

CROYDON SCHOOL  
RULES.

RULES AND GENERAL REGULATIONS

FOR THE GOVERNMENT

OF

CROYDON SCHOOL

ESTABLISHED FOR THE

EDUCATION OF CHILDREN

WHO ARE

MEMBERS OF THE RELIGIOUS SOCIETY OF FRIENDS,

AND WHOSE PARENTS ARE NOT IN AFFLUENT CIRCUMSTANCES;

CONDUCTED UNDER THE SUPERINTENDENCE OF THE

*Quarterly Meeting of London and Middlesex.*

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1870.

## NOTICE.

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*The present Edition of the Rules and Regulations for the government of Friends' School, Croydon, is for the most part the same in substance as that of 1853; the difference consisting in the insertion of such Rules as have subsequently received the sanction of the Quarterly Meeting of London and Middlesex, with a variation in the arrangement, and some omissions and additions, which the Committee have considered it to be within their province to make, in the Regulations.*

*The two Introductions, which were prefixed to the Editions of 1829 and 1853, are now reprinted, as they give a summary account of the Institution from its origin to that time; and there has been no material change since.*

Croydon, 1 mo. 1870.

## INTRODUCTION.

TO THE EDITION OF 1817.

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THE Institution of which the following pages contain the subsisting regulations, or such as are at present acted upon, had its rise about the year 1702. It was set on foot by means of a voluntary subscription amongst the members of the Society of Friends in London, and from its commencement, or from a very early period in its progress, had for objects the support of the aged, the maintenance and education of children, and the employment of both. From these purposes, the last of which was in course of time relinquished, and from the local situation of the establishment, it was denominated *Friends' School and Workhouse at Clerkenwell*. Continuing much under the notice of the Society in the City and its environs, it received from time to time considerable aid by donations and legacies, while from the like sources some funds originated for particular purposes, tending to the benefit of the children educated under its care. The aid of donations was especially afforded on occasion of the removal of the establishment from the place where it had from the first been carried on, to a new spot on the East side of Islington-road, but still in the district of Clerkenwell; as it was chiefly by means either of benefactions of this kind, or of subscriptions on annuities for lives, that the School-house in the last-mentioned situation was erected, on a piece of ground taken of a public company, at a moderate ground rent, for a term of 148 years from Midsummer, 1786. The expense of the building amounted to about £5,500, exclusive of the cost of tenements for the ancient

1934

Friends, who, after being, with the children, removed in the year 1788, from the former premises, were not immediately provided for at the new ones in Islington-road, but were for a time accommodated in a house at Plaistow in Essex.

The principal motive for this separation of the two branches of the family, a plan which, in consequence of the greatly increased charge of supporting them, was, after being tried for a time, necessarily abandoned, arose from certain inconveniences that had long been experienced by their being connected. Although on their re-union an improvement took place in domestic regulation, the disadvantages do not appear to have been entirely obviated; and when at a subsequent period it became indispensable to consider of some new arrangements, it was deemed important that the School should be conducted unconnectedly with the care of persons advanced in age.

To these new arrangements it is now proper to advert. The circumstance that more directly than any other led to their adoption, was the diminution in the number of children, which, from fifty, sixty, or more, was gradually reduced to less than thirty. Some change was evidently proper; the Quarterly Meeting of London and Middlesex entered into a deliberate consideration of the subject, and the measures which it was at length concluded to take, are for the most part stated and explained in a minute of that meeting, of the 15th of Second Month, 1811. In substance they are as follows:—*To suspend*, with the consent of the monthly meetings concerned, that part of the establishment which had relation to ancient Friends—to open the School (which it was agreed should in future be denominated *Friends' School, under the care of the Quarterly Meeting of*

*London and Middlesex*) to the four country monthly meetings belonging to that Quarterly Meeting, as also to some neighbouring Quarterly Meetings, on condition of their uniting with the London monthly meetings in contributing towards its support; but under certain restrictions so as to secure the rights of the children who were the original objects of the foundation, and for whose benefit the particular funds before alluded to, being funds for apprentice-fees and other purposes, are decidedly considered to have been intended; and to adopt, with respect to the mode of admitting children, the regulations of the Institution at Ackworth. The extension of the School it was agreed should take place from the 1st of Seventh Month, 1811, and it was understood that one hundred children might be regarded as the future complement; but the applications for admission soon becoming numerous, and it being found practicable to accommodate a few more, the whole number of boys and girls has been of late generally near a hundred and ten; the former to the latter in the ratio of about six to five. For particulars on this head, and for other information relating to the establishment, especially to its finances, recourse may be had to the printed annual Reports; the first of which appeared in 1814, and gives, but in a less detailed form than has been since adopted, a view of the accounts for the preceding year.

The present compilation relating solely to the existing state of the Institution, omits of course the regulations concerning that department of it which has been suspended. What these were before the change, or at least at the time of preparing a former, and as far as appears the only former edition of its Rules, may be seen by inspecting that edition. It was printed by J. Phillips, London, and bears the date of 1780.

## INTRODUCTION

TO THE EDITION OF 1829.

SINCE the foregoing account was published, some important circumstances in the history of the Institution have taken place.

In consequence of the great increase of houses in the neighbourhood of Islington-road, the premises there became by degrees unsuitable for the School; and the Quarterly Meeting, after mature deliberation, came to the conclusion that it ought to be removed. In the prospect of the changes consequent on this removal, it was thought right to appropriate definitively a portion of the property belonging to the Institution, to that part of its original object which had been for a time suspended, *videlicet*, the support of the aged poor of the six monthly meetings of London; and on the 25th of the Sixth Month, 1822, one-third of the funds was accordingly placed by the Quarterly Meeting under the care of the Six Weeks' Meeting for this purpose.

A property very eligibly situated at Croydon, was purchased in 1823, and such additional buildings were erected thereon as to adapt the premises to the accommodation of a hundred and fifty children. To defray the expenditure so incurred, a very large subscription became necessary; and upwards of £11,000 was accordingly raised within the Quarterly Meeting of London and Middlesex, but aided by the contributions of some Friends of other Meetings, and of a few persons not members of our Society. The three country monthly meetings, having united with much libe-

rality in this subscription, appeared to have a claim to the abolition of the distinction which had previously existed between them and the London monthly meetings, provided it could be done with equity; and after a careful investigation of the terms on which the donations and bequests were made which constitute the funds of the Institution, both for general and specific purposes, it was concluded, on the 29th of Sixth Month, 1824, to extend the privileges of the foundation to the whole of the Quarterly Meeting from the time when the removal should take place.

1827

The leasehold premises at Islington-road, having become vacant in consequence of the removal of the School, are now underlet upon a building lease for 70 years, commencing from the 25th of Third Month, 1827, at a rental, which, under certain modifications, will, in the course of a year or two, amount to £345 per annum; two-thirds of which sum, after the payment of ground-rent, will then become available for the current expenses of the Institution.

The School was opened at Croydon, on the 8th of the Eleventh Month, 1825, for a hundred and twenty children; which number has been since extended to the full complement of a hundred and fifty. And it is satisfactory to refer to the annual printed Reports since the establishment has been settled there, which show that the advantages anticipated from the change of its situation have been fully realised.

A regulation of the Quarterly Meeting of the 24th of Sixth Month, 1823, allowed the admission to the School of a limited number of children not in membership, under certain provisions, which, as since modified, are detailed in the 18th Rule.

## RULES, &c.

### Form of a Clause in a Will for bequeathing a Legacy to this Institution.

*I bequeath to the Treasurer for the time being of the Institution called Friends' School, at Croydon, under the care of the Quarterly Meeting of London and Middlesex, for the general purposes of that Institution, the sum of \_\_\_\_\_ out of such part only of my personal Estate as may by law be bequeathed for charitable purposes. And I direct that, as far as may be needful to give effect to the said Legacy, my other personal Estate shall be primarily chargeable with my Debts and other Legacies, and that the receipt of the said Treasurer shall be a sufficient discharge for the same.*

NOTE.—Any devise of Land or Tenements, or of Money charged upon, or secured on mortgage of, such property, as also any bequest of Money or Stock, with direction that it should be laid out in the purchase of Land, will be void by the laws relating to mortmain; but Money or Stock may be given by Will, if not directed to be so laid out.

1.—This Institution is open for the education of Children who are members of any of the Monthly Meetings constituting the Quarterly Meeting of London and Middlesex, or comprised in any of the neighbouring Quarterly Meetings, which, in consequence of the arrangements made, in 1811, by the Quarterly Meeting of London and Middlesex, are associated with it, by continuing to contribute annual subscriptions for the support of the establishment.

Object of the Institution.

2. The management of the Institution, subject to the direction and control of the Quarterly Meeting of London and Middlesex, is vested in a Committee of Friends, to be appointed as follows:—

Committee, how appointed.

6	by the Quarterly Meeting of London and Middlesex.
3	„ Monthly Meeting of Devonshire House.
3	„ „ Westminster and Longford.
2	„ „ Ratcliff and Barking.
2	„ „ Southwark.
2	„ „ Kingston.
2	„ „ Tottenham.
2	„ Quarterly Meeting of Berks and Oxon.
2	„ „ Essex.
2	„ „ Kent.
2	„ „ Sussex, Surrey, &c.

The period of service of each member, which is to commence from the spring Quarterly Meeting for London and Middlesex, is for six years, at the end of which he is to withdraw, and the meeting appointing him is to be requested, by notice from the Committee in the preceding Second Month, to make a fresh appointment. When a new appointment is required from the Quarterly Meeting of London and Middlesex, the Committee is to nominate such Friends as it may think fit, to the said Meeting, for its approval. The above appointments are to be notified to the Committee in due course.

Any Friend is to be eligible, either in the Monthly Meetings or Quarterly Meetings, to become again a member of the Committee, after he has ceased for one year to be upon that appointment.

If by decease, removal out of the meeting appointing him, or otherwise, a Friend ceases to be a member of the Committee before the regular time for a fresh appointment, the proper meeting is forthwith to proceed, either upon or without notice from the Committee, to appoint a Friend in his place, in order that the number may be constantly kept up; and when the regular time for appointment arrives, such Friend, if he has not served more than three years, is immediately re-eligible.

Times of meeting  
of Committee.

3.—The Committee is to meet at the school once a quarter, namely, on the second sixth-day in the second, fifth, eighth, and eleventh months, at eleven o'clock. No business to be proceeded upon unless seven members are present. On any emergency,

the Committee may be specially convened by any three of its members, the particular cause being expressed in the summonses.

4.—A Sub-committee of six is to be appointed by the Committee every three months, to meet at the school on the second sixth day in the intervening months, at four o'clock,\* for the purpose of inspecting the state of the establishment, examining the accounts, ordering the payment of bills, and attending to any business coming within its province by any of the Rules of the Institution, or to any particular matter that may have been referred to it.

Sub-committee,  
its appointment  
and duties.

The sittings of the Sub-committee are to be open to any members of the Committee. And should less than three Friends be present at any time, the business transacted must be specially confirmed or annulled, by minute, at the next meeting of the Committee.

The Sub-committee to be subject to the call, on emergency, of any two of its members.

5.—The Friends who, for the time being, are appointed on the above-mentioned monthly Sub-committee, are to be considered as visitors of the establishment during the quarter of their appointment. Such Friends are therefore encouraged, either unitedly or by a deputation of some of their number, to visit the schools and family whenever, in addition to their regular times of meeting, it may

\* The Committee is at liberty to alter the time of meeting of the Sub-committee as it may see occasion.

seem to them suitable. At these, either fixed or occasional, times of being at the house, it will be their business to inquire into the state of the children as to health, behaviour, and improvement in learning; to examine such as have been admitted since the preceding Committee-day, and also those who may be about to leave the school, giving to the latter any advice that may appear proper; to inspect the house and premises generally; and to see whether the provisions are good.

A report on the state of the family, by two at least of the Sub-committee, is to be presented to every meeting of the Committee.

Non-attendance  
at Committee.

6.—If any member of the Committee omit attending it for the space of a year, such non-attendance incurs a discontinuance of his appointment, unless a reason for his absence, satisfactory to the Committee, be assigned. If not, a minute is to be sent to the Monthly or Quarterly Meeting, requesting the appointment of another Friend in his stead.

Treasurer.

7.—The Treasurer of the Institution is to be a Friend nominated by the Committee, and approved by the Quarterly Meeting. The appointment is to be for six years unless some particular cause for discontinuance within that period should arise; and any Friend, after being six years in the office, is to be eligible for immediate re-appointment, and so again after a further term or terms of six years.

The cash of the Institution is to be kept, in the name of the Treasurer, at a banking-house approved

by the Committee, to whom it is also left to regulate in what manner payments shall be made.

The Treasurer is to be, by virtue of his office, a member of the Committee and Sub-committee.

8.—The appointment of all the officers and servants of the establishment rests with the Committee; but the Committee may delegate a portion of its power, in this respect, to the Superintendent or mistress of the family. All salaries are to be fixed by the Committee.

Appointment of  
officers, &c.

9.—The Committee is to judge of the propriety of all applications for premiums, gratuities, and apprentice-fees, as well as of the time and manner of giving them; but the Sub-committee is to have the power of approving of places of apprenticeship or service recommended, or that may be agreed to, by Monthly Meetings; and of paying the second and third instalments of the apprentice-fees as they become due.

Premiums and  
apprentice-fees,  
&c.

10.—The Committee is to order all needful repairs of the premises occupied by the Institution, not exceeding £100; but, if it should appear necessary to lay out a larger sum than this, either in repairs or for any other specific purpose, the concurrence of the Quarterly Meeting is to be applied for. The Committee or Sub-committee is to take care that all rents belonging to the Institution are duly received, and that the ground-rent of any premises that may be held by it under lease be regularly paid,

Repairs not ex-  
ceeding £100.

Rents and In-  
surance.

and the other conditions of any such lease complied with; also, that buildings, leasehold or freehold, be kept properly insured. When the number of Trustees for any freehold or leasehold property of the Institution is reduced to three, the Committee is to make an additional appointment, and take care that a proper deed or deeds on the occasion be executed.

Trustees for Freehold or Leasehold property.

11.—The capital, or property, of the Institution, or such part thereof, as shall not be laid out in the purchase of land or on landed security, is to remain vested in the public funds, in the names of four Friends for each particular stock, who are to give declarations of trust, if in the judgment of the Committee the amount should render it expedient. When the number of Trustees for any particular stock is reduced to two, care is to be forthwith taken by the Committee to make an additional appointment, and to see that the proper transfer be made.

For Funded property.

12.—The accounts of the Institution are to be kept by double entry; and a copy of the general balance-sheet, together with a summary abstract thereof, is to be annually laid, in the spring, before the Quarterly Meeting of London and Middlesex. A correct list of Legacies and Donations is to be kept framed and glazed, and the additions to be regularly entered therein.

Accounts, how to be kept, &c.

13.—A Committee of Women Friends is to be appointed; six by the Quarterly Meeting of Women Friends of London and Middlesex, one by each of the Monthly Meetings composing it, and one by each of the Associated Quarterly Meetings of Women Friends.

Women's Committee, how appointed.

The rules respecting their appointment and period of service are to be the same as those for the Men's Committee.

All appointments, when made, are to be notified by the meetings choosing, to the Women's Committee, which is to inform the Men's Committee thereof, on whose minutes the names are to be recorded.

14.—The Committee thus appointed is to have, subject to the approbation of the Men's Committee, the general superintendence and direction of the household, and of the female department of the Institution, and, in particular, the superintendence and direction of the girls' education and domestic employments. The Committee is to meet at the school once in three months, at the same time as the Men's Committee. No business to be proceeded with unless three members are present. A written report is to be forwarded from the Women's to the Men's Committee every quarter.

Service of Women's Committee.

The Women's Committee is encouraged, if it see occasion, to appoint, at any of its meetings, some of its number to visit the house, and to give such advice as they may jointly think necessary, to the mistress of the family or the schoolmistress.

The Women's Committee is not authorized to make any alterations in the existing regulations of the Institution without the consent of the Men's Committee.

Annual Examination.

15.—The Committees of Men and Women Friends are once in the year, in conjunction with such Friends as the Quarterly Meeting shall appoint to assist therein, to enter upon an examination of the children, and of the state of the family. The children are to be brought forward, and severally examined respecting their progress in learning. And it is requested that the associated Quarterly Meetings would, either directly or through their Monthly Meetings, make appointments of men and women Friends to assist in the examination.\*

The Annual Examination thus directed to take place, is not to preclude any more private care, in the same way, for the improvement of the children, which the Committee may see fit to adopt at some other time or times in the course of the year.

Yearly payment.

16.—The yearly payment for children who belong to any Monthly Meeting of the Association, is at present £14, £18, £24 or £28, † at the discretion of the Committee in each case; but those children who are members of one of the Monthly Meetings of the Quarterly Meeting of London and Middlesex are

What children are on the Foundation.

\* The Annual Examination is held on the sixth-day following the third first-day in the sixth month.

† An allowance of 1*d.* per week to each child whilst at school is defrayed out of the general income of the Institution.

alone considered as being on the foundation, and are entitled to priority of admission.

17.—The Committee may admit into the school, children of Friends, not in affluence, from other parts of the country, so long as there is a deficiency in the number of those who are members of the Quarterly Meeting of London and Middlesex, or of the meetings associated with it. Any applications on behalf of such children are to be made to the Superintendent, and to be laid by him before the Committee or Sub-committee. The charge for children admitted under this regulation is to be £18, £24 or £28 per annum, at the discretion of the Committee. Each application should state what sum is proposed to be paid; and Friends who apply are encouraged to select such a rate as may be according to their ability.

Children from meetings not associated.

18.—Any of the Monthly Meetings of the Association are at liberty to recommend children who are not in membership, subject to the following provisions:—

Children not in membership.

I.—That no children be so recommended but such as, in the judgment of the Monthly Meeting recommending, might, agreeably to the usage of our Society, have been admitted as members, for the purpose of being placed at one of the public schools of the Society. And that Monthly Meetings be also careful to see that there be a reasonable prospect of the young persons being brought up, after leaving the establishment, in accordance with the principles of our Society.

II.—That, in acting upon the foregoing regulation, Monthly Meetings be vigilant to guard against the probability of danger to the school from the influence of unsuitable example on the part of children so admitted.

III.—That the number of such children in the school shall not at any one time exceed thirty, and that none be admitted into it under ten years of age.

IV.—That the rates of payment be the same as for children in membership.

V.—That such payments for those not in membership be not defrayed out of the Monthly Meeting's stock.

VI.—That the children thus introduced into the school shall not be entitled to the benefit of the funds for apprentice-fees, gratuities, or marriage-portions.

VII.—That the agent, on forwarding an application on behalf of any such child, send at the same time a notification from the Monthly Meeting, in the following form;—

*Application having been made to this Monthly Meeting to recommend \_\_\_\_\_, who is not a member of our Society, to receive an education in Croydon School, the Committee is hereby informed that \_\_\_\_\_ has been educated in the attendance of our religious meetings, and that a reasonable prospect appears of \_\_\_\_\_ being brought up in accordance with the principles of our religious Society.*

Signed in and on behalf of \_\_\_\_\_ Monthly  
Meeting, held the \_\_\_\_\_ of \_\_\_\_\_ mo., 18  
A. B. Clerk.

VIII.—That, in order to aid the Committee in the exercise of that full discretion which is intended to be vested in it with respect to passing for admission, or not so passing, children recommended as above, the Committee shall be at liberty to call for any explanation, or additional information, that it may in particular cases deem needful.

Children who are members of our Society are in all cases to take precedence of those who are not members.

Children who are Members to take precedence.

19.—A list of the children on whose behalf application is made for admission, is to be laid monthly before the Committee or Sub-committee, for approbation, but with this restriction,—that in the case of children not members of the Society, the decision shall in all instances rest with the Committee itself. No children are to be entered on the list for admission younger than eight years of age, nor any admitted before they attain the age of nine years.

Admission, &c., of children.

Age for admission.

20.—The payment for children is always to be in advance, and in general for not less than a year; but children whose year expires after the age of fourteen, and for whom situations are not provided, may continue one, two or three quarters of a year at the rate at which they were previously entered. No child is to be allowed to enter upon a fresh quarter after he or she is fifteen years of age, except in the quarter immediately preceding the vacation. With respect to the admission or retention of children, if in any special case there may appear sufficient reason for dispensing with any Rule of the

Payment to be in advance.

Age for leaving.

Dispensing power in special cases.

Institution, a power to this effect is vested in the Committee.

Appointment of Agents.

21.—The several Monthly Meetings of the Quarterly Meeting of London and Middlesex, and the associated Quarterly Meetings,\* are to appoint agents, by whose recommendation children from such meetings are to be received into the school, conformably with the regulations prescribed in the Rules. Such Monthly Meetings are severally to appoint one Friend in this capacity; and the Quarterly Meetings above mentioned are to be at liberty to appoint such number as they may respectively see meet: care is particularly requested to select such Friends as are suitable for the post, and that a revision of the names be made every year. The Committee and Sub-committee are to be open to all the appointed agents.

Committees are open to Agents.

22.—On the appointment of any Friend as agent, notice in writing is to be sent to the Committee, by the meeting appointing: similar notice is also to be sent of the decease or discontinuance of a Friend so appointed; and a correct list of agents is to be kept by the Committee.

Office of Agents.

23.—The agents are the persons with whom the Committee has communications on all matters

\* The Associated Meetings at present are the Quarterly Meetings of Berks and Oxon, Essex, Kent, Sussex and Surrey.

relating to the admission and removal of children, and to whom, in case of any sums on account of the children being in arrear, application for payment is to be made.\*

24.—The Committee is at liberty to make regulations for the conducting of its own business, for the management of the schools, the family, or the property of the Institution, and for the direction of the officers and children, as may appear to it needful, and generally is in all things to direct as may seem to it best, for the good order and benefit of the Institution; but has not the power to alter or annul any of the foregoing Rules, or to make any new fundamental Rule, without the concurrence of the Quarterly Meeting of London and Middlesex.

Powers of the Committee.

\* As much inconvenience is found to arise from the practice, hitherto customary, of bringing children to the school irrespective of any specified times, thus sometimes necessitating a derangement of the classes, when such derangement is very undesirable, the Committee have concluded that in future the admittance of children be allowed only at the commencement of each of the four quarters of the year; *i. e.* on the re-opening of the school after the vacation in the summer, and at the beginning of the First, Fourth and Tenth Months.

In all cases the payments for children are to date from the first day of the quarter during which they enter the school.

The names of children who are not members of our Society, or who are under age, are passed for admission only at the quarterly meetings of the Committee, which occur on the second Sixth-day in the 2nd, 5th, 8th and 11th Months.

## GENERAL REGULATIONS.

Proceedings for  
admission of  
children.

25.—When admission for a child is wanted, application is to be made to one of the agents, who, if no objection appear, is to fill up a printed form of recommendation, and transmit it to the Superintendent, in order that the name may be entered on the proper list, for the approbation of the Committee. Agents are desired to mention the exact age in the letter of recommendation, and to be especially careful not to recommend the children of parents who are able to send them to private boarding-schools. They are also desired to state at what rate of payment it is proposed to send the child, and to give a judgment therein.

26.—The agent, when informed by the Superintendent of a vacancy,\* is to obtain from the parents, (or, as the case may be, from the Monthly Meeting, or other quarter from which the payment is to come) the amount of one year's payment for the child, and

\* With each notice of vacancy a paper of printed instructions is to be sent, through the agent, to the parents or friends of the children.

to furnish a bill of admission, to be brought by the child on coming to the school. No child is to be admitted without a bill of admission.

27.—Every child is to be examined by a physician or surgeon, whose certificate must be sent with him or her to the school, stating that such child appears to be free from sores, fits, and infectious or other disorders, which might be attended with expense or incommode the family; together with answers to the following questions:—

Medical certificate to be sent with children.

1.—Has the Child had the Small-pox or Cow-pox?

2.—Has the Child had the Measles?

3.—Has the Child had the Hooping Cough?

4.—Has there been any Infectious Disorder in any family in which the Child has resided during the last three months? If so, state its specific character, and the time that has elapsed since convalescence.

28.—The children are to bring with them such clothing as the Committees shall from time to time prescribe. It is to be plain, strong, without ornamental trimmings, and adapted to school wear. A charge is to be made for any deficiency in the quantity or quality of the clothing sent with the children.

Clothing to be brought.

The following are the articles of clothing required to be brought with each child, viz. :—

*Boys.*

- |   |                                      |
|---|--------------------------------------|
| 2 Cloth caps  | 2 Night shirts                       |
| 3 Jackets   | 6 Pocket-handkerchiefs               |
| 3 Waistcoats  | 4 Pairs of socks, run in<br>the heel |
| 3 Pairs of trousers, with 2<br>pairs of loose linings | 3 Pairs of boots                     |
| 1 Overcoat  | 1 Pair of slippers                   |
| 3 Shirts  | <del>4 Pinafores</del>               |
| 6 Shirt-collars                                       |                                      |

*Girls.*

- |  |                        |
|--|------------------------|
| 1 Plain bonnet and one hat,<br>or two hats | 3 Chemises             |
| 1 Winter cloak or jacket                   | 2 Pinafores            |
| 2 Summer ditto                             | 6 Pocket-handkerchiefs |
| 3 Frocks                                   | 3 Tuckers              |
| 1 Shawl (for playground)                   | 2 Nightcaps            |
| 2 Pairs of stays                           | 4 Pairs of stockings   |
| 2 Skirts                                   | 3 Pairs of boots       |
| 2 Flannel petticoats                       | 2 Nightgowns           |
|  | Umbrella               |
|  | <i>2 Black Apron</i>   |

\*\*\* Friends are not limited with respect to the quantity to be sent with the children, so that it be not *less than* is specified in the list. Remnants of cloth, stuff, linings, &c., the same as the clothes sent with the children, will be acceptable to repair them with.

Notices to Agents,  
for payments.

29.—The Superintendent is to give to the proper agent four weeks' notice of the approaching termination of the year or quarter in respect of which payment for any child in the school has been made. Unless the child will then be above the age of fourteen years and nine months, such notice is to

be accompanied with an inquiry whether it is intended that the child should continue in the school, and, in such case, with an application for a further payment. The agent is then to make application to the parents (or as the case may be) for the sum required, and, on receipt thereof, is forthwith to forward, per post, to the Superintendent, a bill of continuance for the child. If this is not received within four weeks a second notice is to be sent, by the Superintendent; and if in four weeks more the Superintendent does not receive a bill of continuance, he is to send the child home. The agents are desired to pay all sums which come into their hands, as early as they conveniently can, to the bankers of the Institution, the London and County Banking Company, at any of its branches, to the credit of the Treasurer of Croydon School, giving in each case the name of the child for whom the payment is made.

Payments, how  
to be made by  
Agents.

30.—If, at the discretion of the Committee, any child ~~be~~ allowed to remain after the age of fifteen years, such child is to be charged for at the rate of not less than £24 per annum.

Charge for extra  
time.

31.—A month's notice is to be given previously to the taking away of any child; in default of which the Institution will not be accountable for the condition of the clothing. No child is to be admitted or taken away on the first day of the week.

Notice required  
before taking  
away children.

Requisites for partaking of Apprentices-fees, &c.

32.—When children on the foundation have attained the age of fourteen years and a half, information thereof is to be sent, through the medium of the proper agents, to the Monthly Meetings to which they respectively belong, accompanied with notice that, in order to their partaking of the funds for apprentice-fees or other benefits, it is requisite that, before being placed out on leaving the school, either on trial for apprenticeship or at service, the Committee's or Sub-committee's approbation of the place should be obtained.

Children placed as Apprentices, &c., with persons not members.

33.—Children on the foundation who are placed out as apprentices or servants to persons not members of our Society, will not be entitled to partake of the funds for apprentice-fees or other benefits, unless, after suitable endeavours on the part of the Monthly Meeting to procure a place in the Society, the Committee or Sub-committee has been informed of the circumstances of the case, and of the character of the proposed master and mistress, and has signified its consent that this rule should be dispensed with.

Record of Admissions, &c., to be kept.

34.—A book is to be kept, in which are to be carefully entered the names of all children admitted into the school, with their ages, the names and residence of their parents, time of admission, and time of leaving the school; and in which, also, it is to be expressly noted whether the children are or are not on the foundation.

35.—A vacation of about five weeks in the summer and one of about two weeks in the winter is allowed at such times as may be fixed by the Committee; and on these occasions all the children are required to leave the school.

Vacation.

36.—The parents and friends of the children are not to consider themselves at liberty to visit them, except under the following limitations:—

Limitations to visiting the children.

I.—That no visits be paid to the children on the first day of the week, except in the event of sickness.

II.—That no children go home or be absent from the school, on a visit to their friends, without sufficient reason assigned, and permission first obtained from the Committee or Sub-committee, except in the case of children whose friends reside in Croydon: these are allowed to go home not oftener than once a month, but they are not to be absent during school hours.

III.—That no children be allowed to be absent from the school during school hours oftener than one day in the half-year, and that day to be during one particular week which is to be fixed by the Committee.

IV.—That no visits be paid to the children within six weeks of the re-opening of the school after a vacation, and that no interruption to school hours take place by such visits for three months from the same.

V.—That children do not go out unless under the care of a near relative, except in the case of such as are very seldom invited.

VI.—That boys and girls who are not related do not go out together.

VII.—That whenever children are taken out by their friends they be brought back before 8 o'clock, and on Seventh day evening before 7 o'clock; and they are not to accompany their friends to the railway-station.

Bible to be given,  
&c.

37.—Every child is to be furnished by the Superintendent, at the expense of the Institution, with a Bible, and, on leaving the school, with such other books as the Committee may direct.

Superintendent  
is head of the  
family.

38.—For the purpose of maintaining good order and regularity the Superintendent is to have the government of the whole household, and to see that the several officers perform their respective duties, and observe the regulations, which, as the director of a well-ordered family, he may prescribe; and in case anything appear amiss, he is to make report thereof, if necessary, to the Committee or Sub-committee.

He is to oversee  
the schools, &c.

39.—The Superintendent is to oversee the conducting of the schools, and to exercise a moral and religious care over the children; paying attention to their scriptural instruction, obtaining a knowledge

of their individual character, and giving them a correct impression of the religious views and practices of Friends.

40.—The servants are to be hired and dismissed, and their duties assigned by the Superintendent and mistress of the family; and such young persons as are taken by the Committee as apprentices, are to be articulated to the Superintendent and his successors.

Hiring and dismissal of servants.

Binding of apprentices.

41.—The Superintendent is to conduct the correspondence with agents, parents of the children, &c.; under the direction of the Committee, he is to order all supplies of clothing, provisions, and other articles of consumption, and to pay all salaries, wages, tradesmen's bills, &c., as they become due, taking vouchers as far as practicable for all his payments. He is to transcribe the Minutes of the Committee in a fair hand, and to keep the account-books and other books correct; unless, in the judgment of the Committee, these last-mentioned services would be more suitably performed by some other officer of the Institution.

Superintendent's general duties.

42.—The Superintendent is to be the organ of the Committee in the intervals of its meetings, and the responsible agent for the carrying out of its arrangements.

43.—Conjointly with the medical officer and the mistress of the family, the Superintendent is to have

Care of children in illness.

a special oversight and care of children who may be ill; and in case any child be afflicted with a disorder of such a nature as, in the judgment of the medical attendant, leaves little probability of a speedy termination, the Superintendent is to write to the parents or friends of such child, in order that he or she may be removed home as soon as convenient.

Examination of provisions and clothing.

44.—The Superintendent, or the mistress of the family, is to receive and examine all the provisions and articles of clothing supplied to the Institution; and they are to see that due economy is observed in every department. No bill exceeding the amount of £5 is to be paid without being examined and passed in the Committee or Subcommittee.

Bills exceeding £5.

Scripture reading on First-day evenings.

45.—The Superintendent, with the teachers, officers and servants, is to sit down with the children on First-day afternoons or evenings, reading to them, or causing them to read, suitable portions of the Holy Scriptures, selecting such instructive parts and subjects as are best adapted to their understandings.

Care at time of rising and bed.

46.—The Superintendent and the mistress of the family are to take care that the family rise and retire to bed at proper time, and that none of the servants stay up later than themselves. The schoolmasters and school-mistresses, assisted by the apprentices, are respectively to see that the boys

Teacher's duty on children's rising.

and girls dress themselves without loss of time, and come into the schools on the ringing of the bell, in a becoming manner, with their faces and hands clean, their hair combed, and their clothes in proper order and condition.

47.—Subject to such modifications as circumstances may require, the schools are to open at half-past six o'clock in the morning, and close at half-past seven; after breakfast they are to open at nine, and close at twelve; and after dinner to open at two and close at five o'clock.

Hours of school.

48.—The boys and girls are to be taught reading, writing, arithmetic, geography, history, and English grammar; the girls, in addition, are to be taught sewing and knitting. Instruction in foreign languages, and other branches of knowledge, is to be given to such extent as the Committee may prescribe.

Course of instruction.

49.—The girls are to make and mend their own apparel, and do such other needle-work as may be required. The boys, in like manner, are to be employed in their turn in the garden; and both boys and girls are to perform in rotation such domestic services as may be deemed suitable.

Other employment of children.

50.—All the teachers, officers and servants are to be subject to the Superintendent, as the master and head of the family; they are to conform, in all respects, to the Regulations of the Institution; and

Requirements of Teachers, Officers and Servants.

none, whether resident in the house or otherwise, are to absent themselves from their duties without his leave.

Leave of absence is to be applied for.

51.—The teachers and other officers and servants are to be allowed a reasonable time for visiting their friends, &c., during the vacations; but leave of absence, at any other time, is to be obtained (except in cases of emergency) by application, through the Superintendent, to the Committee or Sub-committee. All teachers and officers are required to give a quarter's notice on leaving; and, unless under special circumstances, their engagement is to terminate at the time of the summer vacation.

Notice required on leaving.

No gifts to be received, &c.

52.—No officer or servant is allowed to receive any gift or present from tradesmen, relations of children, or visitors to the house. All visiting, either in or out of the family, on the first day of the week, is strongly discouraged. Liberty is to be given to attend Monthly or Quarterly Meetings, when the Superintendent thinks that the individuals can be spared without injury to the children under their care, or the particular departments which they respectively fill. No officer or servant is to permit any person not belonging to the family to lodge or board in the house, without leave of the Superintendent.

Teachers have (under direction) charge of the school, &c.

53.—Under the direction of the Superintendent and mistress of the family, the teachers are to have

the charge of the instruction of the children, and of the moral discipline of the school; and to see that the Regulations for the children are carried into effect.

54.—In the morning, either before breakfast or immediately after it, the school-master and the school-mistress are to take care that a portion of Scripture be read, in a becoming manner, to the children. In the evening the boys and girls are to be collected in their respective school-rooms, and a portion of Scripture is to be read as in the morning. On these occasions, in the evening, the Superintendent and the mistress of the family, unless prevented by necessary engagements, are to attend, as well as the other officers and the apprentices.

Morning and Evening Scripture reading, &c.

55.—The Superintendent and the mistress of the family are to see the children collected in an orderly manner to their breakfast, dinner and supper, under the care of the teachers who have the oversight of them at these times; instructing them to make a reverent pause before and after meals, that they may be gratefully mindful of their dependence on their all-bounteous Creator for every temporal as well as spiritual blessing.

Care of children at meal-times.

56.—The Superintendent, the mistress of the family, and the teachers generally, are to be watchful that no improper books, pamphlets, or papers, be introduced among the children. Any books or

Improper books to be watched against.

other publications that are sent with or given to them are to be inspected by the Superintendent, and if not deemed by him suitable for their perusal, to be withheld or returned. No books are to be admitted into the Libraries of the Institution without the sanction of the Committee.

Books for Libraries must be sanctioned by Committee.

57.—The apprentices and junior teachers are to be subject, in all cases, to the direction of the senior teachers with whom they may be associated in the instruction and care of the children.

Apprentices to be subject to senior teachers.

58.—In their attendance in the schools, at meals, at readings, and on other occasions in which their services are required, the teachers are to endeavour to promote punctuality and good order by their example and influence.

Teachers' general duties.

58.—In communicating instruction, they should endeavour to carry out, to the best of their ability, the arrangements of the Committee; and their object should be to give a sound, useful education, rather than one of a showy or superficial character: and—

60.—In imparting scriptural or other religious instruction to the children, they should endeavour to enter upon the engagement in a serious and reverent spirit, seeking for divine assistance in the discharge of this important service, and for the divine blessing on their labours.

61.—They should earnestly endeavour to impress upon the minds of the children the great duty of living in the fear of God, the necessity of a strict adherence to truth, and an abhorrence of falsehood and deception in word or deed.

62.—For the purpose of instructing the children in the doctrines of the Christian religion, as held by the Society of Friends, the teachers are to encourage them to employ a suitable portion of their time in acquiring a thorough knowledge of the Holy Scriptures, at the same time being careful, by their conversation and general deportment, to commend these doctrines to the children by their own example. They are to be recommended to the perusal of writings and journals of our early Friends; and such other means of religious instruction are to be pursued, as in the judgment of the Committee and the Superintendent may be most advantageously adopted.

63.—The teachers are to exercise a watchful, Christian care over the apprentices, endeavouring to promote their intellectual, moral and religious advancement.

64.—In maintaining the discipline of the school, they should rule with firmness, and in the spirit of love; labouring together in harmony, and in mutual condescension, to promote the best interests of the children intrusted to their care.

Serious offences  
of children.

65.—Serious offences are to be referred to a conference of the masters with the Superintendent, or of the mistresses with the mistress of the family. and with each other. Whenever punishment is necessary, it is to be administered within a reasonable time after the commission of the offence, endeavours being used to convince the judgment and reach the conscience of the child.

Punishment.

No. 66.

## INSTRUCTION AND COUNSEL

FOR THE CHILDREN.

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*It is directed that the following Paper of Counsel to the Children, and of Instructions for their general conduct, be read to them at least four times a year.*

---

That they rise when called in the morning, and that they be quiet and orderly whilst dressing.

That they wash themselves clean; and, at the ringing of the bell, collect promptly and quietly for school, entering the school-rooms and taking their seats, without noise or hurry.

That they refrain from talking or other improper behaviour in school; that they attend diligently to their lessons; and, when repeating them, speak audibly and distinctly.

That when the bell rings for meals they assemble in silence, and in due order, having their faces and hands clean, their clothes neat, and their hair combed; that they proceed quietly into the dining-room, eat their food in a becoming manner, and avoid talking.

That in the evening they assemble as directed, and, after attending to such parts of the Holy Scriptures, or other religious books, as may be read to them, that they retire quietly to their bed-chambers, and undress themselves with as much stillness as possible, putting their clothes neatly into their proper places.

That they do not absent themselves from school, from meals, or from the evening readings, nor go out of bounds, even with their friends or relatives, without leave.

That when friends or strangers speak to them, they give a modest, audible, and direct answer, standing up, with their faces turned towards those who speak to them; and that they never omit gratefully to acknowledge any kindness shown to them.

That they keep no money in their own possession, except what is allowed; and that they neither buy, sell, exchange nor give away any article contained in their inventories, without leave.

That they avoid quarrelling with, or teasing one another; that they do not complain about trifles; and, when at play, that they observe moderation and decency; that they refrain from the use of nicknames, and all other unbecoming words or language.

That they avoid gambling of all kinds; observe strict honesty; never tell an untruth, or attempt to deceive; never use the sacred Name irreverently, or mock the aged or deformed.

And they are tenderly advised —

To let their whole conduct and conversation be dutiful to their teachers, respectful to their seniors, kind and affectionate to their schoolfellows; and, under all circumstances, to observe the command of Christ, "All things whatsoever ye would that men should do unto you, do ye even so to them."

To commend themselves when they rise in the morning to the protection and care of their Heavenly Father; to crave his blessing; and thus endeavour to begin the day in the fear of the Lord, which is a fountain of life, preserving from the snares of death.

In the times of silence before and after meals, to cherish feelings of gratitude to the Giver of all good, for the blessings they enjoy, and for the opportunities of improvement which are afforded them.

To maintain a quiet, reverent demeanour in religious meetings; seeking by prayer for the help of the Holy Spirit, to enable them to overcome wandering thoughts, to draw nigh in heart and mind unto God, and to worship him in spirit and in truth;

ever remembering that "the eyes of the Lord are in every place, beholding the evil and the good."

And finally, they are affectionately encouraged, both when they retire to rest, and during the silent pause after the evening readings, in a serious and contrite spirit to review the actions of the day; to seek forgiveness from the Lord for all they have done amiss, and for strength to pursue that which is well-pleasing in His sight. Thus will they be enabled, with humble confidence in the mercy of God, through Jesus Christ our Saviour, to adopt the language of the Psalmist:—"I will both lay me down in peace, and sleep, for thou Lord, only, makest me to dwell in safety."

## APPRENTICE-FEES, PREMIUMS, &c.

### APPRENTICE-FEES WITH BOYS.\*

67.—With any boy on the foundation, who, after having been in the school not less than two years previously to attaining the age of fifteen, is placed out from thence as an apprentice, and towards the apprentice-fee with whom the Monthly Meeting grants a sum not less than five pounds; there may be given as an addition thereto, out of the produce of the funds† for apprentice-fees, under the care of the Committee of this Institution, the sum of twenty-five pounds, in manner following:—

£10 at the time of binding, when the sum (not less than £5) granted by the Monthly Meeting is also to be paid.

£10 at the end of three years' service.

£ 5 at the end of five ditto.

68.—A minute from the Monthly Meeting, certifying the grant as above mentioned, must be produced to the

\* See Art. 16.

† These funds are as under:—

SAMUEL BREWSTER'S Legacy	} For Apprentice-fees with	Boys	£500, 3 $\frac{1}{2}$ cents.
Donation from the Executrix of CORNELIUS TAYLOR		ditto	£200, 3 $\frac{1}{2}$ cents.
DEVEREUX BOWLEY'S Legacy		ditto	£1220, ditto.
MICHAEL MORETON'S ditto		Children	£1150, 3 $\frac{1}{2}$ cents.
Surplus fund from unapplied interest			£1500, ditto.
WILLIAM MARTIN'S Legacy in aid of the above,			£746 6s. 7d. ditto.

Committee before the addition from the funds is allowed; and in case the person to whom the lad is bound is free of the City of London, the Committee is to see previously to ordering any payment beyond the first, that the indentures have been enrolled according to the custom of the City.

#### GRATUITIES TO YOUNG MEN.

69.—To young men who, having been on the foundation, have passed not less than two years in the school, previously to the age of fifteen, and were apprenticed from it, and who produce a certificate like the annexed, the sum of twenty-five pounds may be given out of the fund\* for this purpose; to be expended in or towards purchasing tools, fixing them in business, or in any other mode tending to their benefit, at the discretion of the Committee.

#### Form of Certificate.

TO THE COMMITTEE OF FRIENDS' SCHOOL AT CROYDON, UNDER THE CARE OF THE QUARTERLY MEETING OF LONDON AND MIDDLESEX.

*These may certify that the Bearer A. B. served years as an apprentice to C. D. within the compass of this Meeting, and on inquiry made it does not appear but that he was faithful and orderly during that time, and that he continues to behave well; nor do we find that he has contracted any debts, or any improper engagement respecting marriage.*

*We apprehend the gratuity appointed for such young men will be properly bestowed upon him, when the Committee may see*

\* DEVEREUX BOWLEY'S Legacy, £2200, 3  $\frac{1}{2}$  cents.  
Surplus fund from unapplied interest, £1200, ditto.

*convenient, to be expended "in or towards purchasing tools, fixing him in business, or in any other mode tending to his benefit."*

*Signed in and on behalf of the Monthly Meeting  
of held the of mo. 18  
E. F., Clerk.*

If the young man resides more than twenty miles from Croydon, his attendance will be dispensed with, and any friend may apply in his stead; in which case the term "the bearer" should be omitted in the certificate.

70.—If the Committee deem it expedient to retain in hand the whole or part of any gratuity after it has been regularly granted, interest at the rate of five per cent. per annum is to be paid or allowed during the time that the money is so retained.

#### APPRENTICE-FEES WITH GIRLS.\*

71.—With any girl on the foundation, who, after having been in the school not less than two years previously to attaining the age of fifteen, is, either in consequence of being through bodily infirmity unfit for household service, or from some other sufficient cause, placed out from the school as an apprentice to learn a business or employment that may appear suitable for her, and with whom the Monthly Meeting to which she belongs grants a sum not less than five pounds towards an apprentice-fee; there may be given as an addition thereto, out of the produce of the fund†

\* See Art. 16.

† MICHAEL MORETON'S Legacy. See note, page 41.

applicable to this purpose, the sum of fifteen pounds, at the discretion of the Committee; a minute from the Monthly Meeting certifying its grant being first produced.

#### PREMIUMS WITH GIRLS PLACED OUT AS SERVANTS, &c.

72.—Girls on the foundation, who are placed out\* as teachers, household servants, or in other industrial occupations, at the discretion of the Committee, within twelve months after leaving the school, and who produce or forward to the Committee certificates according to the form subjoined, shall receive, if the Committee approve, premiums as under:—†

At the expiration (in all cases within five years of leaving the school) of their	<table border="0"> <tr> <td rowspan="3"> <table border="0"> <tr> <td>1st</td> <td rowspan="3">Year's</td> <td rowspan="3">Service</td> <td rowspan="3"> <table border="0"> <tr> <td>£2</td> <td rowspan="3">} But if in the same place as the year immediately pre- ceding, 10s. more than the premium for that year.</td> </tr> <tr> <td>£2</td> </tr> <tr> <td>£2</td> </tr> </table> </td> </tr> <tr> <td>2nd</td> <td></td> <td></td> </tr> <tr> <td>3rd</td> <td></td> <td></td> </tr> </table> </td> <td></td> </tr> </table>	<table border="0"> <tr> <td>1st</td> <td rowspan="3">Year's</td> <td rowspan="3">Service</td> <td rowspan="3"> <table border="0"> <tr> <td>£2</td> <td rowspan="3">} But if in the same place as the year immediately pre- ceding, 10s. more than the premium for that year.</td> </tr> <tr> <td>£2</td> </tr> <tr> <td>£2</td> </tr> </table> </td> </tr> <tr> <td>2nd</td> <td></td> <td></td> </tr> <tr> <td>3rd</td> <td></td> <td></td> </tr> </table>	1st	Year's	Service	<table border="0"> <tr> <td>£2</td> <td rowspan="3">} But if in the same place as the year immediately pre- ceding, 10s. more than the premium for that year.</td> </tr> <tr> <td>£2</td> </tr> <tr> <td>£2</td> </tr> </table>	£2	} But if in the same place as the year immediately pre- ceding, 10s. more than the premium for that year.	£2	£2	2nd			3rd								
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#### Form of Certificate.

TO THE COMMITTEE OF FRIENDS' SCHOOL AT CROYDON, UNDER THE CARE OF THE QUARTERLY MEETING OF LONDON AND MIDDLESEX.

*These are to certify that A. B. has lived with me as one [or a second or a third] year, which expired on or about the of month, 18 , and during that time has behaved well.*

C. D.

(Name of Place and Date).

\* Service with their parents does not entitle to these premiums, nor of course to the gratuities.

† From the fund for gratuities, &c. See note in next page.

#### GRATUITIES TO YOUNG WOMEN.

73.—To young women who, having been on the foundation, were, before the age of fifteen, not less than two years in the school, and were placed out from it as apprentices according to article 71, or as teachers, &c., according to article 72, and received one or more of the premiums mentioned therein, and who, on attaining the age of twenty-one years, produce or forward to the Committee a certificate in the form subjoined, a gratuity of ten pounds may be given from the fund\* applicable to this purpose.

An additional sum of ten pounds may also be given to such young women from the same fund, on their attaining the age of thirty years, or on their marrying before that age according to the rules of our Society, if they produce or forward a second certificate of similar import, varied as under according to the case.

These gratuities to be either paid when granted, or retained on interest at five per cent. at the discretion of the Committee.

[For the Form of Certificate see next page.]

\* £2000, 3 p cents. 1726, arising from a subscription of Friends of London and from Legacies, with unapplied interest.

## Form of Certificate.

TO THE COMMITTEE OF FRIENDS' SCHOOL AT CROYDON, UNDER THE CARE OF THE QUARTERLY MEETING OF LONDON AND MIDDLESEX.

*These are to certify that A. B., a member of this Meeting, has attained the age of twenty-one years (a), and on inquiry made, it does not appear but that her conduct has been soberly and orderly (b). We recommend her as a proper person to receive the gratuity proposed on these occasions.*

*Signed in and on behalf of the Monthly Meeting  
of held the of mo. 18 .*

*G. H., Clerk.*

(a) *Here insert in the case of one who has been apprenticed "that she served years as an apprentice to D. E. within the compass of Monthly Meeting." This addition is not required to the second certificate.*

*For the second gratuity substitute "thirty" for "twenty-one years."*

*In the case of marriage, state that "A. B. late C., is upwards of twenty-one years of age," and at (b) insert "she was married according to the rules of our Society to F. B., a member of Monthly Meeting, the of Month, 18 ."*

74.—No application for premiums or gratuities is to be received (except under extraordinary circumstances) if not made within three years from the period when they may first be respectively claimed.\*

\* In addition to the apprentice-fees, an allowance for pocket-money is also made to all on whose behalf the fees are paid, according to the following scale:—

From time of binding to 17 years of age, 6s. 6d. per quarter.

"	17	"	19	"	9s. 9d.	"
"	19	"	21	"	13s.	"

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