

CITY OF LEEDS TRAINING COLLEGE

Instructions for the Guidance of Tutors and Matrons.

The Grange, Cavendish and Fairfax Halls

1. Each matron is responsible for the domestic arrangements of the Hall in her charge, including the control of the domestic staff.
2. Each matron 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 the Registrar on Tuesday of each week.
4. Requisitions, or communications between matrons, should only be conveyed by maids when enclosed in an envelope.
5. Each matron 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 reported immediately to the Registrar.
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 forwarded by the matron to the Registrar.
7. All invoices, duly certified by the matron, must be forwarded to the Registrar not later than Tuesday of each week.
8. The matron will take breakfast and dinner with the students in order that she may control the domestic staff and arrangements during meals. She will also control the arrangements for tea and supper, but these meals may be taken in her own room.
9. Permission to be absent from the Hall in the morning may be granted by the Principal or Vice Principal in special circumstances.
NOTE. The matron and assistant matron must never be absent from the Hall together, when the Hall is open.
10. It is not 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 tutors and matrons. Tutors, matrons and assistant matrons, 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 Principal or Vice Principal.
11. Tea and supper for the tutors may be served in the tutor's sitting room.
12. The matron will report to the tutor for inclusion on the daily return of absentees the names of any students absent from lectures owing to sickness. No student may be absent from lectures for more than one day without the matron reporting to the doctor, who will determine when he may return. The matron is responsible for the student's treatment and for the carrying out of any instructions which the doctor may give.
13. In the absence of the tutor, the matron will be in charge of the Hall.

14. Students must use the students' entrance and must change their outdoor boots/shoes in the cloakrooms so that dirt may be kept out of the residential portion of the Hall.
15. Teas provided for the students' parents or friends should be charged at the rate of 6d. each. The teas will be served in the dining room and not in the students' bedrooms.
16. Bath lists should be arranged in each Hall. As the supply of hot water is limited, students must not have baths during the periods of the day when the water is needed by the domestic staff for washing up, etc.
17. It is the duty of the matron to see that strict attention is paid to economy in lighting of the Hall and in the use of fuel.
18. The matron will be responsible for the final closing of the Hall.
19. Each matron must check at least once a term all crockery, cutlery and domestic utensils, and report any deficiency to the Registrar.
20. The appointment and dismissal of matrons and assistant matrons, and maids is vested in the House Committee.

The responsibility for the appointment and dismissal of all maids is in the hands of the matron; but the matron must not, without express sanction, engage a maid, who is, or has been, at another Hall.

DIETARY

21. The matron will be responsible for the regular drawing up of the hostel dietary and menus, which shall be available at all times for inspection.

MAIDS

22. Maids are not allowed to have visitors, except very near relatives visiting Leeds from a considerable distance.
23. Maids must keep to their own Hall and must not visit other Halls, unless with the special permission of the matron.

GENERAL

24. No nail or drawing pin is allowed to be driven into any wall or woodwork in the Hall.
25. Each matron is held responsible for the careful and considerate use of all furniture, fittings or equipment within the Hall, and any rough usage must be at once reported to the Tutor and the Registrar.
Each student is held responsible for damage done by him to any article of furniture, fitting or equipment within the Hall, and the tutor must require him to make it good.
26. When necessary, coals will be carried into the Hall between 7 and 8 a.m. and 4.30 and 5.30 p.m. by workmen on the estate.
27. Inventories should be carefully kept so as to be a guide to the location of any article which is the property of the Education Committee. Those in residence should endeavour to be satisfied with the provision made for them in their respective rooms.
No transfer of furniture should take place unless it has been sanctioned by the Principal.
28. After a holiday either the matron or the assistant matron must be back to reopen the hostel before the maids return.