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STANDING ORDERS

RELATING TO THE

ROYAL HIBERNIAN MILITARY SCHOOL.



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STANDING ORDERS

RELATING TO THE

ROYAL HIBERNIAN MILITARY SCHOOL.

GOVERNMENT AND ORGANIZATION.

The organization is on a military basis, the government being vested in a Military Officer styled the Commandant.

The Commandant is assisted by an Officer who acts as Adjutant, Quartermaster and Secretary.

There are also the following Officers :—

A Medical Officer (Royal Army Medical Corps) who is not resident.

A Headmaster—an Inspector of Army Schools.

There are three Chaplains, neither of whom reside in the School.

The Rector and the Parish Priest of the adjoining parish of Chapelizod are respectively the chaplains for the Church of England and the Roman Catholic boys and Staff.

There is also a Presbyterian chaplain.

1. The Commandant must be resident in the Institution, for the government of which he is responsible in every particular.

2. He will carry on his duties under the orders of the Governors, to whom all matters requiring superior decision should be reported.

3. The Commander of the Forces in Ireland, who is by virtue of his office, Vice-President of the School, should in the first instance be informed of all urgent or special circumstances.

4. The Commandant will report to the Governors all occurrences which may call for their attention, and he will keep them informed of all orders which he may receive from the War Office.

5. He has power to grant leave to any of his subordinates, subject to the rules of the Military Service.

ORDERS FOR THE SECRETARY, ADJUTANT AND QUARTERMASTER.

1. He has charge of the Commandant's office, and acts as his Staff Officer for all purposes of School government.

2. He will act as Secretary to the Governors, attend all their meetings and record their proceedings in the minute book.

3. He will under the directions of the Commandant keep a record of all applications for the admission of boys into the School, and likewise a register of such as shall be admitted with their names and ages, time of admission, the regiment to which the father of the boy belonged and his parochial settlement; also the manner in which such boy was disposed of on quitting the School.

4. He is to see that the Military Staff attend strictly to their duties and to maintain proper order and discipline among the boys, and that the boys keep themselves clean and neat in their person, for which purpose it is expected that he shall frequently visit the workshops, dining hall and dormitories and report to the Commandant any irregularity he may observe.

5. He will attend to the drill of the boys and to such other military duties as are incident to the position of Adjutant, or as the Commandant may from time to time require of him.

6. Official documents sent by order of the Commandant to the other offices of the Institution staff will be returned addressed to the Adjutant unless otherwise ordered.

7. It is his duty to examine all the provisions, stores and clothing sent in, to see that they are of the quality and charged at the price contracted for, to give check receipts to the several tradesmen furnishing the same. Every order to a tradesman must be signed by the Quartermaster, without which no tradesmen's bill can be paid.

8. He will be provided with scales, weights and measures, &c., to ascertain the quantities of every article brought, which he shall regularly enter into the store book under their respective heads, to enable him to examine the tradesmen's accounts at the end of each quarter, previous to submitting them for payment.

9. He shall be accountable for all receipts, issues and remains, and keep a regular account thereof, and will not

allow any waste to be committed by the servants or suffer any articles of provisions, clothing or stores to be carried out of the Institution, but shall report the same or other irregularity that may come under his notice to the Commandant.

10. He will be in charge of and will account for all equipment on charge.

11. He is to take care that everything necessary is provided, and in readiness for the meals of the boys at breakfast, dinner, tea and supper.

12. He will perform the duties incidental to the office of accountant, according to the Regulations of the Army, under the direction of the Commandant.

THE MEDICAL OFFICER.

The Medical Officer resides at the Royal Hospital, Kilmainham, but his quarters are directly connected with the School by telephone.

It will be his duty to examine all the students and the boys brought to the School for admission, and to report upon any special cases occurring among them.

He will take charge of all the sick and be responsible for the state of the hospital, maintaining therein the utmost cleanliness and order.

He will report specially to the Commandant any serious case of illness.

He will keep a register of each case and note therein the nature of the disease, the treatment and the result.

He will make an inspection of the whole of the boys every Wednesday or as often as he may think necessary.

He will inspect the students once every month.

On the occurrence of infectious disease he will at once communicate with the Commandant.

He will from time to time suggest to the Commandant whatever may in his judgment appear likely to contribute to the better health of the boys in general, or of any improvement necessary in the sanitary arrangements.

He will examine and report upon the physical fitness of all members of the subordinate staff on joining the School.

DUTIES OF CHAPLAINS.

The Chaplains will celebrate divine service at the appointed hours on Sundays as well as on festivals and Holy Days appointed by their respective religions.

Special religious instruction not exceeding one hour will be given by the Chaplains to the boys on Wednesdays and Saturdays; also on Wednesdays to the children of the Staff in the Infant School.

The Church of England Chaplain will instruct the students for one hour weekly in the curriculum of Holy Scripture appointed for the course of study for the year.

The Chaplains should occasionally attend the evening prayers of the boys.

The Chaplains will also visit the sick in hospital at least once in each week, and much more frequently those that are dangerously ill. The Chaplains will also visit the sick in quarters and the Staff, whom they should regard as their parishioners.

The Chaplains should at all times endeavour to further the instruction of the boys in the principles of Christian manliness, and to encourage pious, sober, and orderly conduct in every person belonging to the Institution.

The Chaplains should carefully transmit the names of the boys joining the regiments to the respective chaplains in charge with any information likely to be useful in developing the character of the lad.

THE HEADMASTER.

1. The Headmaster is responsible to the Commandant for the discharge of all duties appertaining to school work, of every branch, namely:—

- (a) The instruction of the boys according to the scheme laid down in the Appendix I, Army School Regulations.
 - (b) The instruction of the students to fit them for the appointment of Schoolmaster in the Army, laid down in the "Instructions for the guidance of candidates for admission into the Army as Army Schoolmasters."
 - (c) The instruction of the monitors to fit them for the appointment of students as laid down in the above quoted instructions.
 - (d) Generally the carrying out of all orders issued regarding education.
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PART II.

SUBORDINATE STAFF.

Preface.

All Warrant and N.C.O.'s and civilian servants should understand that they are posted to the Institution to assist in the special training of boys, and are at all times to be most circumspect as regards conduct and language. The position and status of pensioners or ex-soldiers is that of the rank they hold. They are serving under the Army Discipline Act, and are entitled to all the advantages and emoluments—including quarters—of their appointments.

Boys are to be firmly but kindly dealt with, and are not under any circumstances to be struck or illtreated in any way.

Mischief, and the breaking of rules by boys, must be checked at once, and should it be deemed necessary, a report of the case sent to the Sergeant-Major.

Interference with the religious belief of any boy or inmate of the School is forbidden under pain of instant dismissal.

EDUCATIONAL BRANCH.

Schoolmasters

Are under the jurisdiction of the Headmaster for educational purposes from whom they will receive all instructions, but for disciplinary purposes outside the School are under the Adjutant.

They will submit all applications for leave through the Headmaster.

They will wear uniform when on duty in the School.

Students in Training.

Students must carefully bear in mind the ends for which they have voluntarily come to the Institution, and remember that unless they endeavour to cultivate habits of religion and morality, to be diligent in their studies, obedient to the rules of the Institution and careful to exercise self-government in all things, they can never be fit to serve His Majesty as Army Schoolmasters. They are responsible through the Adjutant to the Commandant for the performance of all duties and for their conduct on all occasions, except when in school or at study, when they are under the immediate authority of the Headmaster.

The duties out of School are carried out under the superintendence of the Senior Student, who is to be implicitly obeyed.

All passes, applications and reports signed by the Headmaster will be submitted, through the Sergeant-Major, to the Adjutant by 10 A.M. daily.

All individual and general passes, except for the vacations, when signed by the Commandant, will be sent by the Sergeant-Major to the Gate Sergeant.

Students returning to the Institution after 10 P.M. will report to the Gate Sergeant, who will note the hour of return, either on the individual or general pass.

General passes are to be left with the Gate Sergeant. He will note the time of return on the back of the pass of any student who may come in after the hour specified.

Uniform will be worn on all occasions, after issue, unless permission to wear plain clothes is given for some special purpose.

Students must be ready to fall in punctually at all parades.

No bartering, exchanging or borrowing of clothing between students is permitted under any pretence whatever.

The chests of drawers for students' clothing are required to be kept neatly and orderly, and boots clean under their beds.

Trunks and boxes, &c., are not to be kept in the dormitories, but will be sent to the storeroom.

Students are supplied with clothing at the public expense, and they will not be permitted to part with any portion of it until it has been regularly condemned and renewed, and in the event of their doing so they will be called upon to replace it at their expense.

Smoking when on duty with the boys and also in the grounds or precincts of the Institution is prohibited.

The Senior Student of each room is held responsible for the preservation of order both in speech and conduct.

The value of public property damaged or destroyed will be recovered either from the individual or from all those in the room.

Beds will be made up and the dormitories left neat and regular before the students leave for breakfast every morning.

Students who are sick, or wish to see the Medical Officer, must report to the Senior Student by 7.30 A.M. If taken ill at any other time they should report to the Hospital Sergeant at once.

Inspections of clothing and necessaries will take place when considered necessary by the Commandant.

The Senior Student or in his absence the student answering for him will be held responsible that the passes and other returns or applications are handed to the Sergeant-Major by 9 A.M. daily duly completed.

Every student must conform punctually to the daily routine.

In case of fire students will proceed to the places allotted to them.

MILITARY STAFF.

Sergeant-Major.

1. The Sergeant-Major is to be considered the Senior Warrant Officer in the institution.

The subordinate staff of the School will always treat him with the respect due to his rank.

2. He will exercise authority over the Colour-Sergeants of companies and see that they perform their duties in a proper manner, detailing daily by roster those required for duty.

3. He will have disciplinary control of the students and will watch their conduct and general behaviour, reporting any irregularity to the Adjutant. He will visit their dormitories between 9 and 11 A.M. to see whether the beds and kits are tidy.

4. He will be responsible for the discipline of the boys.

5. He will be present on all battalion parades, see that the boys fall in quietly and are properly inspected by their Colour-Sergeants.

6. He will visit the boot room, bath room and ablution room each morning during ablution parades to ascertain that no irregularities are taking place, and that the boys wash and clean themselves properly.

7. He will be present at three meals daily in the dining hall, for the maintenance of good order.

8. He will invariably be present at tattoo and evening parade and will collect reports and warn boys for duty.

9. He will frequently visit the dormitories after "lights out" to ascertain whether the boys are quiet and that the night watchman is alert and doing his duty.

10. He will not permit any deviation from the usual routine of the School to be made unless proper authority has been received.

11. All applications for leave and reports of a disciplinary

character which are intended for the Adjutant should be submitted through the Sergeant-Major.

12. He will keep a record of all boys admitted to the Institution, which will also show the religion of each boy, the regiment his father served in, and the date and cause of leaving the School, and will keep the "daily state and diary."

13. He will render a return daily to the Medical Officer, showing the readings of the thermometers in the dormitories during the night and the temperature of the bathroom and bath.

14. He will check the Orderly Sergeants' report daily and bring to notice any irregularity.

15. He will check weekly all entries in the Company conduct sheets and see that Institution awards are entered in red ink.

16. He will detail boys to the band, drums and workshops and see that the establishment of each trade is kept up. No boy under 9 years of age will be posted to a trade, except during the winter months when they may be instructed in darning and knitting.

He will occasionally visit the workshops during trade hours.

17. He is authorized to award defaulters' drill for minor offences up to three days.

Bandmaster.

1. He is responsible for the proper musical instruction of all boys under training as band boys.

2. He will keep a record of all instruments and music on charge and is responsible for their preservation and safe custody.

3. He will always attend with the band whenever it plays on parade or in public.

4. He will always be present during practice.

5. He will wear uniform whenever he is carrying out any duty connected with his position as bandmaster.

Quartermaster-Sergeant

Is under the immediate orders of the Quartermaster, to whom he is responsible for the observance of all orders in connection with his department and the staff connected therewith.

He will have the control and superintendence of the pioneers and be responsible to the Quartermaster for the proper dis-

charge of their duties and will also see that the routine of the kitchen is observed.

He will keep a provision account showing the receipts and issues of all articles of consumption.

He will be present at the receipt and issue of all rations and stores.

He will issue, on requisition, the weekly supply of candles and cleaning articles to the individuals entitled thereto on Fridays.

He will superintend the issue of coal and wood to residents.

He will make a morning report to the Quartermaster of all damage done and repairs required throughout the building, the details of which he will receive from the Colour-Sergeants and head of departments by 9 A.M.

He will go round the grounds and visit the ablution room, bath, and latrines daily.

He will be responsible for the accurate keeping of the clothing and equipment ledgers, which are to be posted up daily, and will receive and issue all stores in connection therewith.

In case of any irregularity in connection with the Staff under his supervision he will bring the same to the notice of the Quartermaster.

In addition to his other duties he will perform the duties of finance clerk and will be responsible for the preparation of the accounts, pay lists, &c., and vouchers in connection therewith.

He will be in charge of the permanent fire party and be specially responsible for the fire appurtenances.

Institution Clerk

Is under the immediate orders of the Secretary and Adjutant and will perform the clerical duties in connection with the admission and discharge of boys and generally the duties of an orderly room clerk in the Commandant's office.

The office will open for official business at 9 A.M. and will close at 4 P.M.

If necessary, however, the office will be open at any hour for the performance of pressing work as may be directed by the Commandant or Adjutant.

Instructors of Gymnasia.

1. The gymnastic instructors belong to the Army Gymnastic Staff, but while they are attached to the School for duty they

are amenable to the orders of the Institution in the same manner as any other member of the Subordinate Military Staff.

The Quartermaster-Sergeant-Instructor.

1. He will impart instruction in swimming to students and boys at the hours and days laid down in the daily "routine and time table."

2. He will instruct the students in gymnastics, drill and in the science of physical development at the hours laid down.

3. He will assist in the outdoor games of students and boys.

4. He will drill and train the boys in gymnastics and physical exercises at the hours appointed and such other duties as may be necessary.

5. He is responsible for the order and regularity of the gymnasium and all public property in connection therewith.

6. The Assistant Instructor will receive his orders from the Instructor.

Colour-Sergeants.

General Rules.

1. Colour-Sergeants are responsible for every boy in their Company, and they are expected to take a personal sympathetic interest in all that concerns their welfare.

2. They must always be neat and clean in their dress, and set an example of soldierlike smartness to the boys.

3. Boys will not be struck under any circumstances; if a boy commits himself in any way, he must be reported in the usual manner. Colour-Sergeants may, at their discretion, summarily dispose of minor offences with an award of one day's punishment drill.

4. They will instruct the boy N.C.O.'s of their Companies, and make use of them in carrying out orders and maintaining discipline in the dormitories.

5. They will be present in their dormitories ten minutes after reveille, see that the bedding is properly folded or shaken out before march down, and they will be held responsible for the cleanliness and regularity of their dormitories.

6. They will frequently inspect the bedding of each boy to see that unauthorised articles are not stowed away in it.

7. Before leaving the dormitories Colour-Sergeants are responsible that all gas jets are turned off and the windows opened. The former must be done by themselves, and not entrusted to boys.

8. All Colour-Sergeants will be present at Ablution parade each morning, and will remain on duty until the last boy has been passed out of the Ablution or Shoe-room unless they are required for any other duty.

9. They will parade daily, except Sundays, at a time appointed by the Sergeant-Major, to receive orders and minor detail.

10. They will inspect the clothing in wear daily on drill parade, and see that necessary repairs are carried out as soon as possible.

11. Kit inspection will be held weekly, and at this parade Colour-Sergeants will inspect every article of School clothing in each boy's possession to see that it is in good order and properly marked, noting deficiencies and repairs required.

12. Articles required to complete boys' kits or for Company use will be drawn weekly on Fridays on requisition from the Quartermaster's Stores. Requisitions for articles required must be in the Quartermaster's Office by 9 a.m. on Thursdays.

13. A special inspection will be made of all boots in possession at Tattoo on Sundays and at Kit Inspections on Wednesdays; those noted for repair on Sunday will be sent to the Shoemaker's Shop at 12 noon on Mondays, and those noted for repairs on Wednesdays will be sent at 12 noon on Thursdays. A list, in duplicate, showing the number of each boy whose boots are sent for repair (Form 3) will be rendered to the Quartermaster's Office by 10 a.m. Mondays and Thursdays. When the boots are returned by the Shoemaker, they must be checked with one of these lists by the Orderly Corporal before he leaves the shop, and the list will be kept by the Colour-Sergeant for reference.

Best boots are only to be worn on the regulated parades, or while the second pair are at the shop.

Colour-Sergeants should bear in mind that the proper fitting of boys' boots is most important, as they are all growing lads. Any neglect on their part may lead to a boy's feet being ruined for life.

With due care and attention a boy should always have two serviceable pairs of boots for use.

14. Any article of uniform clothing, except boots, sent for repairs, will be replaced for the time being from the Company Store. For this purpose each Colour-Sergeant will keep twelve suits of cast clothing in his possession, which will be marked with the broad arrow and the letter of the Company to distinguish them from the ordinary clothing.

15. They will send to the Tailor's shop daily at 8.15 A.M. any clothing which requires repairing (Saturdays and Sundays excepted).

All clothing sent to the shop will be accompanied by a list, in duplicate (Form 2), of the garments sent for repair; one list will be retained by the Master Tailor and one by the Colour-Sergeant for reference.

The Orderly Corporal of each Company will attend at the shop daily at 7.15 P.M. to receive the repaired articles, and will check them with the Company list before leaving.

The Orderly Corporal will take the garments to his Company dormitory, where they will be re-issued to the boys at bed-time.

16. Clean linen will be issued as follows:—

At Tattoo, Wednesdays	..	Handkerchief and pair of socks.
Do. Saturdays	..	Day shirt, pair of socks, handkerchief.
Weekly, on Saturdays	..	Bath and ablution towels.
Fortnightly, on Saturdays	..	Sheets, pillow slips alternately.
Monthly	Flannel night shirts.
Fortnightly	Cotton night shirts.

Colour-Sergeants will cause all dirty linen to be checked on being handed in by each boy, and will also check all clean linen received from the laundry on receipt.

17. Colour-Sergeants will keep a list of and take charge of all games issued to them for Company use.

They will inspect them on the first of each month, and report deficiencies to the Sergeant-Major.

18. When proceeding on leave, boys will take with them the following articles:—

Midsummer.

On person.—Overcoat, second suit of uniform clothing, best boots and set of washing.

In bag.—One complete change of linen, best blue coat, third trousers.

Christmas.

On person.—Overcoat, second suit of uniform clothing, best boots, set of washing, jersey, vest.

In bag.—Complete change of linen, blue coat, third trousers.

19. When attending with their Companies on hot-bath night, Colour-Sergeants will be responsible that every boy's toe and finger nails are cut and inspected.

20. A Colour-Sergeant on first appointment will take over all articles belonging to the Company in the presence of the Quartermaster-Sergeant and the Colour-Sergeant handing over charge.

21. Each Colour-Sergeant will keep a numerical roll of his Company, in accordance with the specimen leaf shown on Form 6.

These books will be handed to the Sergeant-Major on the first of each month to be checked.

22. All entries in the Company Conduct Sheet will be made by the Colour-Sergeants personally, institution awards being entered in red ink. These entries will be compared weekly with the morning reports by the Sergeant-Major.

23. A return, on the prescribed form, will be rendered to the Quartermaster's Office on the first day of each month, by each Colour-Sergeant, showing the number of articles of Government stores, bedding and school property on charge of his Company.

24. Companies will be linked together as follows:—

- A and G.
- B and F.
- C and D.

Whenever a Colour-Sergeant of one of these Companies is absent from any cause the Colour-Sergeant of the other will be responsible for the two Companies.

25. They will render to the Quartermaster's Office by 9 A.M. daily, except Sundays, a report of any damage done or repairs required throughout the building.

26. The hair brushes on charge of each Company will be washed monthly on requisition being made by the Colour-Sergeant.

This requisition must be in the Quartermaster's Office on the first of each month.

27. Colour-Sergeants are responsible that the health card of every boy is correctly filled in and placed at the head of his bed.

Hospital Sergeant

Will carry out his duties under the orders of the Medical Officer.

He will be responsible for the maintenance of order and regularity in the absence of the Medical Officer and will see that all medicines, dressings, &c., are regularly administered and that the nursing duties are properly carried out.

He will be responsible for the care of the dispensary and its contents and for all surgical and medical stores, instruments and other appliances entrusted to his charge.

He will be responsible for the preparation and general accuracy of all returns and will enter all official correspondence in the hospital letter book.

He will keep a correct return of all ordnance and barrack stores on charge of the hospital.

He will see that the hospital meals are properly served and distributed.

He will be responsible for the methodical arrangement of drugs and for their economical use and the regularity and punctuality of all details in the issue of medicines.

He will keep all drugs of a poisonous nature in a separate cupboard under lock and key.

He will, himself, dispense all prescriptions, and all medicines so dispensed will be carefully labelled with patient's name, directions and date.

Medicines for external use will be so marked and dispensed in special fluted bottles.

He will report all cases of doubt or of an apparent serious nature or of accident to the Medical Officer.

He will measure and weigh annually every boy in the School and keep a record of the same.

Sergeant-Cook.

His duties are carried out under the immediate orders of the Quartermaster. He will be held responsible that the students' and boy's meals are properly cooked and ready for issue at the appointed hours.

He will be most careful to see that no misappropriation of supplies occurs in the kitchen.

The kitchen is to be at all times kept clean and tidy, and at 11 A.M. daily it must be ready for inspection.

He will see the fires and lights out when they are no longer required, and the kitchen and hall closed by 9 P.M.

The Assistant Cooks are under his orders during working hours and he will report any irregularity connected with their work or conduct in the kitchen.

He and his assistants will rise at 5.30 A.M. winter and summer.

He will draw from the provision stores at 3 P.M. the supplies for the following day.

He will receive all orders from the Quartermaster, to whom all applications and reports are to be submitted.

No boys are to be allowed in the kitchen except by special authority.

In case of fire he will join the FIRE PARTY.

Sergeant-Drummer

Is entrusted with the training of the drummer boys and is responsible that the practice hours as laid down in the time table are strictly adhered to.

He will keep a record of all instruments and music on charge in a book provided for the purpose.

He will follow the same procedure as laid down for the Bandmaster as regards the repairs of instruments, &c.

He will be responsible that the bugle calls are sounded at the hours laid down except the Rouse, when the Orderly Drummer is under the immediate orders of the Sergeant-Major.

The drummers will form a separate company under the Sergeant-Drummer, for the interior economy of which he will be responsible.

Sergeant Master Tailor.

He is under the immediate orders of the Quartermaster.

He will be present in the shop from :—

8 A.M. to 1 P.M.

2 P.M. to 4.30 P.M.

6 P.M. to 7.15 P.M.

and will prepare work for boys and repair boys' clothing, &c.

He will instruct boys in tailoring during working hours.

He will execute all alterations necessary to clothing.

He will keep a requisition and conversion book showing all material, &c., received and converted.

In case of fire he will at once report himself to the Sergeant-Major for instructions.

Boys' clothing requiring repairs, &c., will be received daily at 8.15 A.M. (Saturdays and Sundays excepted), accompanied by a requisition from companies. Clothing repaired will be returned to companies the same evening.

He is responsible that the workshop is kept clean and tidy.

He will keep a roll of boys employed as tailors.

Sergeant Gate-Keeper.

He will open the gate at 6 A.M. and close it at 11 P.M. throughout the year.

He is not to quit the vicinity of the gate, except on duty, without permission.

He will close and lock the Avenue, Church and farm gates at dusk and open them again in the morning.

He will stoplock all doors of corridors, &c., at dusk and open them by 6 A.M. in summer and 6.30 A.M. in winter.

He will report to the Adjutant in the morning if any strangers other than those at officers' quarters remained in the Institution after 11 P.M.

He will collect all passes, note on them the hour of return and take them to the Sergeant-Major on the following morning.

He will report any N.C. officers and students who have not returned by 11 and 10 p.m. respectively.

He will allow no N.C. officers or boys to pass the gate improperly dressed, except those who are playing games in the proximity of the School.

He will allow no hawkers or pedlars to enter or trade about the gates without the Commandant's permission and see that the Avenue and garden grounds are not used as a promenade or recreation ground by any but the officers and their friends.

He will be careful in the punctual delivery of all letters or parcels left at his lodge, and he will take charge of the market cart on Wednesdays and Saturdays and carefully execute all orders.

He will turn on the gas in the hospital yard one hour before dusk and turn off at 6 A.M. in summer and at 7.30 A.M. in winter.

He will keep cleanly swept the vicinity of the lodge gates, keep the garden in order and report to the Adjutant any irregularity coming under his notice.

He will be respectful and courteous to all persons of whatever rank or position who visit the Institution.

He will keep a daily register of the gas meter and be responsible for the fire hose and appliances in the lodge gate.

No article of public or school property is to be taken out of the Institution without authority.

He will supervise the opening and closing of the farm gates for all carts.

He will be responsible for the care of the telephone and see that it is not used improperly by any person; and will also see that all messages are received and delivered to persons concerned. Should there be any failure in the telephonic communication, he will at once make a report to the Adjutant.

He is responsible for hoisting the flag on Sundays and the following occasions :—

- 22nd January, anniversary of accession of H.M. King.
- 1st May, birthday, Duke of Connaught.
- 24th May, Empire Day.
- 3rd June, birthday of the Prince of Wales.
- 9th August, coronation of H.M. King, 1902.
- 2nd September, anniversary of the presentation of colours, 1853.
- 9th November, birthday of H.M. the King, 1841.
- 1st December, Queen's birthday.
- 25th December, Xmas Day.
- On the visit of any member of the Royal Family, Lord Lieutenant, Commander of the Forces, and on Crimean Banquet Fund Prize Day.

Librarian and Sexton.

The Librarian has charge of all books, periodicals and papers, games, furniture, &c., belonging to the Library. He is responsible for the cleanliness of the rooms and that order and quiet are maintained during the hours of attendance. He will, during the holidays, and when possible, be assisted by a monitor.

The Library will be open as follows :—

Sundays.

- 2 to 4 P.M. (in winter and when wet in summer).
- 6 to 7.30 P.M. do. do. do.

Week Days.

- 11 A.M. to 1 P.M. for the Staff.
- 6 to 7.15 P.M. for boys.

During the holidays, on special holidays and Saturdays when wet, the library will be open from 2 to 4 P.M. and 5.30 to 7.15 P.M.

He will keep a catalogue of all books in the library, also a record of issues showing date of issue and return. He will immediately bring to notice any losses, damages, &c.

The books, &c., will be checked half-yearly.

The illustrated papers on being replaced will be sent to the hospital.

The military papers will be retained for one month after which they will be sent to the Quartermaster's stores for disposal as waste paper.

He will act as Sexton and be responsible for the cleanliness and heating of the Church.

He will clear the post box and call for letters at the Officers' Quarters in time for the afternoon post daily (Sunday excepted).

He will be under the orders of the Adjutant. In case of fire he will be one of the FIRE PARTY.

The Engineer.

The Engineer is under the immediate orders of the Quartermaster.

He is required to be careful and punctual in the performance of his duties and invariably to be in attendance while the engines are at work.

He is responsible for the refilling of the bath on Saturdays.

He is responsible for the temperature of the bath and also for the water in the ablution room.

He is to be careful to equalize the supply of water to the various sections of the Institution so as not to leave any part short. Should there be any defect in the inflow of Vartry Water he will report immediately.

He is to keep the fire engine fire always laid and soaked in oil ready for immediate use, and on an outbreak of fire he is to use every endeavour to get the fire engine working with the least possible delay. In frosty weather a small fire will be kept going to avoid the fire engine pipes freezing.

He will light the Church furnace at such time as directed.

He is not to be absent from the Institution without permission and must be ready to act in any emergency requiring the aid of his profession.

Carpenter.

The Carpenter is under the immediate orders of the Quartermaster.

He will execute such repairs to Institution property as may be found necessary from time to time. All requisitions for work to be done by the Carpenter will be first submitted to the Quartermaster's office.

He will instruct boys in carpenter's work during trade hours.

He will daily distribute the morning delivery of letters to the Staff.

He is one of the permanent FIRE PARTY.

He will perform such pioneers' duties as may be allotted to him.

Pioneers,

Are under the immediate orders of the Quartermaster, and their various duties are to be carried out under the superintendence of the Quartermaster-Sergeant.

They are not under any circumstances to be interfered with without reference to the Quartermaster.

Storeman.—He will generally assist the Quartermaster-Sergeant and be responsible for the cleanliness of the stores, utensils, &c.

Bath Pioneer.—He will be entirely responsible for the bath and ablution room, also that they are ready for use at the appointed hours.

Inside Pioneer.—He is responsible for the cleanliness of the playroom, concrete and N.C.O.'s yards, and the latrines, ashpits, &c., in those sections.

Outside Pioneer.—He is responsible for the cleanliness of the farm yard, square and laundry yard, recreation ground, the latrines and ashpits therein.

A detailed list of the various duties to be performed by each will be given to them on taking over their posts.

Pioneers will change duties monthly.

They are to make themselves acquainted with the whereabouts of the various gas and water cocks and fire hydrants in and about the buildings.

The pioneers are responsible that the fire appurtenances allotted to them are at all times clean and ready for use.

They will be exercised in the use of the appurtenances on the 15th of each month, except when it falls on a Sunday, then the following day instead.

In case of fire they will all parade on the front square beneath the clock and await orders.

ORDERS FOR NIGHT-WATCHMAN.

1. The Night-Watchman will commence duty at 9.45 P.M. daily and continue on duty until the boys are called by him at rouse.

2. He will on arrival report himself to the Orderly Sergeant on duty, who will hand him over the dormitories.

3. The Night-Watchman will visit the dormitories frequently during the night and mark up the tell-tale clock once an hour in alternate dormitories.

4. The wet-bed boys will be called according to the following classification :—

Class A.—10.0 P.M., 12.30 A.M., 2.30 A.M., 4-30 A.M.

„ B.—10.0 P.M., 2.30 A.M.

„ C.—12.30 A.M.

He is generally responsible for the order of the dormitories during the night, and will report in the morning any irregularity which has occurred.

In case of fire he will first call the Engineer, then the Students, the Sergeant-Major, Quartermaster-Sergeant and Colour Sergeants, Gate Sergeant and Officers.

He will assist the Gate-Keeper should his services be required in case of any disturbance during the night.

Matron.

The duties of the Matron will be to have supervision over all the female servants (hospital nurses excepted) of the Institution, detail their various duties and exercise a constant and close supervision over them, under the orders of the Adjutant.

She will visit the dormitories every morning to ascertain that they have been or are being properly swept and cleaned.

She will be present in the needle room during the hours the company servants are employed there to superintend their work.

She will have charge of all house linen and of the boys' underclothing and satisfy herself that it has been properly washed and aired before it is sent out of the laundry, and thoroughly repaired by the needle women before being issued for use. Articles considered unfit for re-issue are to be sent to the Quartermaster's stores weekly with a list attached.

She will be responsible for keeping a correct list of female servants employed in the School. When any of the female servants are about to be discharged she will at once take steps to supply their places with women of good character and capabilities.

She will visit the female servants' rooms daily to see that they are kept clean and tidy.

She will be responsible that all the female servants attend divine service on Sundays, and report any failure in this respect to the Quartermaster for the information of the Commandant.

She will in like manner at once report all irregularities in her department that may come to her notice.

She will be responsible for the employment of the daily charwomen and laundry women, notifying the name of any women employed for the first time to the Quartermaster.

In the event of any female servant being absent from duty owing to illness or absence without leave, she will take steps to have the duties carried on by a temporary substitute, reporting the name of the person so employed to the Quartermaster at once.

She will prepare all requisitions for supplies and material required for use in the laundry and workroom and also keep a conversion book showing material converted, &c.

Passes for all female servants (except hospital nurses and cooks) will be initialled by her.

Women joining for permanent employment (except hospital nurses) will be taken by her to the Secretary's office at 12 noon next day or when required.

On completion of their probationary period they will be again taken to that office for final approval.

Her applications for leave will be submitted through the Quartermaster.

Female Servants.

The female servants generally are, with the exception of the hospital nurses, under the immediate supervision of the Matron, through whom all applications for leave, &c., will be submitted, but assistant cooks employed in the kitchen will be under the orders of the Sergeant Cook.

The Head Laundress.

The Head Laundress will have entire control in the laundry and the supervision of the subordinates (subject to the orders of the Matron). She will be responsible for the regular attendance and sobriety of the workwomen, and that the materials issued for washing are not wasted.

She will make a careful inspection of all articles washed, to ascertain that they have been properly cleansed and aired before they are removed from the laundry.

She will be present at the receipt and issue of all linen, to see that all the articles correspond with the number and description.

She will be responsible for the cleanliness of the laundry, and will be careful that everything is put in order daily before the women leave.

Assistant Laundresses.

The Assistant Laundresses will perform their duties under the instruction of the Head Laundress.

Students' Housemaids.

They will commence work at 6 A.M.

They will be responsible for the cleanliness and tidiness of the Students' house, &c. Their various duties will be detailed for them by the Matron.

Company Servants.

Their duties will be performed under the immediate supervision of the Matron.

They will be responsible for the cleanliness of their respective dormitories, and for the clearing away and washing up after meals.

They will assist in repairing the boys' underclothing.

They will receive detailed instructions from the Matron.

Workmistress.

She is under the orders of the Matron.

She will be responsible for the repairing of the boys' and students' underlinen. She will be responsible for the making of all new garments made in the workroom.

Hospital Nurses

Will carry out their duties under the orders and direction of the Medical Officer, who will be responsible that every care and attention is given to the patients in hospital by them, and that all hospital duties are efficiently and thoroughly performed.

Hospital Cook

Will be under the orders and direction of the Medical Officer, who will be responsible that the diets are carefully prepared and cooked and that due cleanliness and order are at all times maintained in the hospital kitchen.

PROCEDURE WHEN BOYS JOIN OR LEAVE THE SCHOOL.

As a rule recruits will arrive at the School for admission on Wednesdays before 9 A.M.

At 9 A.M. they will be taken to the Dentist for examination and then to the 4th Division for examination by the Head-

master. They will then be taken to the hospital for inspection by the Medical Officer.

If the Medical Officer passes them as fit they will be conducted by the Hospital Orderly to the Sergeant-Major, who will at once post them to companies.

Boys under 9 years of age or over that age if of poor physique will be posted to the small boys' company.

Colour Sergeants will fit out all recruits posted to them as soon as possible, obtaining by requisition from the Quartermaster's stores all articles required to complete their kits. All articles must be marked as soon as convenient after issue.

The plain clothes of each boy on joining will, if not handed to the person bringing the boy to the School, be sent to the Quartermaster's stores for despatch to the parents or guardians. In the former case a receipt must be obtained by the Colour Sergeant and handed to the Quartermaster-Sergeant.

Colour Sergeants will obtain the baptismal certificate and declaration of religion from the Adjutant's office for each boy within a week of his joining the School and take them with the boy to the Chaplain. He will render a certificate for each boy posted to his company to show that this order has been carried out.

All recruits' names will be entered in the following books :—

Adjutant's office—

Alphabetical admission book	}	By Sergeant-Major.
Father's regiment book		
Daily strength book		
Alphabetical index book	}	By Institution Clerk.
Numerical register		

Sergeant-Major's office—

- Alphabetical admission book.
- Company roll.
- Book showing when 14 years of age.

BOYS LEAVING.

When a boy is struck off the School establishment, the Colour Sergeant of his company will pack all articles of clothing, &c., in a neat bundle (except those in wear if the boy is joining the Army) and will place them in his company store, ready for issue to the next boy posted to his company.

Boys joining the Army will proceed to their regiments in their second suit of uniform and boots.

Boys leaving the School, educationally or medically unfit to join the Army or discharged for misconduct, will be provided with a suit of plain clothes.

If withdrawn from the School, to return to civil life, a suit of plain clothes must be provided by their parents or guardians.

Boys joining the Army must be at the Commandant's office on the day of their enlistment at 9 A.M. ready to proceed to the Recruiting Office.

Entries of boys leaving will be made in the following books :—

Adjutant's office—

Alphabetical admission book	}	By Sergeant-Major.
Father's regiment		
Daily strength		
Casualty book		
		By Institution Clerk.

Sergeant-Major's office—

Alphabetical admission book.
Company roll.
Trade roll.

“ INSTRUCTIONS IN THE EVENT OF A FIRE BREAKING OUT BY NIGHT.”

If a fire occurs at night, the person by whom it is first observed will arouse the inmates of the building where the fire has broken out, then (if the fire is of a nature to cause alarm) arouse the Orderly Bugler, who sleeps in No. 1 dormitory, who will, if ordered, sound the alarm. (If only a slight outbreak the concussion fire engine should be used at once.)

The Night-Watchman will arouse the Engineer Artificer, Adjutant, Sergeant-Major and Quartermaster-Sergeant and then join the Fire Party.

The Sergeant Gate Keeper will ring the gate fire alarm bell, close the gates and allow no persons to enter except those on duty in connection with the fire. He will communicate with the Commandant or Adjutant to ascertain if it is necessary for the fire brigade to be telephoned for, Nos. 237 and 238.

The bell on top of the main building will only be rung when specially ordered.

Colour Sergeants will proceed at once to their companies, and if the boys are in the dormitories at the time of the occurrence, those in the new building will be marched down

by the most convenient stairs, farthest from the fire, and form up in column on the parade ground. In the old building the fire escape will be used where necessary. The boys from this building will be taken to the square by the safest method, viz., the front stairs, fire escape, or back stairs, but great care must be taken to AVOID PANIC OR OVERCROWDING. SILENCE AND REGULARITY MUST BE MAINTAINED.

The Orderly Sergeant will be responsible for the safe exit of the small boys in the old building, and the Relieving Orderly Sergeant in the new building.

The Engineer will hasten to the fire engine and get the engine ready for use by the most expeditious means. The engine fire is always to be laid and soaked in oil ready for immediate use.

The Quartermaster-Sergeant, Pioneers and others not on special duty will form the permanent fire party, and will form under the clock in readiness to proceed to the scene of the fire.

All students are detailed to the various hydrants. If the hydrant to which they are detailed is not required they will form a cordon round the fire.

The female servants will assemble at the servants' kitchen under the Matron.

Unless the fire is in the married quarters no married people are to leave their residences until directed.

Should a fire occur in the farm yard, the boys will not be disturbed, but the fire parties, &c., as afore detailed will proceed to the scene of the fire.

Should a fire occur in the hospital, the Hospital Sergeant will give the alarm and take steps for the removal of the patients to a place of safety.

On an alarm of fire, the gas in the building affected will at once be turned off, and the fire emergency lanterns will be lighted.

FIRE BY DAY.

On an alarm of fire by day the alarm and assembly will sound.

The boys will at once parade on the front square in column under the Sergeant-Major and Colour Sergeants and each person will proceed to the post assigned for him.

The gas will be cut off from the main.

POSTS OF WARRANT AND N.C.O.'s, &c., ON ALARM OF FIRE.
Adjutant and Quarter- The Adjutant and Quartermaster will
master generally superintend.

Sergeant-Major ..	Will be responsible for the muster of the boys and that they are kept in order. That students are detailed to assist at the hydrants, and fire escapes if used. And the remainder form a cordon round the scene of the fire.
Quarter-master Sergeant	The Quartermaster-Sergeant will take charge of the fire party and cut off the gas.
Institution Clerk ..	Will proceed to the Orderly Room and await orders.
Gymnastic Quarter-master - Sergeant Sergeant Drummer	} Will assist the Sergeant-Major in looking after the boys.
Master Tailor ..	
Hospital Sergeant ..	Hospital.
Sergeant Cook, Pioneers, Car- penter, &c., all other male inmates	} Will parade under the clock and form permanent fire party ready to proceed to the scene of the fire.
Engine Room Artificer	
	Start his engine fire going by the most expeditious method.

GOOD CONDUCT BADGES.

Grant.

1. A good conduct badge will be awarded for every year a boy has been in the School, provided that he has worn the maximum number of badges for his service for six months immediately preceding his claim for another badge, *i.e.*, to be eligible for three, he must have worn two during the six months prior to the date on which he completes three years' service, and so on.

A boy must be twelve months clear of an institution entry before being awarded his *first* badge.

2. An award of more than three strokes of the cane or a reduction in rank, constitutes an "Institution" entry.

Forfeiture.

One badge will be forfeited for every Institution entry on the company conduct sheet.

Restoration.

3. A forfeited badge will be restored when the boy has been six months clear of an Institution entry.

LEAVE.

1. Leave may be granted to boys to leave the Institution on Saturdays and holidays from 2 to 7 P.M. in summer and 2 to 6 P.M. in winter.

To be eligible for a pass a boy must be two months clear of an Institution entry or one month clear of an ordinary entry on his company conduct sheet.

During holidays, or in exceptional cases, a Colour Sergeant may use his discretion in recommending a boy for leave who does not fulfil the above conditions.

Vacation Leave.

2. Leave to visit their relations or friends during the whole or part of the Midsummer and Christmas vacations will be granted to boys provided that R.H.M.S. Form No. 17 is completed and forwarded to the Adjutant by the person with whom the boy is to spend his holiday within 14 days of the commencement of the vacation accompanied by the necessary amount to defray the boy's expenses.

These forms will be sent by the boys to their friends one month before vacation commences.

The following are the authorised periods for vacation :—

Holidays.

Christmas, 14 days.

Easter, 8 days.

Midsummer, 35 days.

The following are permanent holidays :—

Shrove Tuesday (half).

St. Patrick's Day.

Empire Day, 24th May.

Whit Monday.

Ascension Day.

2nd September.

Eve of All Hallows (half).

9th November.

MISCELLANEOUS.

When receiving new or repaired furniture from His Majesty's Board of Public Works or Contractors, residents are not under any circumstances to sign the receipt, but should direct the carman to proceed to the Quartermaster's office. No furniture is to be transferred or exchanged without permission from the Board of Works.

Children of residents are not allowed in the boys' dormitories, playroom or on the grass plot on the square.

Should the loss of a key or keys of the wicket gate occur, the fact should be at once reported to the Adjutant.

No persons other than those authorized by the Commandant are permitted to have keys of the wicket gate.

Library books issued to residents and students on loan are to be returned within 14 days of issue.

To discourage smoking by the boys, residents are desired not to smoke in their presence, or publicly in any part of the School buildings or premises.

By the condition of contract, residents are required to settle their accounts with the various contractors monthly.

Dogs are not to be kept within the School premises, and poultry only by the Commandant's permission.

Three months before the expected time of confinement of the wife of any member of the Staff, the husband must inform the Medical Officer, who will report to the Commandant on the size of the quarters, number in family, the sanitary and medical aspect of the case.

No member of the Military Staff will be absent from the School after 11 P.M. without a pass.