

City of Leeds Training College.

Administration

(Early)



## S C H E M E

(3) The ~~Exp~~ for establishing the ~~to be elected~~ shall include at least ~~3~~ LEEDS TRAINING COLLEGE COUNCIL of the Leeds City being a Council established on behalf of the City of Leeds for the purpose of carrying out the powers and duties of the said Council under the Education Act, 1902, in reference to Education (other than Elementary) in Training Teachers for Elementary Schools. The Added Members shall be appointed annually by the Representative Members.

(5) In selecting the members of the Leeds Training College Whereas the Board of Education and the Leeds City Council Council are shall be taken that the following types of Education have in conjunction established a Training College (the one as are always represented either among the Representative Members or to three-fourths and the other as to one-fourth of the capital the Added Members, viz:- cost of site and buildings) for the area of Yorkshire in particular and for Great Britain in general, for the purpose of Training Teachers for Elementary Schools and matters pertaining thereto under the Education Act 1902, and whereas the Board of Education in accordance with their Regulations pay grants as to men of £53 per annum and as to women of £38 per annum, IT IS HEREBY PROVIDED AS FOLLOWS:-, or otherwise, shall, as early as practicable, be filled up, in the case of the Added Members by

(1) There shall be established a Joint Training College the Representative Members, and in the case of the Representative Council to be called "The Leeds Training College Council". Members by the Leeds City Council.

(2) The Leeds Training College Council shall consist of (a) 12 Members (herein called "Representative Members") to be elected by the Leeds City Council, and (b) not less than 6 nor more than 10 other Members, including at least one woman (herein

(3) The Representative Members shall be appointed by the Leeds City Council at the Meeting at which the Chairman of the Education Committee is ordinarily elected, and shall hold office until their successors are appointed, and the Added Members shall be appointed at the first meeting of the Representative Members.

Provided that the total number of Representative Members and the number of Added Members may be varied from time to time by mutual agreement between the Board of Education and the Leeds

(9) The Leeds Training College Council shall be a Sub-City Council.

Committee of the Leeds Education Committee.



(3) The Representative Members to be elected shall include at least 8 Members of the Education Committee of the Leeds City Council, and the Added Members shall be persons representative of Local Education Authorities who are supporting the College, or other persons specially interested in Education more particularly in the Training of Teachers.

(4) The Added Members shall be appointed annually by the Representative Members.

(5) In selecting the Members of the Leeds Training College Council care shall be taken that the following types of Education are always represented either among the Representative Members or the Added Members, viz:-

University Education.

Secondary Education for boys and girls.

Elementary Education for boys and girls.

Technical Education having special regard to the requirements of Teaching.

(6) Any vacancy arising on the Leeds Training College Council owing to death, resignation, or otherwise, shall, as early as practicable, be filled up, in the case of the Added Members by the Representative Members, and in the case of the Representative Members by the Leeds City Council.

(7) The Leeds Training College Council may make such rules as they deem necessary or expedient in reference to the election of Added Members.

(8) The Representative Members shall be appointed by the Leeds City Council at the Meeting at which the Chairman of the Education Committee is ordinarily elected, and shall hold office until their successors are appointed, and the Added Members shall be appointed at the first meeting of the Representative Members.

(9) The Leeds Training College Council shall be a Sub-Committee of the Leeds Education Committee.

LIST OF DEBATE PARAGRAPHS NO. 1204

(10) The first meeting of the Leeds Training College Council shall be convened by a notice signed by the Clerk to the Leeds Training College Council.

(11) The Secretary for Education shall be the Clerk to the Leeds Training College Council, and he shall be paid by Government Grant the sum of £200 per annum for undertaking, for the Board of Education and the City of Leeds, the administration and financial work connected with the City of Leeds Training College.

LEEDS TRAINING COLLEGE COUNCIL.  
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Chairman:

Aldermen (City of Leeds)

Councillors (City of Leeds).

Added Members.

(West Riding County Council)

(East Riding County Council)

(City of Bradford)

(County Borough of Halifax)

Clerk - JAMES GRAHAM,  
Education Department,  
LEEDS.



CITY OF LEEDS TRAINING COLLEGE.

The College is conducted in accordance with the Regulations under which the College is conducted.

REGULATIONS UNDER WHICH THE COLLEGE IS CONDUCTED.

THE COLLEGE.

1. The above-named College is conducted in accordance with the following Regulations:-

THE COUNCIL.

2. The Governing Body of the College is the Leeds Training College Council.

The Secretary for Education is Clerk to the Training College Council.

3. All acts and proceedings of the Training College Council are subject to the approval of the Education Committee, and of the Leeds City Council as the Local Education Authority within the meaning of the Education Act, 1902.

4. The Training College Council meets once a month and at such other times as may be determined.

5. No member of the Training College Council may receive any remuneration for his services or be interested in the supply of work or goods to or for the purposes of the Training College, or be appointed to or be on the staff of the Training College in any capacity.

6. The conduct of the meetings and business of the Training College Council is in accordance with the rules governing the conduct of their meetings and business as a Sub-Committee of the Local Education Authority.

7. It is the duty of the Training College Council to prescribe the general subjects of instruction, the relative prominence and value to be assigned to each group of subjects, what reports shall be required to be made to them by the Principal and Lady Vice-Principal, the arrangements respecting the College Terms and holidays. They take general supervision of the sanitary conditions of the College Buildings and arrangements. They fix the number of Lecturers and Tutors to be employed, and the amount to be paid for the purpose of providing and maintaining proper College plant or apparatus.

FINANCE.

8. The Training College Council submit each year for the consideration of the Leeds City Council an estimate of the income and expenditure required for the purposes of the College for the twelve months ending on the 31st March of the following year, such estimate showing in particular the amount to be paid in salaries, and the estimated amount to be received in fees and in grants.



9. The College is conducted in accordance with the estimates as approved by the Leeds City Council.

STAFF.

10. The appointment and dismissal of the Principal and Lady Vice-Principal rest with the Local Education Authority after receiving and considering the recommendations of the Training College Council.
11. The Principal and Lady Vice-Principal are required to devote the whole of their time to the duties of their office, the remuneration in each case being a fixed annual amount, with house and rates.
12. The Principal and Lady Vice-Principal are responsible to the Training College Council for the organisation, discipline and educational efficiency of the College, are required to attend whenever the College is in session, to conduct such entrance and other examinations connected with the College as the Training College Council may require, and are held responsible for the carrying out in the College of the Regulations of the Board of Education, and of such rules as the Training College Council may from time to time adopt.
13. The appointment and dismissal of Lecturers and Tutors rest with the Local Education Authority, but consideration is given in all cases to the recommendations of the Training College Council and the Principal and Lady Vice-Principal.
14. The Principal and Lady Vice-Principal are required to furnish the Training College Council, through their Clerk, with such Reports and Returns relating to the College as they may, from time to time require. The Training College Council send their written instructions through their Clerk to the Principal and Lady Vice-Principal. The Principal and Lady Vice-Principal have the right to submit to the Training College Council at any time proposals respecting the organisation, discipline and educational efficiency of the College, and are asked to attend all the Meetings of the Training College Council except on occasions when for special reasons they decide otherwise.
15. The Principal and Lady Vice-Principal have the power to suspend pupils from attendance at College for any adequate cause, pending the decision of the Training College Council, to whom such cases must be referred without delay.
16. The engagements of the Lecturers and Tutors may be determined by one month's on either side, the notice to expire at the end of a calendar month, and the engagements of the Principal and Lady Vice-Principal may be determined by 3 months' notice from the end of a calendar month. Nothing in this clause, however, shall prevent the Local Authority determining, in exceptional instances, the services of any member of the staff at shorter notice.



## RELIGIOUS INSTRUCTION.

17. Prayers are read night and morning in each Hall of Residence and each morning on assembly at the College; lessons in Scripture, in accordance with the Scheme of Religious Instruction adopted for the Council (Elementary) Schools of the City of Leeds, are given at other times. Prayers and Scripture lessons are both undenominational. Any pupil may be withdrawn from Religious Instruction on the written request of the parent or guardian.

## ADMISSION AND COLLEGE FEE.

18. The College is open only to residential students and no students are admitted unless they are of good character, and of satisfactory health, and have been found fit for admission by means of an examination conducted by the Principal and Lady Vice-Principal. If there is not sufficient room for all eligible candidates for admission, preference is given to those who are children of ratepayers of the City of Leeds.

19. The fees for the College Year are as follows:-

£20 per annum, for tuition, board and residence, laundry, and for medical attendance when in residence.

## REGULATIONS.

20. A copy of these Regulations shall be given to each Member of the Training College Council and to the Principal and Lady Vice-Principal upon entry into office.



# City of Leeds Training College,

BECKETT'S 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 months' 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.

## Particulars of Duties and of Working Arrangements.

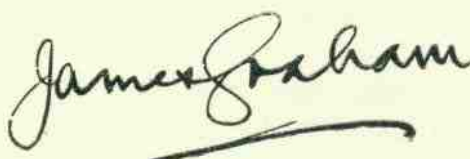
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- (i.) The administrative and financial work are separated from the educational, social, and disciplinary work of the College.
- (ii.) The Secretary for Education is responsible for the administrative and financial work of the College to the Education 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.

A handwritten signature in dark ink, reading "James Graham". The signature is fluid and cursive, with a long horizontal stroke extending from the end of the name.

*Secretary for Education.*

EDUCATION DEPARTMENT,  
LEEDS, *October, 1912.*

City of Leeds Training College.  
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INSTRUCTIONS FOR THE GUIDANCE OF HOUSEKEEPERS.

Caedmon Hall, Priestley Hall, Leighton Hall,  
Macaulay Hall and Bronte Hall.  
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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 Miss Roberts. This is necessary in order to secure uniformity of cost under all heads of expenditure. 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, duly certified by the Housekeeper, must be forwarded to the Secretary not later than Thursday of each week.
8. Any request made by the Resident Tutors, whether considered reasonable or unreasonable, should be carried out. If considered unreasonable, the matter 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 without leaving the Assistant Housekeeper in charge.
11. As far as possible late entertainments 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.

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14. In case of a student's illness the Housekeeper is responsible for 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 at least once a month all Crockery, Cutlery, and domestic utensils, and report to the Secretary any deficiencies.
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 Women's 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.

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 at once dealt with and reported to the Secretary.

23. Each Housekeeper is held responsible for the careful and considerate use by Tutors, Students and Maids of all furniture or equipment within the Hall, and any rough usage must be at once reported to the Secretary.

Each student is held responsible for any damage done to any article of furniture, fitting or equipment in her own room, and the Housekeeper must require her 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.

JAMES GRAHAM,

Secretary for Education.

Administration Office,  
City of Leeds Training College.  
October, 1912.



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 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. or II.) 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 passed either of the Examinations before the 1st August, 1911, must have been placed in the Pass List and satisfied the Examiners in the following subjects:

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

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, 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, 1911 Edition, obtainable from Messrs. Wyman & Sons, Ltd., Fetter Lane, London, E.C. price 7d.

#### 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 Clerk to the Governors 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 Governors.



CITY OF LEEDS TRAINING COLLEGE.

BOOKS AND STATIONERY.

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

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 Clerk to the Governors, Education Department, Leeds.

CITY OF LEEDS TRAINING COLLEGE.

SUGGESTIONS IN CONNECTION WITH THE STAFF REQUIRED FOR HEATING,  
GARDENING, CLEANING, ROBUKING, ETC.



## ADMINISTRATION OF THE SYSTEM OF HEATING.

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### Necessary Officers.

One responsible Engineer and one Assistant Engineer are necessary. They should be full time appointments, and each Engineer should have 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 must the two Engineers 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 will be 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 should live on the Estate, and should never leave the premises except by arrangement with the Secretary.

### SPECIAL DUTIES OF CHIEF ENGINEER.

The Chief Engineer will requisition 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 Groundsmen or Gardeners, and in winter time the Groundsmen or Gardeners will be required to assist the engineers in firing and cleaning the boilers in the Halls of Residence and the Principal's House. 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.



**NOTE:**

It is worthy of consideration whether it would not pay to provide a weighing machine to check all deliveries of coal and coke.

ADMINISTRATION OF THE CLEANING OF THE COLLEGE  
BLOCK.  
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Staff  
required.

Four women, to begin with, will be required as Cleaners for sweeping, floorwashing, etc. in connection with the College Block.

Hours of  
work.

These 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.

The Cleaners will be under the direction and control of the Caretaker.



## ADMINISTRATION OF THE RONUKING.

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Staff  
required.

Three, probably four, men will be necessary for ronuking the College Block and the eight Halls of Residence. It is suggested that they should 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.

Arrange-  
ment 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.

The ronukers will be under the direction and control of the Caretaker, who will requisition the necessary materials.

A time-table will be arranged allotting to each ronuker a specified section of work, and the Caretaker will be assisted by Rockcliff, the chief ronuker, in carrying out that time-table.

Remuneration. The ronukers will be paid a standing wage at the rate of 25/- per week, but the wage of Rockcliff, the foreman ronuker, might be advanced slightly above this figure in view of his greater responsibility, and of the fact that he will 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.

## ADMINISTRATION OF THE GARDENS AND GROUNDS.

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Staff  
required.

One Head Gardener and one Head Groundsman are required with four or five Labouring Gardeners and one or two strong youths, who will be needed principally for getting in coke, etc.

Duties.

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

The Head Gardener and Head Groundsman should live on the estate and they may be called upon for any 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 be arranged, to put the coal and coke into the cellars at all times and to place in each Hall each day, sufficient coal for all fires; also to assist in the firing up of boilers and such other work as may be necessary on Saturday afternoons and Sundays. It is distinctly understood that the gardeners and groundsman will not be allowed to take away any fruit, flowers or plants, from the estate.

Additional labour may be required in summer, but this should be casual.

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 them to assist with boiler work during the Winter Season.



Remuneration.

It will be best to pay these men a standing wage, no time being deducted for wet weather, as they will be liable to be called upon at any time for special work, particularly in Winter. During wet weather they may be called upon to saw or split wood for fire-wood, prepare stakes, or do anything else that may be required.

The Head Gardener and Head Groundsman should be paid from 28/- to 30/- per week, and a house should be given to them in return for the special duties which they may have to undertake. The labouring gardeners and groundsmen should be paid the standing wage of 25/- per week, but Tom Walton, who has been in the Committee's service some years and who is an exceptionally good worker, should be paid 1/- or 2/- more per week as foreman labouring gardener.

## HORSES AND CARTS.

One strong pony will be required for pulling the smaller lawnmower and for light carting, such as Laundry work, going special errands, etc. This latter work will be undertaken by the younger labouring gardeners. Extra carting outside this would be more economically done by contract.

It would be more economical to hire a heavy horse as required for pulling the heavy lawnmower. It would be cheaper than keeping a horse all the year round.



## STORES CLERK AND CARETAKER.

- - - - -

Stores Clerk  
and  
Caretaker.

A Stores Clerk, who might at the same time be the Caretaker of the College Block, will be required and he should be obtainable for a wage of £2 per week.

Duties.

He should be responsible for the reception, distribution and sale of stores, books, materials, etc. and should control the women cleaners in the Educational Block and also the ronukers, and in a general way keep the Secretary informed as to all outside workmen on the estate.

He will not be allowed to leave the premises without the permission of the Secretary. He will be responsible for the efficient cleaning, washing and ronuking required in connection with all buildings, except in the Halls of Residence where the Housekeepers are responsible. He will forward all requisitions for materials required, such as soap, brushes, baskets, ronuk, etc.

He will 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 Caretaker 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

Caretaker 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 fittings must be reported to the Secretary without delay. The Caretaker will see that all inkwells are kept clean and supplied with ink.

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

NOTE:

The Manageress of the Laundry will be held responsible for the cleaning of the Laundry.

The people living in the Games Pavilion will be held responsible for keeping it clean.

The Caretaker will be held responsible for seeing that the Swimming Bath is kept clean.



LODGES AND COTTAGES ON THE ESTATE.  
-----

It is suggested that:

(a) The Stores Clerk and Caretaker should live in the old stone cottage near the Laundry.

(b) The Engineer should live in the Lodge adjoining Churchwood Avenue,

(c) The Head Gardener in the Lodge at the Entrance to the main drive.

(d) The Head Groundsman in the Games Pavilion.

(e) The Assistant Engineer might be given the option of living in the cottage now used as an Office.

(f) Harrison, the labouring Gardener, might be allowed to continue in his present quarters pending a final decision as to the old building.

General  
Assistance.

The wives of the above men, in return for the house and rates, should be responsible for the opening and closing of the gates and for giving similar general assistance about the estate.

Each person occupying a Lodge or Cottage on the estate will provide his own coal and light.

CONTROL OF STUDENTS, STAFF, AND MAIDS ENTERING ON  
AND LEAVING THE ESTATE.

-----

It is desirable that each person residing on the estate should be provided with a token bearing the number allotted to that person and that the token should be shown on request by the Lodge-keepers or any other person in authority. The adoption of such a system would make it quite easy to deal with members of the general public who are trespassing on the estate in the guise of students, and would facilitate the recognition of students and maids who wish to pass the Lodge gates after dark, or after 10 p.m. when the gates should be locked. The Lodge-keeper would then only have to report to the Principal on the following morning the numbers on the tokens shown by the students.

NOTE:

A different coloured token should be adopted for

- (i) Men Students
- (ii) Women Students, and
- (iii) Maids and workpeople on the estate.



City of Leeds Training College.  
-----

ADMINISTRATIVE AND FINANCIAL WORK.

ADMISSION OF  
STUDENTS.

Forms of  
Application.

Forms of Application for admission to the College will be issued from the Education Department, and returned to the Education Department.

Interview.

After examination of the Forms, suitable candidates will be selected for interview at the College with the Principal. A member of the Office Staff will be 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 will be paid at the time of interview, and arrangements made for examination by the Doctor.

Medical  
Examination.

On the day of the interview, the Doctor's report on each candidate will be entered on the Form of Application together with any notes as to defective eyesight or teeth. Arrangements will be made also for any further medical examination which may be necessary. Communications will subsequently be sent to candidates as to acceptance or otherwise.

Correspondence  
and Returns.

The Application Forms will be received on and after the 1st October in each year, and the work in connection with such Forms will continue until the list of accepted candidates is officially closed in August of the following year. Correspondence relating to the applications will be conducted by the Clerk to the Governors.

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, therefore, will approximate £9,600. The students are required to pay the fees by remittance payable to the Clerk to the Governors, at the Education Department, Calverley Street, Leeds.

## Government Grants.

The Claims upon the Board of Education for the Government Grants due to the College will be made by the Clerk to the Governors. 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	at	£53	=	£9,540
300 women	at	£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 Board of Governors.

GENERAL  
ADMINISTRATION.

Enquiries.

Letters of enquiry from intending students will be received at the College or at the Education Department. Replies, and general correspondence regarding the applications, will be dealt with by the Clerk to the Governors.

Staff Appoint-  
ments.

Applications for appointment on the Teaching, Domestic, or Outside Staff will be received at the Education Department. The applications will be summarised and memoranda prepared in the Education Department for the consideration of the Governors.

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 Clerk to the Governors. 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, the East Riding County Council, and Halifax County Borough Council will be conducted by the Clerk to the Governors. By arrangement, a representative of the West Riding Education Committee will attend at the College when West Riding candidates are interviewed.



Record of Students'  
Careers.

Records of the careers of the students will be kept at the Training College under the direction of the Clerk to the Governors. The past students will be requested each year to supply information as to their private addresses, present Schools, and any qualifications obtained after leaving the College.

The present number of students who have passed through the College is 553, (173 men and 380 women).

Board of Education  
Requirements,  
Correspondence,  
Returns, etc.

The correspondence with the Board of Education will be conducted by the Clerk to the Governors.

The Board of Education require about 60 Returns per 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 will be 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, showing 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 Clerk to the Governors. 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 Clerk to the Governors:

(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 will be forwarded to the Clerk to the Governors at the Education Department. Under his direction the requisitions will be examined, and on approval the orders will be placed with the various tradesmen.

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

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

Separate Accounts, under the direction of the Clerk to the Governors will be kept for each Hall of Residence.

### Fuel.

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

### Stationery, Apparatus, Furniture, etc.

Requisitions for Stationery, Books, Instruments, and Apparatus required in the Training College or in the Halls of Residence, will be forwarded by the Principal to the Clerk to the Governors at the Education Department. The same procedure with regard to the orders will be 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 will be made by the Principal to the Clerk to the Governors, who will cause enquiries to be made by the Staff of the Architect's Section of the Education Department as to the necessity for the repairs, and give instructions accordingly.

#### Checking Crockery Utensils etc.

Under the direction of the Clerk to the Governors, a monthly check will be made of all Crockery and Domestic utensils in each Hall of Residence.

#### COSTING.

All books of accounts with reference to the working of the College and Halls of Residence will be kept in the Education Department under the direction of the Clerk to the Governors. A complete system of costing will be kept for all heads of expenditure, including staff, food, fuel, lighting, heating, repairs, educational requisitions, and wages of domestic and outdoor staff, etc.

#### STOCK.

With 480 students the keeping of the stock of books, stationery and apparatus must necessarily entail a considerable amount of labour. Under the direction of the Clerk to the Governors, a Stores Clerk at the College will receive the stock, check the supplies with the invoices, report any discrepancies, distribute the stock to the staff and students as required, and keep the stock record books.

QUESTION OF APPOINTMENT OF A PROVISIONS CLERK  
AND BUYER FOR FOOD SUPPLIES FOR THE  
TRAINING COLLEGE AND OTHER RESIDENTIAL  
INSTITUTIONS OF THE EDUCATION COMMITTEE.

-----

The amount paid for Meat, Fish, Vegetables and Fruit at the three Industrial Schools, Schools for Blind and for Deaf, and the Hostels of the Training College for the year ended 30th June, 1912, was £22,359.14.4, distributed as follows:-

Meat	1684.	4.	2.
Fish	257.	3.	11.
Vegetables & Fruit	418.	6.	3.
	<hr/>		
TOTAL	£22359	14	4.

With the increased numbers in the Training College during the current School Year, the estimated expenditure to June 1913, is as follows:-

Meat	2498.	18.	0.
Fish	337	-	2.
Vegetables & Fruit	657	18	2.
	<hr/>		
TOTAL	£23493.	16.	4.

With a turnover of something like £3,500 for Food Supplies, it would appear that a considerable saving could be effected to the Committee if a Provisions Clerk and Buyer were appointed at a salary of £2 per week. The whole of the man's time would be fully occupied (a) in giving further clerical assistance which is needed in the Stores Section of the Education Department (b) in attending markets and getting into touch with reliable contractors, and (c) in examining at regular intervals, the meat supplied to the College Halls and Schools.



## GRADES AND SALARIES.

(Each case to be considered on its merits annually).

(a) The Grades and Salaries of the Non-resident Staff attainable in the City of Leeds Training College are as follows:

(i) Senior Lecturers (men), who must be graduates of high standing and of exceptional ability, to rise to £250 per annum,

Senior Lecturers (women), who must be graduates of high standing and of exceptional ability, to rise to £200 per annum.

(ii) Lecturers (men), who must be graduates in honours and of proved ability, to rise to £225 per annum.

Lecturers (women) who must be graduates in honours and of proved ability, to rise to £175 per annum.

(iii) Tutors (men), to rise by £10 a year to £200.

Tutors (women), to rise by £10 a year to £150.

(iv) Assistant Tutors (men and women), according to circumstances.

(b) Resident Staff are provided with board, lodging, laundry, and medical attendance during term time, but are paid at rates per annum £25 less than Non-resident Staff.

NOTE: One or two members of the Staff possessing exceptional degrees, wide culture, and ripe experience, or exerting an exceptional influence, may be advanced beyond the above maxima - each case to be considered on its merits.

## 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.



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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.

File

Duplicate

HOSTELS.

BOARD OF EDUCATION.

Form 40 H.

Return to be made to Inspector  
at his Annual Visit.

Date

19

231

Return from the Leeds Buckingham House Hostel  
for Men, for the Year ending 31<sup>st</sup> July, 1910.

§ I.—OFFICERS OF THE HOSTEL (SERVANTS EXCLUDED).

	1	2	3	4	5	6	7
NAMES <small>In the order of their rank in the Hostel. (Christian Names should be written in full.)</small>	DATE OF APPOINTMENT.	UNIVERSITY DEGREE OR OTHER DIPLOMA OR QUALIFICATION (including particulars as to Honours), AND NAME OF COLLEGE, IF TRAINED.	WHETHER RESIDENT OR NON-RESIDENT.	ANNUAL SALARY.	Is board allowed in addition to salary?	Is lodging allowed in addition to salary?	Is the officer wholly or only partially employed in the service of the Hostel?
Parsons Walter	Oct. 1907.	York IC.	Non-resident	see Form 10	-	-	Principal
Harrison Edward	Oct 1908	Borough Rd IC.	Resident	No salary	Yes.	Yes.	Partially
Kern Robert	Jan'y 1909.	B.Sc. Lond.	Resident	see Form 10	Yes	Yes.	Wholly.
If any of the officers have been ill or absent, state for how long; and how their places have been supplied.							
None absent or ill.							



§ II. PREMISES AND APPARATUS.

Note any alterations or additions to premises  
made during the past year.

A

C O P Y.

Lyddon Hall,  
L e e d s.

CITY OF LEEDS TRAINING COLLEGE.  
-----

I certify:-

1. That the buildings used as a College and as Hostels are in a good sanitary condition and suitable for the purposes for which they are used.
2. That the Dietary provided at the Hostels is sufficient and suitable.
3. That ample opportunity is afforded the students for recreation and exercise.
4. That the general health of the students has been quite satisfactory and no ailment has been in any way due to overwork or other preventable cause.

G. HERBERT ROWE

Medical Officer  
of the College.

5th February, 1910.



CITY OF LEEDS TRAINING COLLEGE.

Men's Hostel, Buckingham House.

DIETARY.

Sunday.

Boiled Ham, Bread and Butter, Coffee.

Cold Roast Pork, Sage and Onions, Apple Sauce,  
Mashed Potatoes, Apple Pie, Custard.

Bread and Butter, Cake, Tea.

Tea Cake, Milk ( $\frac{1}{2}$  pint each)

Monday.

Porridge and Milk, Fried Bacon, Bread and Butter,  
Tea.

Roast Beef, Boiled Onions, Potatoes, Sago Pudding.

Bread and Butter, Plum Jam, Tea.

Bread and Butter, Cheese, Milk.

Tuesday.

Porridge, Bacon, Bread and Butter, Coffee.

Roast Beef, Carrots, Potatoes. Boiled Fig  
Pudding, Sweet Sauce.

Bread and Butter, Jam Turnover, Tea.

Soup and Bread.

Wednesday.

Porridge, Fried Fish, Bread and Butter, Tea.

Boiled Leg of Mutton, Turnips, Potatoes, Onion  
Sauce, Baked Sultana Pudding, Sweet Sauce.

Bread and Butter, Black Currant Jam, Tea.

Bread and Butter, Cheese, Milk or Cocoa.

Thursday.

Porridge, Bacon, Bread and Butter, Coffee.

Roast Beef, Haricot Beans, Potatoes, Boiled  
Raisin Pudding, Sweet Sauce.

Bread and Butter, Currant Cake, Tea.

Bread and Butter (Brown) Milk.

Friday.

Porridge, Sausage, Bread and Butter, Tea.

Cold Beef, Pickles, Mashed Potatoes, Baked Cottage  
Pudding, Sweet Sauce.

Bread and Butter, Greengage Jam, Tea.

Soup and Bread.

Saturday.

Porridge, Bacon, Bread and Butter, Coffee.

Roast Beef, Cabbage, Potatoes, Rice Pudding,  
Stewed Figs.

Bread and Butter, Tea Cake, Tea.

Bread and Butter, Cheese, Milk.



D

CITY OF LEEDS TRAINING COLLEGE.  
-----

Men's Hostel, Buckingham House.  
-----

R U L E S.

1. No smoking in the Hostel before Supper except on Saturdays and Sundays, when smoking is allowed after Tea.
2. Students are expected to attend some place of worship on Sunday mornings.
3. No Student may be absent from any meal without permission.
4. No Student is allowed upstairs except immediately after dinner, and before and after Church on Sundays.
5. All undressing, dressing and bathing for games to be done in the dressing and bathroom specially provided.
6. Students must not leave the Hostel grounds after Supper.

CITY OF LEEDS TRAINING COLLEGE.

Men's Hostel, Buckingham House.

TIME TABLE.

7 a.m.	First Bell	) Sunday: 1 hour later.
7.30	Second Bell	
7.35	Roll Call & Prayers	
7.40	Breakfast	
9 - 1	Lectures at College.	
1.40 p.m.	Dinner at Hostel. Saturday and Sunday at 1 p.m.	
5	Tea Bell	
6 - 9	Private Study (except Saturday)	
9.5	Supper	) <u>Saturday:-</u>
9.20	Roll Call & Prayers	
10.15	Retiring Bell	
10.30	Lights out	
		9.30 Supper & Roll Call
		11 Retiring Bell
		11.15 Lights out



§ III. HEALTH AND SANITATION.

File Medical Report (A) on the following details:—(1) Sanitary conditions of the Hostel. (2) Efficiency and suitability of the Dietary. (3) Sufficiency of opportunities at the disposal of Students for Recreation and Exercise. (4) General health of Students during the past year.

*Attached.*

File copy of Dietary.

*Attached.*

§ IV. ADMISSION OF STUDENTS.

1. What is the present number of recognised Students in the Hostel? (Distinguish between Students of the first, second and third years respectively).

*27.*

*11. Second Year Students  
12. First Year Students  
4. Certificated Students*

2. Are there any Students or boarders in the Hostel other than those recognised by the Board of Education?

If so (a) What is the number of such Students?

(b) is the scale of fees so framed that the fee charged to a recognised Student, when added to the Parliamentary Grant payable on his behalf, will not in any case produce a sum greater than the fee charged to any not recognised Student or boarder occupying similar accommodation?

§ V. EMPLOYMENTS OF STUDENTS.

1. What times are at the absolute disposal of Students for exercise and recreation?

*Every afternoon except one which is taken up by a Technical Exercise*

2. In the case of Women's Hostels, file details of house-work (if any) required from Students (B), and say by what officer it is directed.

§ VI. GENERAL.

1. File a printed report (if any) of the Hostel for the past year (C).

*None issued.*

2. File any Hostel Rules (D), printed or otherwise circulated amongst Students.

*Attached.*

*W. Parsons*

Principal.

the *21<sup>st</sup>* day of *Nov* 19 *10*.

*File*

Duplicate

HOSTELS.

BOARD OF EDUCATION.

Form 40 H.

Return to be made to Inspector  
at his Annual Visit.

Date \_\_\_\_\_ 19

231

Return from the *Leeds Kirkstall Grange* Hostel  
for *Women*, for the Year ending *31<sup>st</sup> July*, 1910.

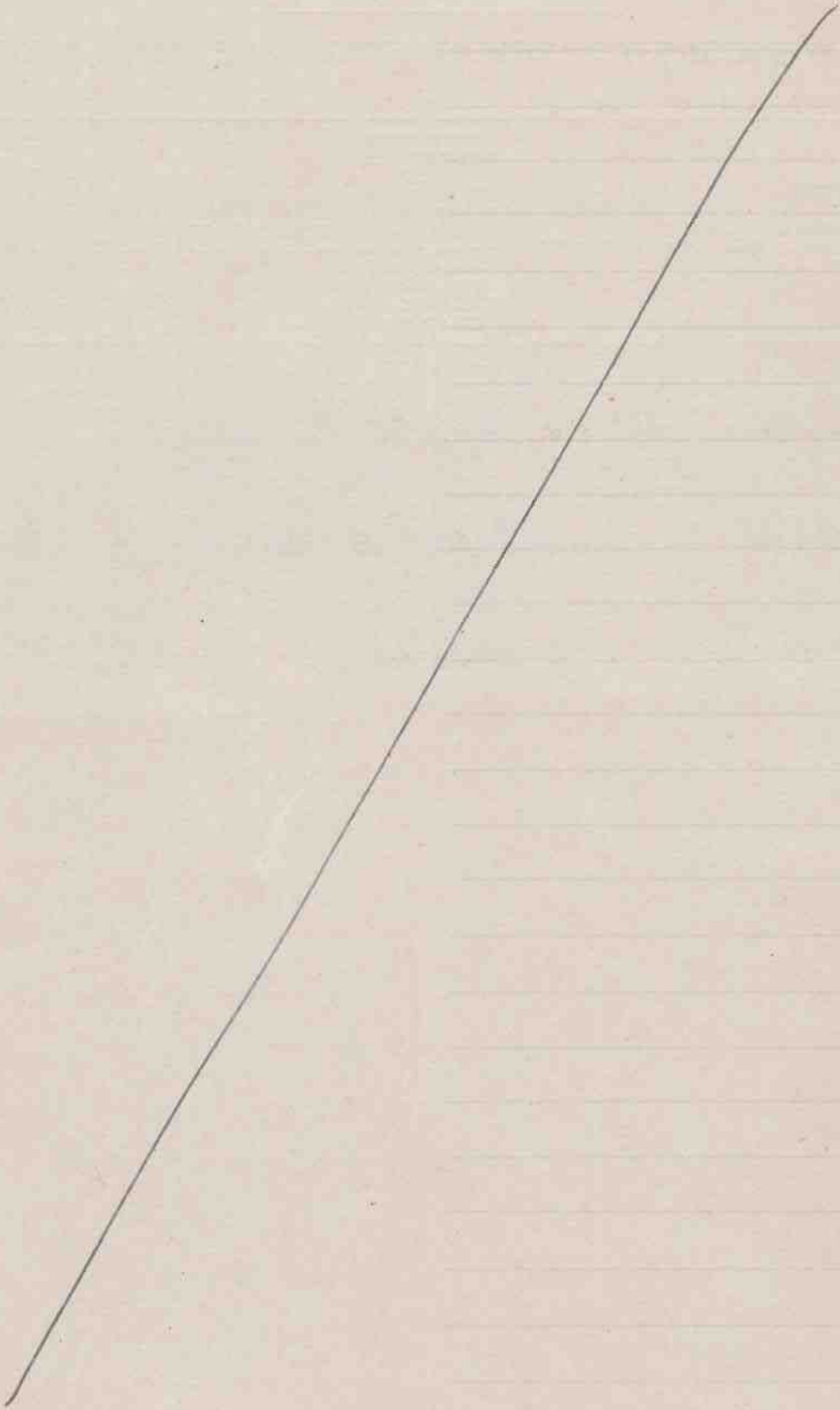
§ I.—OFFICERS OF THE HOSTEL (SERVANTS EXCLUDED).

	1	2	3	4	5	6	7
NAMES <small>In the order of their rank in the Hostel. (Christian Names should be written in full.)</small>	DATE OF APPOINTMENT.	UNIVERSITY DEGREE OR OTHER DIPLOMA OR QUALIFICATION (including particulars as to Honours), AND NAME OF COLLEGE, IF TRAINED.	WHETHER RESIDENT OR NON-RESIDENT.	ANNUAL SALARY.	Is board allowed in addition to salary?	Is lodging allowed in addition to salary?	Is the officer wholly or only partially employed in the service of the Hostel?
<i>Parsons Walter</i>	<i>Oct 1907.</i>	<i>York TC.</i>	<i>Non-resident</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>Principal</i>
<i>Mitchell Annie</i>	<i>"</i>	<i>Darlington TC.</i>	<i>Resident</i>	<i>See Form 10. TC.</i>	<i>Yes.</i>	<i>Yes.</i>	<i>Wholly.</i>
<i>MacKay Jane L</i>	<i>"</i>	<i>M.A. Aberdeen</i>	<i>"</i>	<i>See Form 10. TC.</i>	<i>Yes.</i>	<i>Yes.</i>	<i>Wholly</i>
<p>If any of the officers have been ill or absent, state for how long; and how their places have been supplied.</p> <p><i>None absent or ill.</i></p>							



§ II. PREMISES AND APPARATUS.

Note any alterations or additions to premises  
made during the past year.



A

C O P Y.

Lyddon Hall,  
L e e d s.

CITY OF LEEDS TRAINING COLLEGE.  
-----

I certify:-

1. That the buildings used as a College and as Hostels are in a good sanitary condition and suitable for the purposes for which they are used.
2. That the Dietary provided at the Hostels is sufficient and suitable.
3. That ample opportunity is afforded the students for recreation and exercise.
4. That the general health of the students has been quite satisfactory and no ailment has been in any way due to overwork or other preventable cause.

G. HERBERT ROWE

Medical Officer  
of the College.

5th February, 1910.



CITY OF LEEDS TRAINING COLLEGE.

-----  
Women's Hostel, Kirkstall Grange.  
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DIETARY.

- Monday. Porridge, Fried Bacon, Bread, Butter, Coffee.  
Roast Beef, Green Vegetables, Potatoes, Rice Pudding.  
Bread, Butter, Jam.  
Bread, Butter, Milk and Cocoa.
- Tuesday. Porridge and Milk, Bacon, Bread, Butter, Tea.  
Stewed Beef, Carrots and Turnips, Potatoes,  
Raisin Pudding.  
Sweet Scones, Bread, Butter.  
Milk, Cocoa, Bread, Butter, Cheese.
- Wednesday. Porridge, Sausages, Bread and Butter, Coffee.  
Roast Beef, Vegetables, Yorkshire Pudding,  
Milk Pudding.  
Jam, Bread (Brown and White) and Butter.  
Cheese, Biscuits, Bread and Butter, Cocoa.
- Thursday. Porridge and Milk, Boiled Ham, Bread and Butter, Tea.  
Beef Steak Pie, Green Vegetables and Potatoes,  
Custard Pudding, Stewed Fruit.  
Tea Cakes, Bread and Butter.  
Milk, Cocoa, Rice Pudding, Bread and Butter.
- Friday. Porridge, Fish, Bread and Butter, Coffee.  
Roast Mutton, Vegetables, Apple Pudding.  
Jam, Bread and Butter.  
Wheat Meal Scones, Bread and Butter, Milk.
- Saturday. Porridge and Milk, Bacon, Bread and Butter, Tea.  
Roast Beef, Vegetable and Potatoes, Rice Pudding,  
Stewed Fruit.  
Buns, Bread and Butter and Tea.  
Vegetable Soup, Milk or Cocoa, Bread and Butter.

Sunday.

Sausages, Marmalade, Bread and Butter, Coffee.

Cold Roast, Potatoes, Apple Tart and Custard.

Cake, Bread and Butter.

Bread and Butter, Milk.



CITY OF LEEDS TRAINING COLLEGE.

1909- 10.

Women's Hostel, Kirkstall Grange.

Housework required from Students.

1. Each Student makes her own bed and empties wash bowl.  
The Housekeeper supervises this work.

2. Students are made responsible in turn for the general tidiness of Studies and Common Room. (The servants do all sweeping and dusting).

3. Dining Room.

Students in turn change the dishes at dinner and clear the tables. (The servants lay the tables ready for all meals).

D

CITY OF LEEDS TRAINING COLLEGE.  
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Women's Hostel, Kirkstall Grange.  
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RULES.

1. Students are not allowed to go into the City without permission except on Wednesday and Saturday half-holidays.
2. Permission may be obtained to visit friends on half-holidays or to spend the week-end. The name and address of the person to be visited must be submitted beforehand to the Tutor in charge.
3. Students are expected to attend some place of worship regularly on Sunday morning (at least) except when permission is given to be absent. The place of worship is reported and a record kept.
4. Students must not visit anyone who is ill except by permission.
5. Students are allowed in their bedrooms for a quarter of an hour after dinner, and for a quarter of an hour after tea. On other occasions only by permission of the Tutor in charge.
6. Students are made responsible - in turn - for the general tidiness of Studies and Common Room.
7. Beds are to be thoroughly exposed to air and windows opened by Students before coming down to breakfast. Wash bowls to be emptied, beds to be made and rooms dusted before the Students leave for the College.
8. No food is allowed in the bedrooms.



CITY OF LEEDS TRAINING COLLEGE.

Women's Hostel, Kirkstall Grange.

TIME-TABLE.

6.45 a.m.	First Bell	} Sunday: 1 hour later.
7.25	Roll Call and Prayers	
7.30	Breakfast	
9 - 1 p.m.	Lectures at College.	
1.45	Dinner.	Saturday and Sunday at 1 p.m.
5.	Tea	
5.45 - 8.45	Private Study (except Saturday).	
9.	Supper.	
9.15.	Roll Call and prayers.	
9.30	Retiring Bell.	
10.	Lights out.	

§ III. HEALTH AND SANITATION.

File Medical Report (A) on the following details:—(1) Sanitary conditions of the Hostel. (2) Sufficiency and suitability of the Dietary. (3) Sufficiency of opportunities at the disposal of Students for Recreation and Exercise. (4) General health of Students during the past year.

*Attached.*

File copy of Dietary.

*Attached*

§ IV. ADMISSION OF STUDENTS.

1. What is the present number of recognised Students in the Hostel? (Distinguish between Students of the first, second and third years respectively).

*57.*

*27. Second Year Students  
29. First Year Students  
1. Certificated Student*

2. Are there any Students or boarders in the Hostel other than those recognised by the Board of Education?

If so (a) What is the number of such Students?

(b) is the scale of fees so framed that the fee charged to a recognised Student, when added to the Parliamentary Grant payable on his behalf, will not in any case produce a sum greater than the fee charged to any not recognised Student or boarder occupying similar accommodation?

§ V. EMPLOYMENTS OF STUDENTS.

1. What times are at the absolute disposal of Students for exercise and recreation?

*Every afternoon except one which is taken up by a Technical Exercise.*

2. In the case of Women's Hostels, file details of house-work (if any) required from Students (B), and say by what officer it is directed.

*Attached.*

§ VI. GENERAL.

1. File a printed report (if any) of the Hostel for the past year (C).

*None issued.*

2. File any Hostel Rules (D), printed or otherwise circulated amongst Students.

*Attached*

*W. Parsons*

Principal.

the *21<sup>st</sup>* day of *Dec* 19 *10*.



*File.*

Duplicate

HOSTELS.

BOARD OF EDUCATION.

Form 40 H.

Return to be made to Inspector  
at his annual Visit.

Date

19

231

Return from the Leeds St. Ann's Hill Hostel  
for Men., for the Year ending 31<sup>st</sup> July, 1910.

§ I.—OFFICERS OF THE HOSTEL (SERVANTS EXCLUDED).

	1	2	3	4	5	6	7
NAMES  In the order of their rank in the Hostel. (Christian Names should be written in full.)	DATE OF APPOINTMENT.	UNIVERSITY DEGREE OR OTHER DIPLOMA OR QUALIFICATION (including particulars as to Honours), AND NAME OF COLLEGE, IF TRAINED.	WHETHER RESIDENT OR NON-RESIDENT.	ANNUAL SALARY.	Is board allowed in addition to salary?	Is lodging allowed in addition to salary?	Is the officer wholly or only partially employed in the service of the Hostel?
Parsons Walter	Oct. 1907	York IC.	Non-resident	see Town to Tc.	-	-	Principal
Parkinson Joseph E.	"	B.A. Camb. Camb Techno Dip.	} Resident		Yes.	Yes.	Wholly.
If any of the officers have been ill or absent, state for how long; and how their places have been supplied.							
None absent or ill.							

*File*

Duplicate

HOSTELS.

BOARD OF EDUCATION.

Form 40 H.

Return to be made to Inspector  
at his Annual Visit.

Date

19

291

Return from the *Leeds St. Ann's Hill* Hostel  
for *Men.*, for the Year ending *31<sup>st</sup> July*, 1910.

§ I.—OFFICERS OF THE HOSTEL (SERVANTS EXCLUDED).

	1	2	3	4	5	6	7
NAMES <small>In the order of their rank in the Hostel. (Christian Names should be written in full.)</small>	DATE OF APPOINTMENT.	UNIVERSITY DEGREE OR OTHER DIPLOMA OR QUALIFICATION (including particulars as to Honours), AND NAME OF COLLEGE, IF TRAINED.	WHETHER RESIDENT OR NON-RESIDENT.	ANNUAL SALARY.	Is board allowed in addition to salary?	Is lodging allowed in addition to salary?	Is the officer wholly or only partially employed in the service of the Hostel?
<i>Parsons Walter</i>	<i>Oct. 1907</i>	<i>York IC.</i>	<i>Non-resident</i>	<i>see Form 40 Tc.</i>	<i>-</i>	<i>-</i>	<i>Principal</i>
<i>Parkinson Joseph E.</i>	<i>"</i>	<i>B.A. Camb. Camb. Tech. Dep.</i>	<i>Resident</i>	<i>see Form 40 Tc.</i>	<i>Yes.</i>	<i>Yes.</i>	<i>Wholly.</i>
<i>If any of the officers have been ill or absent, state for how long; and how their places have been supplied.</i>							
	<i>None absent or ill.</i>						



§ II. PREMISES AND APPARATUS.

Note any alterations or additions to premises  
made during the past year.

A

C O P Y.

Lyddon Hall,  
L e e d s.

CITY OF LEEDS TRAINING COLLEGE.  
-----

I certify:-

1. That the buildings used as a College and as Hostels are in a good sanitary condition and suitable for the purposes for which they are used.
2. That the Dietary provided at the Hostels is sufficient and suitable.
3. That ample opportunity is afforded the students for recreation and exercise.
4. That the general health of the students has been quite satisfactory and no ailment has been in any way due to overwork or other preventable cause.

G. HERBERT ROWE

Medical Officer  
of the College.

5th February, 1910.

CITY OF LEEDS TRAINING COLLEGE.

-----  
Men's Hostel, St. Ann's Hill.  
-----

DIETARY.

Sunday.

- |              |   |
|--------------|---|
| 1. Breakfast | Sausages, Bread and Butter, Coffee.   |
| 2. Dinner    | Roast Beef, Yorkshire Pudding, Potatoes and Greens,<br>Stewed Fruit, Custard. |
| 3. Tea       | Bread, Butter, Jam, Tea.  |
| 4. Supper    | do.            Milk.  |

Monday.

Oatmeal Porridge, Bacon, Bread, Butter, Tea.  
Haricot Mutton, Potatoes, Green Vegetables,  
Sago Pudding.  
Bread, Butter, Sweet Scones, Tea.  
do.            Cheese, Milk.

Tuesday.

Oatmeal Porridge, Eggs, Bread, Butter, Coffee.  
Roast Mutton, Potatoes, Green Vegetables,  
Cornflour and Apple Pudding.  
Brown and White Bread, Butter, Tea.  
Vegetable Soup, Bread.

Wednesday.

Oatmeal Porridge, Boiled Bacon, Bread, Butter,  
Coffee.  
Stewed Beef, Carrots, Turnips, Potatoes, Sultana  
Pudding.  
Bread, Butter, Buns, Tea.  
do.            Milk.

Thursday.

Oatmeal Porridge, Finnan Haddock, Bread, Butter,  
Tea.  
Boiled Beef, Vegetables, Rice Pudding.  
Tea Cakes, Bread and Butter, Tea.  
do.            Milk.



Friday. Oatmeal Porridge, Codfish Steaks, Bread, Butter,  
Coffee.  
Beefsteak and Kidney Pie, Potatoes, Green Vegetables,  
Sago Pudding.  
Bread, Butter, Marmalade, Tea.  
do. Milk.

Saturday. Oatmeal Porridge, Bacon, Bread, Butter, Tea.  
Roast Beef, Potatoes, Green Vegetables, Apple Tart.  
Bread, Butter, Scones, Tea.  
do. Milk.

NOTE:- Monotony is avoided by varying the dishes according to  
the season of the year. Again, the dinner on any one  
day of the week does not occur the corresponding day  
of the following week.

The above is a typical week's dietary.

D

CITY OF LEEDS TRAINING COLLEGE.

-----  
Men's Hostel, St. Ann's Hill.  
-----

R U L E S.

1. No smoking in the Hostel before Supper except on Saturdays and Sundays, when smoking is allowed after Tea.
2. Students are expected to attend some place of worship on Sunday mornings.
3. No Student may be absent from any meal without permission.
4. No Student is allowed upstairs except immediately after dinner, and before and after Church on Sundays.
5. All undressing, dressing and bathing for games to be done in the dressing and bathroom specially provided.
6. Students must not leave the Hostel grounds after Supper.

CITY OF LEEDS TRAINING COLLEGE.

Men's Hostel, St. Ann's Hill.

TIME TABLE.

7 a.m.	First Bell	} Sunday: 1 hour later.
7.30	Second Bell	
7.35	Roll Call and Prayers	
7.40	Breakfast	
9 - 1	Lectures at College.	
1.40 p.m.	Dinner at Hostel.	Saturday and Sunday at 1 p.m.
5	Tea Bell.	
6 - 9	Private Study (except Saturday)	
9.5	Supper	<u>Saturday:</u>
9.20	Roll Call & Prayers	
10.15	Retiring Bell	
10.30	Lights out	
		9.30 Supper & Roll Call
		11 Retiring Bell
		11.15 Lights out



§ III. HEALTH AND SANITATION.

File Medical Report (A) on the following details:—(1) Sanitary conditions of the Hostel. (2) Sufficiency and suitability of the Dietary. (3) Sufficiency of opportunities at the disposal of Students for Recreation and Exercise. (4) General health of Students during the past year.

*Attached*

File copy of Dietary.

*Attached*

§ IV. ADMISSION OF STUDENTS.

1. What is the present number of recognised Students in the Hostel? (Distinguish between Students of the first, second and third years respectively).

19

10. *Second Year Students*  
9 *First Year Students.*

2. Are there any Students or boarders in the Hostel other than those recognised by the Board of Education?

If so (a) What is the number of such Students?

(b) is the scale of fees so framed that the fee charged to a recognised Student, when added to the Parliamentary Grant payable on his behalf, will not in any case produce a sum greater than the fee charged to any not recognised Student or boarder occupying similar accommodation?

§ V. EMPLOYMENTS OF STUDENTS.

1. What times are at the absolute disposal of Students for exercise and recreation?

*Every afternoon except one which is given up to a Technical Exercise.*

2. In the case of Women's Hostels, file details of house-work (if any) required from Students (B), and say by what officer it is directed.

§ VI. GENERAL.

1. File a printed report (if any) of the Hostel for the past year (C).

*None issued.*

2. File any Hostel Rules (D), printed or otherwise circulated amongst Students.

*Attached..*

*W. Parsons*

Principal.

the

*21<sup>st</sup>*

day of

*Rt*

19 *10*

File

Duplicate

HOSTELS.

BOARD OF EDUCATION.

Form 40 H.

Return to be made to Inspector  
at his Annual Visit.

231  
19

Return from the Leeds Westwood Grange Hostel  
for Women, for the Year ending 31<sup>st</sup> July, 1910.

§ I.—OFFICERS OF THE HOSTEL (SERVANTS EXCLUDED).

	1	2	3	4	5	6	7
NAMES <small>In the order of their rank in the Hostel. (Christian Names should be written in full.)</small>	DATE OF APPOINTMENT.	UNIVERSITY DEGREE OR OTHER DIPLOMA OR QUALIFICATION (including particulars as to Honours), AND NAME OF COLLEGE, IF TRAINED.	WHETHER RESIDENT OR NON-RESIDENT.	ANNUAL SALARY.	Is board allowed in addition to salary?	Is lodging allowed in addition to salary?	Is the officer wholly or only partially employed in the service of the Hostel?
<u>Parsons Walter</u>	<u>Oct 1907.</u>	<u>York TC.</u>	<u>Non resident</u>	<u>TC.</u>	<u>-</u>	<u>-</u>	<u>Principal.</u>
<u>Russell Elizabeth</u>	<u>"</u>	<u>Whitelands TC</u>	<u>Resident</u>	<u>See Form No. TC.</u>	<u>Yes</u>	<u>Yes</u>	<u>Wholly.</u>
<u>Goodfellow Elizabeth P</u>	<u>"</u>	<u>MA. Edin Camb Tech Dip.</u>	<u>Resident</u>	<u>See Form No. TC.</u>	<u>Yes</u>	<u>Yes.</u>	<u>Wholly.</u>
If any of the officers have been ill or absent, state for how long; and how their places have been supplied.							
<u>None absent or ill.</u>							

A

C O P Y.

Lyddon Hall,  
L e e d s.

CITY OF LEEDS TRAINING COLLEGE.  
-----

I certify:-

1. That the buildings used as a College and as Hostels are in a good sanitary condition and suitable for the purposes for which they are used.
2. That the Dietary provided at the Hostels is sufficient and suitable.
3. That ample opportunity is afforded the students for recreation and exercise.
4. That the general health of the students has been quite satisfactory and no ailment has been in any way due to overwork or other preventable cause.

G. HERBERT ROWE

Medical Officer  
of the College.

5th February, 1910.



CITY OF LEEDS TRAINING COLLEGE.

-----  
Women's Hostel, Weetwood Grange.  
-----

DIETARY.

- Sunday. Bacon, Bread and Butter, Tea.  
Roast Beef, Greens, Potatoes, Apple Tart and Custard.  
Bread and Butter, Sultana Cakes, Tea.  
Milk Puddings.
- Monday. Porridge, Marmalade, Currant Bread, Coffee.  
Roast Beef, Savoy, Potatoes. Choice of boiled Bread Pudding, Tarts, Sago Pudding.  
Tea, Bread and Butter, Buns.  
Soup.
- Tuesday. Porridge, Meat Patties, Tea.  
Boiled and Roast Mutton, Turnips, Potatoes, Boiled Jam or Apple Puddings, pastry, Milk Pudding.  
Tea, Bread and Butter, Tea cakes.  
Milk, Bread and Butter.
- Wednesday. Porridge, Bread and Butter, Bacon, Coffee.  
Roast Pork, Peas, Potatoes, Lemon Pudding, pastry, Milk Pudding.  
Tea, Bread and Butter, Jam tarts.  
Rice Pudding.
- Thursday. Porridge, Bread and Butter, Stewed Prunes, Tea.  
Stewed Rabbits and Steak, Potatoes, Turnips. Choice of Boiled puddings, pastry, or Milk puddings.  
Tea, Bread and Butter, Seed Cake.  
Cocoa, Currant Bread.

Friday.

Coffee, Bread and Butter, Fish Cakes.

Roast Mutton, Peas and Potatoes, Pastry and  
Milk Puddings.

Tea, Bread and Butter, Jam pasty.

Bread and Butter, Milk.

Saturday.

Porridge, Ham, Bread and Butter, Tea.

Stewed Steak, Carrots, Potatoes, Apple Dumplings.

Tea, Bread and Butter, Rice Cake.

Bread and Butter, Cheese, Cocoa.

CITY OF LEEDS TRAINING COLLEGE.

- - - - -

1909 - 1910.

Women's Hostel, Weetwood Grange.

Housework required from Students.

1. Each Student makes her own bed and empties wash bowl.  
The Housekeeper supervises this work.
2. Students are made responsible in turn for the general  
tidiness of Studies and Common Room. (The Servants  
do all sweeping and dusting).
3. Dining Room.  
Students in turn change the dishes at dinner and  
clear the tables. (The Servants lay the tables  
ready for all meals).



CITY OF LEEDS TRAINING COLLEGE.

-----  
Women's Hostel, Weetwood Grange.  
-----

TIME TABLE.

6.45 a.m.	First Bell	} Sunday: 1 hour later.
7.20	Roll Call and Prayers	
7.25	Breakfast	
9 - 1	Lectures at College.	
1.45 p.m.	Dinner.	Saturday and Sunday at 1 p.m.
5	Tea.	
6 - 9	Private Study (except Saturday)	
9	Roll Call. Prayers.	
9.10	Supper.	
9.30	Retiring Bell.	
10	Lights out.	

D

CITY OF LEEDS TRAINING COLLEGE.  
-----

Women's Hostel, Weetwood Grange.  
-----

RULES

1. Students are not allowed to go into the City without permission except on Wednesday and Saturday half-holidays.
2. Permission may be obtained to visit friends on half-holidays or to spend the week end. The name and address of the person to be visited must be submitted beforehand to the Tutor in charge.
3. Students are expected to attend some place of worship regularly on Sunday morning (at least) except when permission is given to be absent. The place of worship attended is reported and a record kept.
4. Students must not visit anyone who is ill except by permission.
5. Students are allowed to visit their bedrooms for a quarter of an hour after dinner and for a quarter of an hour after tea. On other occasions only by permission of the Tutor in charge.
6. Students are made responsible - in turn - for the general tidiness of Studies and Common Room.
7. Beds are to be thoroughly exposed to air and windows opened by students before coming down to breakfast. Wash bowls to be emptied, beds to be made and rooms dusted before the students leave for the College.
8. No food is allowed in the bedrooms.

§ III. HEALTH AND SANITATION.

File Medical Report (A) on the following details:—(1) Sanitary conditions of the Hostel. (2) Sufficiency and suitability of the Dietary. (3) Sufficiency of opportunities at the disposal of Students for Recreation and Exercise. (4) General health of Students during the past year.

*Attached*

File copy of Dietary.

*Attached*

§ IV. ADMISSION OF STUDENTS.

1. What is the present number of recognised Students in the Hostel? (Distinguish between Students of the first, second and third years respectively).

*43.*

*22. Second Year Students  
21. First Year Students*

2. Are there any Students or boarders in the Hostel other than those recognised by the Board of Education?

If so (a) What is the number of such Students?

(b) is the scale of fees so framed that the fee charged to a recognised Student, when added to the Parliamentary Grant payable on his behalf, will not in any case produce a sum greater than the fee charged to any not recognised Student or boarder occupying similar accommodation?

§ V. EMPLOYMENTS OF STUDENTS.

1. What times are at the absolute disposal of Students for exercise and recreation?

*Every afternoon except one which is taken up by a Technical Exercise*

2. In the case of Women's Hostels, file details of house-work (if any) required from Students (B), and say by what officer it is directed.

*Attached*

§ VI. GENERAL.

1. File a printed report (if any) of the Hostel for the past year (C).

*None issued.*

2. File any Hostel Rules (D), printed or otherwise circulated amongst Students.

*Attached.*

*W. P. Arsmo* Principal.

the *21st* day of *Dec* 19 *10*