrs. Jackson and Miss Roberts will subsequently transmit the requisitions to the Secretary.
4. Requisitions, or communications between Housekeepers, should only be conveyed by servants when enclosed in an envelope.
5. Each Housekeeper must check, on delivery, all goods with the invoices or delivery notes. This should be done to ascertain the quantity, weight and quality of the goods. Any cases of supply of unsatisfactory provisions, butchers' meat, etc., should be immediately reported to the Secretary.
6. Where an invoice or a delivery note is not sent, particulars should be kept of the quantity and weight of the goods supplied and a note of the omission should be at once forwarded by the Housekeeper to the Secretary.
7. All invoices and requisitions duly certified by the Housekeeper must be forwarded to the Secretary not later than Wednesday of each week.
8. Any request made by the Resident Tutors, if considered reasonable, should be carried out; if considered unreasonable, should be reported to the Secretary.
9. Each Housekeeper will take breakfast and dinner with the students in order that she may control the domestic staff and arrangements during the meals. She will also control the arrangements for tea and supper, but may take these meals in her own room.
10. The Housekeeper must never be absent from the Hall, either during Session or Vacation, without leaving the Assistant Housekeeper in charge.
11. As far as possible late entertainment such as Theatres and Concerts should be left for the time when the College is in vacation.

12. It is not at present proposed to make any definite rule as to the number of visitors allowed, but to leave this to the good sense and judgment of the Housekeepers. Housekeepers, however, are not permitted to provide meals regularly or to accommodate even for a night a relative or a friend unless previous sanction has been obtained from the Secretary.

The above applies also to the Assistant Housekeepers.

13. Tea and Supper for the Tutors are to be served in the Tutor's sitting room on the ground floor. Should the Tutor whose sitting room is on the first floor desire on rare occasions to entertain a friend, it is assumed that the Housekeeper will be prepared to oblige her.
14. In case of a student's illness the Housekeeper is responsible for his or her treatment, and for the carrying out of any instructions which the doctor may give. The Tutors doubtless will be anxious to interest themselves in each case outside this responsibility.
15. Any communication between the Housekeeper and the Tutor should be made personally, and should not be conveyed by Maids or Students.
16. It is the duty of each Housekeeper to see that strict attention is paid to economy in lighting of the Hall and in the use of fuel.
17. Each Housekeeper must check once a month, or at least once a term, all Crockery, Cutlery, and domestic utensils, and report to the Secretary any deficiencies. The inventory must also be kept up to date.
18. The appointment and dismissal of Housekeepers, Assistant Housekeepers and Maids, is vested in the Secretary.
- The Secretary, however, will place the responsibility for the appointment and dismissal of all maids with the Housekeepers who are expected to take an interest in the well-being of the Maids; but a Housekeeper must not engage a Maid who is, or has been, at another Hall, without the sanction of the Secretary.

#### MAIDS.

19. All Maids in the Halls may use the main drive or the back drive, and must pass directly to their respective Halls. They must keep to their own side of the main quadrangle.
20. Maids are not allowed to have visitors, except very near relatives visiting Leeds from a considerable distance. They are also not allowed to be met or to be accompanied by friends or other persons on the College estate, that is, beyond the Entrance Gates.
21. Maids must keep to their own Hall and must not visit other Halls, unless sent with a written message by the Housekeeper.

GENERAL.

22. No nail or drawing pin is allowed to be driven into any wall or woodwork in the Hall. This is for the protection of the building, and any infringement of this rule should be dealt with at once and reported to the Secretary.
23. Each Housekeeper is held responsible for the careful and considerate use of all furniture or equipment within the Hall, and any rough usage must be reported at once to the Secretary.
- Each student is held responsible for any damage done to any article of furniture, fitting or equipment in his or her own room, and the Housekeeper must require the student to make it good.
24. When necessary, coals will be carried into the Hall between 7 and 8 a.m. and 4.30 and 5.30 p.m. by one of the workmen on the Estate.
25. Contracts will be obtained for cleaning the windows.

CITY OF LEEDS TRAINING COLLEGE.

DIETARY.

Halls of Residence for Women.

Day	Breakfast	Dinner	Tea	Supper
Sunday	Porridge, Ham and Tongue, Bread and Butter, Marmalade, Coffee	Cold Sirloin, Cucumber and Onions, Mashed Potatoes, Gooseberry Tart, Custard.	Teacakes, Jam, Bread and Butter, Tea.	Milk, Bread, Butter Cheese
Monday	Porridge, Bacon, Bread and Butter, Syrup, Tea.	Roast Pork, Potatoes, Apple Sauce, Savoury Pudding, Milk Pudding.	Bread and Butter, Cake, Tea.	Milk, Cheese, Biscuits Open Jam Tarts.
Tuesday	Porridge, Potted Beef, Marmalade, Syrup, Bread and Butter, Tea.	Cold Mutton, Mint Sauce, Mashed Potatoes, Rice Pudding, Stewed Rhubarb.	Bread and Butter, Jam, Tea.	Milk, Bread & Butter, Tinned Fruits.
Wednesday	Porridge, Bacon, Coffee, Bread & Butter, Marmalade.	Roast Beef, Cabbages, Potatoes, Jam Roll, and Sauce.	Bread and Butter, Cake, Tea.	Milk, Cocoa, Bread, Butter, Cheese.
Thursday	Porridge, Fish, Bread, Butter, Marmalade, Tea.	Haricot Mutton, Potatoes, Bread and Butter Pudding.	Cake, Bread and Butter, Tea.	Milk, Pasties, Bread and Butter.
Friday	Porridge, Sausages, Bread and Butter, Syrup, Coffee.	Roast Beef, Cauliflower, Potatoes, Rice Pudding, and Stewed Prunes.	Bread and Butter, Jam, Tea.	Milk, Cheese and Biscuits, Bread and Butter.
Saturday	Porridge, Ham, Syrup, Bread and Butter, Tea.	Roast Mutton, Carrots, Onion Sauce, Potatoes, Rhubarb Tarts.	Cakes, Bread and Butter, Tea.	Milk, Potted Meat, Pasties, Bread & Butter

NOTE: The above is a typical week's dietary. Monotony is avoided by arranging that the dishes on any one day of the week are not repeated on the corresponding day of the following week. In addition every care is taken to give as much variety as possible. The dietary is, of course, varied according to the season of the year.

CITY OF LEEDS TRAINING COLLEGE.

DIETARY.

Halls of Residence for Men.

Day	Breakfast	Dinner	Tea	Supper
Sunday	Sausages, Bread and Butter, Marmalade, Tea.	Cold Roast Beef, Mashed Potatoes, Pickled Beetroot, Apple Tart and Custard.	Brown and White Bread and Butter, Coconut Cake, Strawberry Jam,	Potted Meat, Bread and Butter, Cheese, Hot or Cold Milk.
Monday	Porridge and Milk, Bacon, Bread and Butter, Tea.	Roast Mutton, Cabbage and Potatoes, Marmalade Pudding, Custard Sauce.	Bread and Butter, Jam, Gingerbread, Tea.	Hot and Cold Milk, Bread and Butter, Shepherds Pie.
Tuesday	Porridge and Milk, Boiled Ham, Bread and Butter, Coffee.	Roast Beef, Cabbage and Potatoes, Steamed Bread Pudding, Custard Sauce.	Bread and Butter, Jam Turnovers, Tea.	Bread and Butter, Cheese, Milk - Hot or Cold.
Wednesday	Porridge and Milk, Fried Bacon, Bread and Butter, Tea.	Roast Mutton, Peas, Potatoes, Steamed Apple Pudding, Sweet Sauce.	Tea, Bread and Butter, Jam, Currant Buns.	Hot Pot, Bread and Butter, Milk - Hot or Cold.
Thursday	Porridge and Milk, Cod Fish Steaks, Bread and Butter, Coffee.	Stewed Steak, Carrots and Turnips, Potatoes, Rice Pudding, Stewed Fruit.	Brown and White Bread and Butter, Buttered scones, Tea.	Hot Pot, Bread, Butter, Cheese, Milk.
Friday	Porridge and Milk, Fried Bacon, Bread and Butter, Tea.	Boiled Mutton, Onion Sauce, Peas, Potatoes, Raisin Pudding, Custard Sauce.	Bread and Butter, Jam, Tea.	Bread and Butter, Cheese, Hot and Cold Milk.
Saturday	Porridge and Milk, Boiled Ham, Bread, Butter, Coffee.	Roast Mutton, Potatoes, Sago Pudding, Stewed Prunes.	Brown and White Bread and Butter, Jam Tartlets.	Bread and Butter, Cheese, Milk.

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CITY OF LEEDS TRAINING COLLEGE.

ADMISSION OF STUDENTS.

Candidates for admission to the College as Two Year Students must, as a rule, be over 18 years of age on the 1st of August in the year of admission to the College, and must have passed within two years and six months of their admission one of the qualifying Examinations set out in Appendix A (I.) of the Regulations of the Board of Education for the Training of Teachers.

The following are the principal qualifying Examinations:-

- (a) The Preliminary Examination for the Certificate which is conducted by the Board of Education.
- (b) The Matriculation Examinations of the University of London and of the Joint Matriculation Board of the Universities of Manchester, Liverpool, Leeds, and Sheffield.
- (c) The Cambridge Senior Local Examination and the Oxford Senior Local Examination.

Candidates offering either of the Local Examinations must have been placed in the Pass List and have satisfied the Examiners in the following subjects:-

- (i) Arithmetic
- (ii) English Language and Literature
- (iii) English History
- (iv) Geography
- (v) Either Mathematics, or Botany, or Chemistry, or Physics, or a Language other than English.

The above list of subjects applies to candidates who took either of the examinations after the 1st August, 1911.

Candidates who, during the three years immediately preceding their admission, have been in regular attendance at a Secondary School which is on the list of Secondary Schools recognised as Efficient, may be admitted as Two Year Students if they are over 17 years of age on the 1st August in the year of admission and have passed one of the necessary qualifying examinations.

Every candidate who is admitted to a Training College is required by the Board of Education to enter into an agreement to serve as a Teacher in an "Approved School" for a term of years after leaving the College.

The term "Approved School" includes any Public Elementary School, and any School certified under the Elementary Education (Blind and Deaf Children) Act, 1893, or under the Elementary Education (Defective and Epileptic Children) Act, 1899, and any Poor Law School, Certified Industrial School, Day Industrial School, or Certified

Reformatory School in England or Wales, and any Army or Navy School, and any Secondary School, Pupil Teacher Centre, or Training College in respect of which Grants are paid by the Board out of moneys provided by Parliament, and any other School which, in the case of any student the Board approve in writing for the purpose of the Agreement.

Accepted candidates will be supplied with a copy of the Agreement before they are required to sign the undertaking.

A specimen of the Agreement may be found in Appendix B of the Regulations of the Board of Education for the Training of Teachers for Elementary Schools, 1915 Edition, obtainable from Messrs. Wyman & Sons, Ltd., Fetter Lane, London, E.C. price 6d.

#### CERTIFICATED STUDENTS.

Applications will be received from Certificated Students for a one-year Course.

#### FEES.

The Fee charged to students, Men and Women, is £20 for each year of Training. The fee covers Residence and Board, Tuition, Laundry and Medical Attendance while in residence. All fees are payable in advance by remittance to Mr. James Graham, the Secretary for Education at the Education Department, Calverley Street, Leeds.

#### SCHOOL PRACTICE.

The travelling expenses of students incurred during the period of School Practice are defrayed by the Education Committee.

#### BOOKS AND STATIONERY.

Books and Stationery are supplied to the students at the cost price to the Education Committee.

#### INTERVIEW.

Candidates who are requested to attend at the College for interview should obtain a report from the Head Master or Head Mistress of the Secondary School at which they have been in attendance, together with any Terminal Class Reports which have been issued. Candidates who have had teaching experience should also obtain from the Head Teacher of the Elementary School in which they have been serving, a report as to their aptitude for teaching. Leeds candidates need not obtain the report on teaching. In the case of candidates who reside outside Leeds, third-class return railway fare will be allowed. Candidates will be medically examined by the College Medical Officer on the day of interview.

#### APPLICATIONS FOR ADMISSION.

Candidates desiring admission to the College should apply as soon as possible after the 1st October.

Forms of Application may be obtained from the Secretary for Education, Education Department, Leeds.



WORK OF THE COLLEGE MEDICAL OFFICER.

The Medical Officer of the College will, under the direction of the Secretary for Education, devote full time to his duties, which will include

- (a) 20 Lectures in School Hygiene each week.
- (b) The accompanying of groups of students to Schools for demonstrations and practical work in School Hygiene.
- (c) The examination of selected applicants for admission to the College, amounting to about 400 per year.
- (d) The examination of students four times during their course of training, involving 960 examinations each year.
- (e) Medical attendance of students of the College, and of the Domestic Staff in the Halls of Residence. (With 480 students, exclusive of 100 domestic staff, this work will occupy a large share of the Medical Officer's time).
- (f) Enquiry as to the suitability and efficiency of the Dietary at the various Halls of Residence.
- (g) In connection with the Sports and Physical Exercises of the students, it will be necessary for the Medical Officer to advise as to the desirability of the various games for individual students.

NOTE: It will be necessary for the Officer to reside very near the College, so as to be available immediately in case of sudden illness or accident.

CITY OF LEEDS TRAINING COLLEGE.

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Beckett Park, Far Headingley.

APPOINTMENT OF LADY VICE-PRINCIPAL.

The Leeds Education Committee invite applications for the position of Lady Vice-Principal in the above Training College. It is desired that the lady appointed shall, if practicable, take up full time duties on the 1st January, 1913.

The City of Leeds Training College has just been completed. It provides accommodation for 180 men and 300 women, the whole of whom take a Two Years' Course terminating in an Examination for the Elementary School Teachers' Certificate conducted by the Board of Education. The College is residential; the Students reside in eight Halls of Residence; each Hall is complete in itself, and provides accommodation for 60 students.

QUALIFICATION OF CANDIDATES.

Candidates for the Lady Vice-Principalship must be graduates of high standing, and should, if possible, have given evidence of capacity for original work. Candidates should hold a Teaching Diploma (if possible), and be able to show other evidence of practical ability as Teachers. It is not proposed to limit the applications to candidates possessing excellence in any specified branch of work.

The training is not confined to professional work; and it is hoped to secure a Lady Vice-Principal of wide culture, broad sympathies, ripe experience, and marked organising power, who will take an active part in the social and disciplinary, as well as the educational, organisation of the College.

Candidates must state their age.

CONDITIONS OF APPOINTMENT.

(i) A general idea of the duties of the Lady Vice-Principal and of the working arrangement which is to obtain between the Principal and the Lady Vice-Principal is set out in the accompanying schedule of particulars.

(ii) The Lady Vice-Principal will be required to devote her whole time to the duties of the position.

(iii) The engagement may be terminated by three month's notice on either side, dating from the end of any calendar month.

(iv) The salary offered is at the rate of £500 a year, with house (including rates). The Lady Vice-Principal, however, will furnish the house at her own expense, and be responsible for its lighting and heating, internal maintenance, and the upkeep of the garden.

NOTE - Prospective candidates who desire to visit the College may do so on applying to the Secretary for Education.

SCHEDULE OF PARTICULARS SHEWING DUTIES AND WORKING  
ARRANGEMENTS.  
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- (i) The administrative and financial work are separated from the educational, social, and disciplinary work of the College.
- (ii) The Secretary for Education is responsible for the administrative and financial work of the College to the Education Committee and the Leeds City Council.
- (iii) The Principal, in the first instance, and secondly the Lady Vice-Principal, are responsible to the Education Committee through the Secretary for Education for the educational, social, and disciplinary work of the College.
- (iv) The responsibility for the educational, social, and disciplinary organisation of the College as a whole is vested in the Principal. The Lady Vice-Principal will have general responsibility under him for the Women Lecturers, Tutors, and Students in their studies, social life, and discipline; she will be expected to act to all intents and purposes in regard to all matters affecting the Women Lecturers, Tutors, and Students as if in charge of a Women's College, with a veto resting in the Principal, from whom she has a right of appeal to the Committee through the Secretary for Education.
- (v) The Lady Vice-Principal will be consulted in respect of all appointments to the College Staff, and will be present with the Principal at meetings of the Staffing Committee when such appointments are under consideration.
- (vi) The Lady Vice-Principal will report on the work of the Women Lecturing and Tutorial Staff and on the work and organisation of the Women's Side, and make recommendations thereon, through the Principal, to the Secretary for Education.
- (vii) The Lady Vice-Principal will control the staff of Women Lecturers and Tutors for the Principal, who will deal with the Women Lecturers and Tutors through the Vice-Principal in order that the high position of responsibility of the Vice-Principal intended by the Education Committee may be maintained, and the Lecturers or Tutors at the Women's Halls of Residence will in the same way be responsible to the Vice-Principal.
- (viii) The Lady Vice-Principal will be responsible for the preparation of the Courses of Study for the Women Students. These, however, will be finally settled in consultation with the Principal previous to their submission to the Education Committee through the Secretary for Education.

- (ix) The time table with the allocation of time, and the allocation of Lecturers and Tutors to subjects and to classes, will be decided by the Principal, in consultation as regards the Women's Side with the Lady Vice-Principal.
- (x) Staff Meetings and Sectional Staff Meetings and College Meetings will be regularly called by the Principal in consultation with the Lady Vice-Principal.
- (xi) The social and disciplinary organisation of the College work, as regards Women Lecturers, Tutors, and Students, will be controlled by the Lady Vice-Principal, who will submit all proposals for approval to the Principal, and through him to the Education Committee. The general arrangement of social activities also should be submitted at the beginning of each Term.
- (xii) All Sports Clubs and Games Clubs on the Women's Side of the College will in the same way be under the supervision and control of the Lady Vice-Principal.

NOTE - This schedule is open to revision in the light of experience.

JAMES GRAHAM,

Secretary for  
Education.

Education Department,

LEEDS.

October, 1912.