

ST. ELPHIN'S,
Darley Dale.

Name M. Goodman

Form VII^A

Subject Head Girl's Notebook
1937.

Beginning of Term

1. Come back as early as possible.
(~~Autumn Term~~, the day before usually.)
2. See Miss Hudson as soon as possible
3. ~~offer your services to 1st Charge.~~
4. Prepare Chapel.
5. ~~Arrange temporary table places for the first half week.~~

Unpacking Day.

Ring bells. Prepare for Assembly.
See

Lists.

1. Sacristans. 2 a week
2. 3rd Charge. 1 Prefect for each day in the week
3. Weekend 3rd Charge. 1 Prefect or vi form ~~not~~ in the Team for each weekend in the term.
4. P.C. 1 Prefect a week.
5. Breakfast Places. House Captains send house ends, middles, to Top Table and two or three to Junior ^{middles - end of full} ~~and to ii and iii ends and middles~~
6. Dinner Places. Get a prefect to do this list. People may tell you next to whom they wish to sit. Tell Miss H-W. the numbers at each ^(table)
7. Tea Places. House Captains send house ends, middles, to Top Table and 2 or 3 to Junior ~~and iii~~ ends and middles.
8. Supper Places.

Monday, Wednesday & Friday H. Capt. send ends to house tables. Monday, Kennedy sends ends to iii^a.
Wed; Potts send ends to iii^a. Friday Wilson send ends to iii^a. 5^a to Top.

Tuesdays, Thurs., Sat. & Sun., VI form supper.
5^A to ends. 5^B to top.

Breakfast Places. - Change at $\frac{1}{2}$ term,

Tea Places. @ Every other week.

Copies of lists 1, 2, 3 and 4 must be
taken to Miss Hudson, Staff Room, 7, 17.

Remind people each time the lists
change.

Change House Tables every 3 or 4 weeks.
according to length of term.

Annexe Tea. VI^A and VI^B alternate
weeks.

Call a Prefects' meeting if necessary.

P.C. Duties.

1. Lock form rooms having seen that windows and cupboard doors are shut.
2. Shut library windows.
3. Shut Porch Room doors and windows.
4. Turn on Fire Alarm.
5. Lock Chapel.
6. Lock 20 having shut windows.
7. Shut windows of 14 and 7.
8. Shut Common Room door.
9. Shut windows in corridor, ~~Upper, Lower~~ and music square in winter.
10. Lock Annexe.
11. Lock corridor door.
12. Shut windows and lock doors in lab.
13. Shut windows, disconnect radio and shut doors inside and just outside Rec.
14. Put keys in ~~between~~ ~~to~~ study.

Chap. Key Tree.
Big Common Room.

3rd Charge.

1. Ring 8:40 . Chapel Bell. 8:35 a Friday. ^(Saturday 8:45.)
2. 11:10 Stand by lunch trolley. Unload fruit cupboard. 2nd Bus at 11:20.
11:25. Ring 1st bell. Lock fruit cupboard.

~~After dinner offer services to 1st charge.~~

{ Ring games and prep: bells.
(1:50 or 2:0^{and 3:0} or ~~3:0~~ and 3:10, and 4:0)
(Also 3:20, 3:25 and 4:25, ~~and~~ 4:55,)
(5:0 and 7:0 or 4:55 and 5:0 and 7:0.)

Ring bells at 7:40, 7:45, 8:0, 8:15. ^{Leaving} ~~Future~~

Weekend 3rd charges go and ask 1st Charge what they are to do, on Sat morning. (12:20 dinner bells etc.)

Letters

Sacristans a week each in alphabetical order. Make a list before 7:55 and put it up on board.

Fruit. Someone not in Choir.

Unpack fruit and put in forms on Sat morning. Give it out after dinner on Friday.

Sweets.

Give Miss Hudson a list of orders at the end of term for sweets for the next term. Check sweets when they come. Give new orders to Miss Hudson as the sweets run out. Serve sweets to school after dinner on Saturday.

Count money, put it in Book Room directly. Seniors 6^d ~~down~~ up to Vth. Vth etc can have more. Juniors 3^d (under 10)

VI Pocket Money.

Kept in safe in Bookroom. Key in
pigeon hole in Bookroom.

Lectures

~~Lower~~ of IV & VB in turns

Get ~~Upper~~ to help with room.
Find out number of staff coming. See if
Juniors are coming. Glass of water
and pointer on small table. Staff at
When ready tell staff and Miss
Hudson.

Thank and cheer or dep at end
as suitable!

Plays.

See "Lectures". Staff at front
~~not back as~~ Juniors on floor.

House Meetings.

Held at 6-30 on Saturday
Evenings. Houses have Rec: in rotation.

1/2 summer House-meetings directly after tea.

Staff Free Week-ends.

Arrange for Prefects to sit with forms at times given by staff going away. Return list to staff as soon as possible.

Bells.

Monday, Tuesday and Thursday.

9.10. 1st Lesson.

9.50. 2nd Lesson.

10.30. 3rd Lesson

11.10. Break.

11.30. 4th Lesson.

12.10. 5th Lesson.

12.50. Dinner.

~~Ring a bell when all lessons
are at of House Time to let the staff
know for form Time.~~

~~1.45, 1.50, 2.25 and 3.0.~~

8.45.

Bed.

(Extra bells in summer.)

After dinner lessons

Bells.

Wednesday and Friday.

The same as other days except no lesson bells after dinner.

Also on Friday 1st lesson bell is 9.15. ~~and~~ The person who rings the first 8.40 short chapel bell go for Miss Prepsa's books. The same person come out of chapel at 9.5 and ring a bell.

Long bell not in chon.

Bells.

Saturday.

~~8.45.~~

9.10 1st lesson (run by Lapbell person)

9.40. 2nd lesson

10.10. 3rd . . .

10.40. 4th - . . .

11.10. Break.

11.30 5th lesson.

12.10. Free Time.

8.30. Bell for bed.

VI bed at 9.0.

Bells.

Sunday.

8.15 Bed.

VI bed at 8.45.

Marks.

Done every 8 weeks in time for Monday dinner time. Put results for Miss Hudson to read out and record them in note book in 7.

Mark and Order Books are got from the Staff Room. Dormitory Order from Miss Greenfell.

Work.

Higher School Cert:	+ 50.
Subsidiary.	+ 5 per subject.
Matric:	+ 15.
School Cert:	+ 10.
Distinction	+ 10 each.
Good	+ 7.
Credit	+ 5.

Scholarship.	+ 100.
Exhibition	+ 75.
Entrance	+ 50.

Preliminary 5.

Primary 10

Elementary 15

Transitional 20

Lower 25

Higher 30

Inter 35

Advanced 40

Final 45

Distinction +5

National Council of Dom. Sci.

Preliminary House crafts 25

First Class 10

2nd Class 5

(Average the House Marks.)

$$A = +2$$

$$A^- B^+ = +1.$$

$$D = -1.$$

$$\text{Return} = -2.$$

$$D.R. = -2.$$

~~$$O.R. = -3.$$~~

$$O = -2$$

~~Sentup~~ ~~→ 10~~ Sentup = 1 extra

School Exams: out to no. of

$$A^* 85 = +7. 85 \text{ over } 77 \text{ A's or A-'s.}$$

$$A (70) = +5. 70 \dots +5$$

~~$$D = -3. F = -5.$$~~

$$F = -5.$$

Music.

5.

10

(etc 5 up per: diandra)

Execution
Drawings similarly

Order and Dormitory Order.

Conduct Mark — 5.

Order .. . — 1.

Have shield results ready for Mark Reading at the end of term in Assembly.

Mark Reading. (Assembly.)

Get Rec: ready with staff chairs in semi-circle facing school. Staff desk for Miss Hudson. Small Table for shields, cups etc.

Cheer Miss Hudson and Staff at end.

Miss Hudson's Xmas Party.

Make arrangements as decided. Thank and cheer Miss Hudson at supper. & N. W. r. wards when they come

Prize-Giving.

Collect subscriptions for Miss Hudson's
banquet (1^d each.) Take it to Miss Famble.

Arrange for Purions to present
banquet and button holes.

Give cheers for the Prize Presenter
and Miss Hudson at the end.

Old Girls.

Send names and addresses of
prospective O.G's at leaving time to

Margaret C. Hampton

Whitbarras

Victoria Road,

Stockton Heath

Packing Day.

Ring bells.

See that forfeit cupboard is empty.
Prepare for "Assembly": See that T is tidy.

Chapel.

Beginning of Term.

Get books from back of Chapel
and distribute them.

Get numbers for first night
from Miss H. or Miss C.

Week days.

Morning.

Unlock Chapel in Miss C.
Open window ^{has not a head} done it.

Find Miss Hudson's places.

Put numbers up.

Find lesson.

Tri days.

Put out copies.

Evening.

Change numbers and places.

Lock Chapel's shut window
afterwards.

Saturdays.

Morning. Clean brasses. (Cleaner from kitchen)

Put out copies & collect after.

Evening. Light Candles. Find prophet's places
and lesson at lecture.

After service snuff candles.

For Early Service (night before)

Collect old hymn sheets and papers. Move Miss Hudson's desk to ~~front~~ ^{back} from back. Take down all numbers. Remove choir chairs to front of congregation.

Linens required:-

Altar cloth, Credence cloth.

Corporal, Pall (small square cloth, small cardboard square & clean blotting paper.)

Cloth for vesting shelf (with 4 corners)

1 large purificator (for Choral 2 layer)
(4 small p's.)

Other things:-

Box of wafers and one host.

Lavabo.

Get vessels from locked cupboard in book room.
wafer box. Missal & cruets. Fill one flask & half fill another.

1/2 Chapel.

Put cloths on altar and credence.

Put missal with places found (collected for day, creed, last Gospel, beginning of liturgy) on cushion (from vestry shelf) on right of crucifix.

Pour water from half full flask into lavabo and place latter on credence table.

Fill empty flask with wine from vestry cupboard and place cruet on credence table.

Count wafers into tens and fill wafer box. Put on credence.

Put 1 small & 1 large purificator by lavabo.

Put collection bag(s) in front pew.

Put register, pen & ink & blotting paper on chest at back.

Open vestry shelf and build ætelle

on doll

Put out cotte and stole on vesting table.

On Sunday Morning

Open chapel by 7.40.

Short bell 7.50.

Light altar candles.

Last bell 7.58.

1 Sacristan tells celebrant n^o of communicants.

After Service

Put out candles. (immediately)

Put hot water into boiler Room.

Get copies from radiator.

Wash vessels and remove "cotte" if choral. Replenish crucifix & wafer box. Put clean linen on credence table.

Replace choir chairs & Nizzo Hudson's desk, books etc.

Put up humbers. Give out copies.
Find places for Miss H. and people's
Hymn book and service table on
chair by credence. Offertory plate
on wider sill.

Light all candles when chapel
bell goes.

Matins

Wash vessels. Put away.

Find places. Distribute copies.

Put up humbers. Light 2 candles.

Leave dirty linen in basket on
bookroom table. Put awayburse
and coloured veil on vesting
shelf.

N.B. Snuff candles in matins and
Evening after 2nd collect.

After Matins.

Clear away copies. Charge numbers
and places. Count collections for
and take to Miss Pemble.

Evening.

Light candles after chapel bell

After Evening.

Clear up copies.

Shut windows.

Take register to bookroom.

Early service in middle of week.

Same as Sundays. Calling list
made from chapel book and
taken to kitchen.

Short bell 7.20.

Last bell 7.28.

Candles and wine

Ask Miss Pamble for new
ones when necessary.

Light all Candles for - Choral.

.. .. except Wednesdays: - Confirmation.

.. Allen ..: - Early.

Natives.

Sat: & Sun: ~~Presby~~

Saints Days.

Wills.

Holy Days. (Whit: / Trinit:)

Look for Saints Days in calendar
on vestry cupboard door.

Empty wine bottles on bookroom
tables.

Confirmation Day.

Chapel furniture arranged.

Give out copies. Find places.

Put up numbers 2 Sacristans to
"ueh".

At End of Term

Stack books in vestry cupboard.
Lock up.
