



Department of Public Instruction for Ontario.

No. 10968, L³

EDUCATION OFFICE,

Toronto, 7 Decr 1871.

In case of reply, please quote number and date.
and see printed remarks on the other side.

Sir,

We acknowledge, with thanks,
for our Departmental Library, "The
Fossil Plants of the Devonian
and Upper Silurian Formations of
Canada", which you have been kind
enough to send us.

I have the honour to be

Sir

Your obedient servant

J. Roy Boquet

[Signature]

J. H. Dawson, Esq., LL.D.

McGill University,

Montreal.

Department of Public Instruction for Ontario

EDUCATION DEPARTMENT
EDUCATION OFFICE



Handwritten signature and date: *W. H. ...*
Dec 1/11

REGULATIONS IN REGARD TO COMMUNICATIONS WITH THE DEPARTMENT OF PUBLIC INSTRUCTION FOR ONTARIO.

THE POSTAGE LAW AND THE EDUCATION DEPARTMENT.

1. As many parties in correspondence with the Education Department do not comply with the postage law in the prepayment of their letters, (thereby increasing the postage charge by nearly fifty per cent.,) the effect has been to swell unduly this item of the contingencies of the Department. It may be that this omission arises from the impression that the official correspondence of the Educational branch of the public service, like that of the Dominion Executive Departments, goes free. But this is an entire mistake, as it is necessary to prepay all letters to the Provincial Departments. It will be necessary, therefore, that all correspondence with this Department be pre-paid. (as it is on letters, &c., going from the Department,) and that thinner paper be used in all cases. Several letters that might occupy but one page have been received written on large thick paper, and embracing four pages. Foolscap paper should be used where practicable; and only such portions of it sent as may be written on. All other portions have to be cut off when the letter is filed in the Department.

PRE-PAYMENT OF POSTAGE ON BOOKS AND PARCELS.

2. According to the postage law, the postage on all books, parcels, printed circulars, &c., sent through the post must be pre-paid by the sender at the rate of one cent per ounce. Local Superintendents and Teachers ordering books from the Educational Depository, will therefore, please send such an additional sum for the payment of this postage, at the rate specified, as may be necessary.

REGULATION IN REGARD TO GRAMMAR, COMMON AND SEPARATE SCHOOL RETURNS.

3. All official returns to the Chief Superintendent, or a Local Superintendent, which are made upon the printed blank forms furnished by the Education Department, should be pre-paid one cent, and be open at each end, so as to entitle them to pass through the post as printed papers. No letters should be enclosed with such returns.

APPEALS AND MISCELLANEOUS COMMUNICATIONS TO THE EDUCATION DEPARTMENT FOR ONTARIO.

4. Appeals to the Chief Superintendent of Education.—All parties concerned in the operations of the Grammar and Common School Laws, have a right of appeal to the Chief Superintendent of Education: and he is authorized to decide such questions as are not otherwise provided for by law. But for the ends of justice, to prevent delay and save expense, it will be necessary for any person thus appealing in order that such party may have an opportunity of transmitting any explanation or answer deemed expedient. 2. To state expressly in the appeal that the opposite party has been thus notified; as it must not be supposed that the Chief Superintendent will decide, or form an opinion on any point affecting different parties, without hearing both sides—whatever delay may at any time be occasioned in order to secure such a hearing. Application for advice in Township Common School matters, should, in all cases, be first made to the Local Superintendent having jurisdiction in the Municipality.

5. The Journal of Education having been constituted by the Governor in Council the official medium of communicating all Departmental intelligence and information, parties should refer to its pages on matters relating to the apportionment, regulations, blank reports, Depository, Normal School, &c.

6. Communications generally.—The parties concerned are left to their own discretion as to the forms of all communications relating to schools for which specific instructions are not furnished by the Department; but they are requested to use large sized or foolscap paper, and to keep copies of their letters. In all communications, however, the NUMBER OF THE SCHOOL SECTION, and the NAME OF THE TOWNSHIP AND POST OFFICE, with the OFFICIAL TITLE of the writer, should be given; and also the NUMBERS and DATES of any previous correspondence on the same subject.

7. Communications with the Government relating to Schools should be made through the Education Department, Toronto; as all such communications not so made are referred to the Chief Superintendent of Education, to be brought before the Lieutenant-Governor through the proper Department—which occasions unnecessary delay and expense.

8. Communications relating to the Journal of Education; to the Educational Depository; to Public Libraries; or to the Superannuated Teachers' Fund, School Accounts, Poor Schools, &c., should be written on separate sheets from letters of appeal, or on legal questions, in order that they may be separated and classified in the Department.