

CITY OF LEEDS TRAINING COLLEGE

Instructions for the Guidance of Tutors and Matrons

Women's Halls (Caedmon Hall, Leighton Hall, Macaulay Hall
and Bronte Hall)

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 sent to Miss Reid, who will examine and transmit them to Miss Briggs to be forwarded to the Registrar.
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 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 Wednesday 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 the meals. She will also control the arrangements for tea and supper but may take these meals 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. Any student absent from lectures owing to illness will be reported by the matron or the tutor who will inform the Principal, and no student may be absent from lectures for more than one day, without the matron reporting to the doctor who will determine when she 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 Hostel.
14. Students must use the students' entrance and must change their outdoor boots or shoes in the cloakrooms so that dirt may be kept out of the residential portion of the Hall.
15. Students may have tea in their study-bedrooms on Wednesdays and Saturdays if proper notice is given. They will provide their own crockery, cutlery, table linen etc. On Saturdays they may have their parents and friends to tea, but a charge of sixpence per person will be made.
16. Students will in turn change the dishes and clear the tables after all meals. They will collect the crockery, cutlery, etc. and place it on a tray near the entrance to the Servery. Students are not permitted to go into the Servery at any time.
17. Students are responsible - in turn - for the general tidiness of the common room, dining room and cloakroom.
18. Students are required to open windows and expose beds to air before coming down to breakfast and to empty wash bowls, make beds, and dust their rooms before leaving for College.
19. Students must sleep in the bedrooms provided for them, and must not sleep out on the balconies of the hostels at night.
20. Bath lists should be arranged in each Hall. As the supply of hot water is limited, students must not have baths during those periods of the day when the water is needed by the domestic staff for washing up, etc.
21. Any communication between the matron and the tutor should be made personally, and must not be conveyed by maids or students.
22. It is the duty of the matron to see that strict attention is paid to economy in lighting the Hall and in the use of fuel.
23. The matron will be responsible for the final closing of the Hall.
24. Each matron must check at least once a term all crockery, cutlery and domestic utensils, and report any deficiencies to the Registrar.
25. The appointment and dismissal of matrons, 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

26. The matron will be responsible for the regular drawing up of the hostel dietary and menus, which shall be available at any time for inspection.

MAIDS

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

GENERAL

29. No nail or drawing pin is allowed to be driven into any wall or woodwork in the Hall.
30. 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 Registrar.
- Each student is held responsible for damage done by her to any article of Hall furniture, fitting or equipment, and the tutor must require her to make it good.
31. When necessary, coals will be carried into the Halls between 7 and 8 a.m. and 4.30 and 5 p.m. by workmen on the estate.
32. 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 or rearrangement of furniture shall take place unless it has been sanctioned by the Principal.
33. After a holiday the matron or the assistant matron must be back to reopen the Hall before the maids return.