(*Extract from the Revised Code of Regulations for* 1862.)

" The Principal Teacher must daily make in the Log Book the briefest entry which will suffice to specify either ordinary progress, or whatever other fact concerning the School or its Teachers, such as the dates of withdrawals, commencements of duty, cautions, illness, &c., may require to be referred to at a future time, or may otherwise deserve to be recorded.

" No reflections or opinions of a general character are to be entered in the Log Book.

" No entry once made in the Log Book may be removed nor altered otherwise than by a subsequent entry.

" The Inspector will call for the Log Book at his annual visit, and will report whether it appears to have been properly kept throughout the year.

" The Inspector will not write any report on the good or bad state of the School in the Log Book at the time of his visit, but will enter therein, with his own hand, the full name and standing (*certified Teacher of the —— Class, or Pupil Teacher of the —— Year, or Assistant Teacher*) of each Member of the School Establishment. The Inspector will not enter the names of Pupil Teachers, respecting whose admission the Committee of Council has not yet pronounced a decision.

" The summary of the Inspector's Report, when communicated by the Committee of Council to the Managers, must be copied into the Log Book by the Secretary of the latter, who must also enter the name and description of all Teachers to be added to, or withdrawn from, those entered by the Inspector, according to the decision of the Committee of Council upon the Inspector's Report. The Secretary of the Managers must sign this entry.

" The Inspector before making his entry of the School Establishment in the following year will refer to his own entry made in the preceding year, and also to the entry which is required to be made by the Secretary of the School, pursuant to Article 62, and he will require to see entries in the Log Book, accounting for any subsequent change of the School Establishment."

(*Extract from Instructions to Her Majesty's Inspectors upon the Administration of the Revised Code.*)

"The Diary or Log Book requires no special Ruling. An outer margin for the date is all that needs to be observed. One such book should be kept by each principal teacher having charge of a school or separate department of a school. These books will not only furnish valuable records of school-keeping, but will (it is hoped) in the course of a few years save much of the registration which has to be performed at this office for the identification of teachers."

(*Extract from a Letter dated* 20*th November*, 1862, *from* R. R. W. LINGEN, ESQ.)

"With regard to a Diary or Log Book, beyond the matter referred to Articles 61-63, my Lords are of opinion that a zealous and intelligent teacher will not be at a loss to make other entries, and will not find that the term 'ordinary progress' expresses the whole of his experience from year's end to year's end.

"Log Books and Diaries are kept in other employments that offer no greater variety of observation.

"If it were necessary to specify entries of importance, one that might be named would be the record of each occasion when the Managers examined the several classes of the School, in what subjects, and with what result.

"If such examination were periodical, the record would be still more valuable, and would tend to maintain the recurrence of them.

"The extent to which the superintendence of the School was maintained by visits of the Managers would also appear.

"In the working of the School, most days would suggest some indication to an observant teacher, as to whether this or that class, this or that subject, this or that method, was all that it ought to be; or not, and why. Similarly, fluctuations of attendance, co-operation of parents, and the rates of and modes of taking school-fees, are so many heads under which facts worthy notice are constantly occurring, and of a different kind in towns and in the country.

"The Log Book is not meant to contain essays on these or similar subjects, but to collect the items of experience. A teacher who performs this duty simply, regularly, and with discrimination, will find it a powerful help in mastering his profession, as well as an honourable monument of his labours."

(*Extract from Instructions to Her Majesty's Inspectors upon the Administra*
the Revised Code.)

"There are to be two Account Books ruled for money. One is to be ke Income, the other for Expenditure. Either by means of paging and indexing, or by of flaps attached to the leaves, the book for income is to be subdivided into 5 par that for expenditure into 6, according to the respective heads just given; and eac of income or expenditure, as it occurs, is to be entered, with its date, in the book, and in the proper part of it.

"The Balance Sheet appears in the following form:—

"A. B., TREASURER in ACCOUNT with the C. D. SCHOOL, for the year ending

Dr.	£	*s.*	*d.*	*Cr.*	£	*s.*	*d.*
To Endowment				By Salaries			
" Voluntary Contributions				" Books, &c.			
" School Pence				" Fuel, &c.			
" Government Grant				" Repairs			
" Miscellaneous Receipts ..				" Rent			
				" Miscellaneous Expenses			
______				By* ______			

"If each voucher for expenditure is *numbered*, and the number *entered with t* *in the Account Book*, the latter becomes an index to the vouchers kept in order as nun and the process of auditing is facilitated. It is not intended that you should audi account, but that you should see that each is so kept as to admit of it: see Form ix."

* "'Balance' must be inserted on one side *or* the other, as the case may require."