

Admiralty, S.W.1

8th July, 1952


N.T. 65/51

B.R. 697/1952, *Boys' Training Instructions*, 1952, having been approved by My Lords Commissioners of the Admiralty, is hereby promulgated for information and guidance of all concerned.

B.R. 697/37--*Training Service Regulations* is hereby superseded and all copies are to be disposed of in accordance with B.R.1.

*By Command of Their Lordships*

*J. G. Lang*



## INTRODUCTION

These Instructions are confined to those which must necessarily be laid down for all Boys' Training Establishments.

It is necessary for the efficiency of Boys' Training that all Boys' Training Establishments work in close co-operation one with another. To this end, exchanges of visits by officers of such Establishments should be arranged.

Commanding Officers of seagoing ships which carry Boys should acquaint themselves with the contents of this book. In addition, every opportunity should be taken to visit Boys' Training Establishments, such visits being arranged direct with the Establishment concerned.

### *The object of Boys' Training Establishments*

(a) The object of the courses at the Training Establishments is to teach the Boys the need for discipline, ready and cheerful obedience, to be smart and efficient seamen and pleasant and cleanly messmates; to give them enough technical information to enable them to take their places in their parts of ship and action stations in their first ships and to give them a sound general education so that those Boys who may become Officers and Petty Officers in the Fleet may have the best possible start in their service careers.

(b) The governing principle in all training is that it should be progressive.

(c) It should be emphasized that Boys joining the Fleet must not be regarded as fully trained or as having their characters formed. It is of the first importance that their training and strict supervision should continue as before.

# CONTENTS

## CHAPTER I GENERAL

	<i>Page</i>
0101 Command	1
0102 Inspections	1
0103 Returns	1
0104 Training staff	1

## CHAPTER II ENTRY OF BOYS

0201 Instructions for recruiting	2
0202 Responsibility for final entry	2
0203 Examination of candidates for final entry	2
0204 Rough Entry Book (Form T.S.12)	2
0205 Special entries	2
0206 Action to be taken when boys are entered	2
0207 Rejection of candidates	2
0208 Medical examination and survey	3
0209 Boys from the Royal Hospital School and Nautical Schools	3
0210 Advanced Class on Entry gratuities	3

## CHAPTER III COURSES

0301 Outline programme of courses	5
0302 New Entry course	5
0303 Classification test	5
0304 Selection of Communication Boys	6
0305 Formation of course classes	6
0306 School course. Advanced course. Seaman and Communication Boys	6
0307 School course. General course. Seaman and Communication Boys	7
0308 Seamanship course for Seaman Boys, A.C. and G.C.	7
0309 Gunnery course for Seaman Boys, A.C. and G.C.	7
0310 Communications course for Communication Boys, A.C. and G.C.	8
0311 Physical and recreational training	8
0312 Swimming instruction	8
0313 Religious instruction	8
0314 General training	9
0315 Seniority gained by Boys in final examinations	9
0316 Instructional prizes	9

## CHAPTER IV OFFICERS

0401 Executive Officer	10
0402 Training Officer	10
0403 Divisional Officers	10
0404 Instructor Officers	10
0405 Chaplains	10
0406 Medical Officer	10
0407 Dental Officer	11

## CHAPTER V SUPPLY

0501 Pay Accounts	12
0502 Pocket Money	12

	<i>Page</i>	
0508	Boys' Welfare Fund	14
0509	Payment of gratuities to Nautical Training Schools	14
0510	Payment of instructional prizes	14
0511	Issues of clothing	14
0512	Repairs to clothing and footwear	15
0513	Victualling	15
0514	Examining Officer	15

#### CHAPTER VI BOYS' ADVANCEMENT AND SPECIAL QUALIFICATIONS

0601	Boy 1st Class	16
0602	Ordinary Seamen	16
0603	Badge Boys	16
0604	Advanced course star	16
0605	Call Boys	17
0606	Buglers	17
0607	Marksmen	17
0608	Coxswains	17
0609	Badges	17
0610	Disposal of Boys' civilian clothing	17

#### CHAPTER VII MISCELLANEOUS INSTRUCTIONS

0701	Regulating duties	18
0702	Boys' bounds	18
0703	Instructors	18
0704	Ship's Company	18
0705	Tailors and shoemakers	18
0706	Barbers	18
0707	Seasonal leave	19
0708	Short leave	19
0709	Organised games	19
0710	Indoor recreation	19

#### CHAPTER VIII PUNISHMENTS

0801	General	20
0802	Table of punishments	20
0803	Notes on punishments	20
0804	Delegation of authority to award punishments	21
0805	Record of offences	21

#### CHAPTER IX DRAFTING AND DISCHARGE

0901	Application by Boys for discharge	23
0902	Application for discharge "S.N.L.R." or "Unsuitable"	23
0903	Kit to be allowed to Boys on discharge	23
0904	Disposal of kit withdrawn on discharge	24
0905	Appropriation to Port Divisions	24
0906	Drafting of Boys	24
0907	Escorts for drafts	24

#### APPENDICES

A	Advanced Class on Entry examinations	25
B	New Entry school syllabus	28
C	School syllabus of subjects common to Advanced Course and General Course classes	29
D	School syllabus for Advanced Course classes	32
E	School syllabus for General Course classes	36
F	Seamanship syllabus	40

## CHAPTER I

### GENERAL

#### 0101. COMMAND

(a) The Boys' Training Establishments are under the orders of the respective Commanders-in-Chief.

(b) The Commanding Officers of the Boys' Training Establishments are authorised to communicate direct with the Director of Naval Training, Admiralty, on routine training matters and on matters of minor training policy peculiar to these establishments.

(c) All matters of importance, however, which affect other officers and Establishments within the jurisdiction of the respective Commanders-in-Chief are to be submitted by Commanding Officers to their Commander-in-Chief.

#### 0102. INSPECTIONS

Inspections of Boys' Training Establishments will be carried out annually as ordered by the Commander-in-Chief.

#### 0103. RETURNS

A list of special returns to be made by Boys' Training Establishments is given in appendix L.

#### 0104. TRAINING STAFF

(a) Their Lordships wish to impress upon officers and men who have contact with Boys that their personal bearing and manner must be above reproach. An impression, good or bad, made on a Boy in his first ship is likely to affect his whole future in the Service.

(b) The personal relationship between officer and Boy is another important training factor.

## CHAPTER II

### ENTRY OF BOYS

#### 0201. INSTRUCTIONS FOR RECRUITING

In recruiting boys for the Royal Navy, the directions contained in B.R.689, *Instructions for Recruiting*, are to be followed.

#### 0202. RESPONSIBILITY FOR FINAL ENTRY

(a) The Commanding Officers of the Training Establishments are to enter boys finally for the Royal Navy.

(b) Boys are not to be considered as finally entered until Forms S.55 have been signed by the Commanding Officer of the Training Establishment concerned.

#### 0203. EXAMINATION OF CANDIDATES FOR FINAL ENTRY

(a) The Commanding Officer is to detail officers to examine each candidate for entry.

(b) These examinations, which should be completed with as little delay as possible, are to include checks to ensure that :

(i) The entry papers are complete and correct

(ii) The boys conform to Admiralty standards

(iii) The weights and measurements of all Boys are recorded in T.S.75.

(c) Finally, the boy is to be brought before the Commanding Officer who is to use his discretion as to whether he shall be entered or whether his case should be submitted to the Commander-in-Chief for rejection.

#### 0204. ROUGH ENTRY BOOK. (FORM T.S.12)

Details are to be kept, in the Rough Entry Book, of the name, age, religion, previous address and former occupation of each candidate who presents himself for entry, irrespective of whether he is entered or not.

#### 0205. SPECIAL ENTRIES

(a) Special Entries may be allowed after Admiralty approval has been obtained. These may include :

(i) Boys under standard height

(ii) Boys under the minimum or over the maximum age limits.

(b) In such cases, the notation SPECIAL ENTRY is to be made in the Rough Entry Book and in the remarks column of the weekly return, S.52A.

#### 0206. ACTION TO BE TAKEN WHEN BOYS ARE ENTERED

The Commanding Officer is to forward a return on form S.52A to the Director of Navy Accounts, together with all the entry papers (including birth certificates or other evidence of age), as soon as possible after each entry.

#### 0207. REJECTION OF CANDIDATES

(a) The Commanding Officer is to obtain the approval of the Commander-in-Chief before any candidate is rejected.

(d) The entry papers, together with a covering letter, are to be forwarded to the Director of Naval Recruiting as soon as possible after a candidate's rejection. Should a candidate be rejected on educational grounds, all test papers worked in the Training Establishment are to be attached to the entry papers.

#### 0208. MEDICAL EXAMINATION AND SURVEY

(a) The final medical and dental examinations of all candidates are normally carried out before boys join the Training Establishment.

(b) Each boy is, nevertheless, to be examined by the Medical Officer and the Dental Officer as soon as practicable after joining the Training Establishment; should he be found to have some major defect or disability which has not been recorded by the Recruiting Medical Officer, he is to be sent to the Royal Naval Hospital or the R.N. Sick Quarters, Shotley, as appropriate, for survey (B.R.689, Art. 53 (2)). The Medical Examination Report—Entry (F. Med. 1) is to accompany the application for survey. If the survey board orders his discharge, the boy is to be invalided and dealt with in accordance with the *Recruiting Instructions*.

(c) In exceptional circumstances, boys who have only been provisionally examined may be sent to a Boys' Training Establishment; there such exceptions are to undergo final medical and dental examinations before being entered. Any such boy who is found unfit is to be surveyed by two Senior Medical Officers as soon as possible; if necessary, application is to be made for his rejection on medical grounds, the procedure in **0207** being followed. In addition, a copy of Form B.249 is to be forwarded to the appropriate Recruiting Staff Officer.

#### 0209. BOYS FROM THE ROYAL HOSPITAL SCHOOL AND NAUTICAL TRAINING SCHOOLS.

(a) Boys from the Royal Hospital School, Holbrook, or from recognised Nautical Training Schools are recruited in the normal manner. They are subject to the same qualifications as other boys except that a minimum height of 4 ft 10 $\frac{1}{2}$  in. is permissible.

(b) The Director of Naval Recruiting will inform Training Establishments, on Form T.S.112, of the names of all boys entered from the Nautical Training Schools. He will indicate on the same form which boys are recommended to be examined for the Advanced Class on Entry, according to the wishes of the Superintendents of the respective schools, provided that the boys have been under training therein for at least one year.

(c) Candidates for Advanced Class on Entry are to be examined in school, squad drill, seamanship and swimming as soon as practicable after joining. The syllabus for these examinations is given in appendix A. The results are to be reported to the schools concerned on Form T.S.113. A pass mark of 60 per cent is normally required.

#### 0210. ADVANCED CLASS ON ENTRY GRATUITIES

(a) A gratuity of £20 is to be paid to the Nautical School concerned for every boy who passes the examination.

(b) If, by the end of the financial year, gratuities of £20 have been paid for 40 per cent or more of the total output of boys from a particular Nautical School, an additional £10 will be paid for each boy for whom £20 has already been paid.

## BOYS' TRAINING INSTRUCTIONS

subject will involve the forfeiture of the whole gratuity. The numbers of boys who earn the reduced gratuity will not be included in the 40 per cent required to earn the £30 rate.

(d) A gratuity of £5 a head is to be paid for each boy, other than those who qualify for the Advanced Class on Entry gratuity, commencing with the twentieth entered during the financial year from any of the Nautical Schools. Payment of this gratuity is subject to each boy having been under training in the School for at least nine months. For boys who have been under training there for at least eighteen months, the gratuity will be increased to £10. These gratuities are not payable to those schools which have earned the gratuity at the rate of £30.

(e) Neither the Advanced Class on Entry nor the £5 gratuities are payable to the Royal Hospital School, Holbrook.

(f) Gratuities are to be paid once a year by *H.M.S. Ganges*; all arrangements for payment are to be made between the Boys' Training Establishments.



## CHAPTER III

### COURSES

#### 0301. OUTLINE PROGRAMME OF COURSES

(a) New Entry Course—Lasting 5 weeks.

(b) Main Courses

(i) Seaman Boys (A.C. and G.C.).

A course of 36 weeks during which the principle of half-time school and half-time technical instruction is to be applied as far as possible.

(ii) Communication Boys (A.C. and G.C.).

A course of 36 weeks, during which the principle of half-time school and half-time technical instruction is to be applied as far as possible, and an additional period of 15 weeks of full-time technical instruction.

(c) In addition to the above programme, all Boys are to complete a further period of up to three weeks during which they will carry out work ship and messenger duties. This may be arranged at any convenient period during their course.

(d) The total length of time spent in the Training Establishment will be further increased by seasonal leave of up to nine weeks a year as laid down in **0707**.

(e) Individual Boys who make insufficient progress or who lose time through sickness may be back-classed as required.

#### 0302. NEW ENTRY COURSE

(a) The New Entry Course should include instruction as follows :

(i) School course—revision of elementary work. (Appendix B.)

(ii) Elementary squad drill without arms.

(iii) Kit—instruction to cover every aspect of teaching Boys to look after themselves and their kits.

(iv) Physical training and elementary instruction.

(v) Swimming instruction.

(vi) Mast climbing.

(vii) Religious instruction.

(viii) Lectures—these to include medical, dental and pay lectures, sex instruction and Divisional Officers' lectures. Three of the latter, one of which should be given by a Communications Officer, are to deal with advancement with the object of assisting Boys to decide whether they wish to volunteer for the Communication Branch.

(b) The time devoted to each of the above subjects is left to the discretion of Commanding Officers, except that the time allowed for School should be about twenty hours.

(c) Facilities are to be granted to the Chaplain, the Medical Officer and the Dental Officer to take individual Boys out of classes as required, so that all preliminaries through which a Boy has to pass on entry are completed before he begins his Main Course.

(b) The selection of A.C. Boys is to be made by the Senior Instructor Officer as a result of this test ; 60 per cent of the total marks, with not less than 50 per cent in either paper, is normally to be regarded as the lowest qualifying standard. In selecting A.C. Boys, however, account should be taken of general character and suitability ; when Boys are outstanding in these respects a slightly lower school standard may be accepted.

#### 0304. SELECTION OF COMMUNICATION BOYS

(a) The Commanding Officer, *H.M.S. Ganges* is responsible that the approved proportion of Boys for training in Communications is selected from each recruitment. This selection, which is to be made from those who volunteer for Communications, is to take place during New Entry Course. The Commanding Officer, *H.M.S. St. Vincent* is to afford the necessary facilities.

(b) All Boys are to be given an opportunity to volunteer for the Communication Branch during their New Entry Course.

(c) The actual percentage of Boys who are to be appropriated to the branch will be promulgated by the Admiralty.

(d) The proportion of A.C. Boys to G.C. Boys in the Communication and Seaman Branches is to be the same. It is not advisable, in general, to allocate G.C.(L) Boys to Communications. They find the work too difficult and usually, after wasting a great deal of time and effort, have to revert to the Seaman Branch. (0310 (c).)

(e) All Boys are required to pass the prescribed eyesight test before being selected.

(f) The selection of Boys for the Communication Branch is to be carried out by a board composed of the New Entry Officer, an Instructor Officer and a Communications Officer. Great care is to be taken over this selection as the future career of a Boy depends upon the decision made.

#### 0305. FORMATION OF COURSE CLASSES

(a) At the end of their New Entry Course, Boys are to be formed into Course Classes according to their school classification and branch.

(b) Classes are to be numbered as follows :

Seaman Branch, General Course.	1 to 99.
Seaman Branch, Advanced Course.	101 to 199.
Communication Branch.	201 to 399.

(c) The number of Boys in any class should not exceed 25.

#### 0306. SCHOOL COURSE : ADVANCED COURSE : SEAMAN AND COMMUNICATION BOYS

(a) The purpose of the Advanced Course is to give intelligent Boys of good character and personality a more advanced education in order to provide men suitable for higher rating, Branch Rank and Commissioned Rank.

(b) The syllabus of school instruction for Seaman and Communication Classes doing the Advanced Course is given in appendices C and D.

(c) An examination is to be held, normally in the eighth week of the Main

(e) A notation of the result of the final examination is to be made on Form T.S.34 and on page 3 of each Boy's Service Certificate. Boys who gain not less than 40 per cent of the total marks are to be given the notation A.C. Boys who fail to achieve this percentage are to be given the notation G.C.(U).

(f) In exceptional circumstances, Boys who obtain less than 40 per cent may be given the A.C. notation at the discretion of the Commanding Officer. In the event of an A.C. Boy being sick during the final examination, he may, at the discretion of the Commanding Officer, be given the notation A.C. or G.C.(U), with the additional notation TRAINED A.C. BUT SICK DURING FINAL EXAMINATION.

#### 0307. SCHOOL COURSE : GENERAL COURSE : SEAMAN AND COMMUNICATION BOYS

(a) The object of this course is to enable the General Course Boy to apply his school knowledge to the requirements of the Service and to help him in preparing for the various educational tests and courses for specialist qualifications.

(b) The syllabus of school instruction for Seaman and Communication Classes doing the General Course is given in appendices C and E.

(c) An examination is to be held, normally in the eighth week of the Main Course ; G.C. Boys who then reach a sufficiently high standard may be transferred to an A.C. Class.

(d) A final examination is to be held at the end of the School Course, the papers being set and marked in the Boys' Training Establishments. The arrangements for all Establishments are to be co-ordinated by *H.M.S. Ganges*. The Director, Naval Education Service, Admiralty, will undertake the printing of the papers.

(e) A notation of the result of the final examination is to be made on Form T.S.34 and on page 3 of each Boy's Service Certificate. Boys who gain 40 per cent and above of the total marks are to be given the notation G.C.(U). Boys who fail to achieve this percentage are to be given the notation G.C.(L).

#### 0308. SEAMANSHIP COURSE FOR BOYS A.C. AND G.C.

(a) The syllabus of Seamanship training to be carried out by all Seaman Boys is given in appendix F.

(b) A minimum of 100 hours is to be allocated to this subject.

(c) On completion of the course, all Seaman Boys are to be examined in Seamanship. The examinations are to be conducted by officers and are to be marked as shown in appendix F.

(d) The results of Seamanship examinations are to be recorded on Forms T.S.34.

#### 0309. GUNNERY COURSES FOR SEAMAN BOYS A.C. AND G.C.

(a) The syllabus of Gunnery Training to be carried out by all Seaman Boys is given in appendix G and B.R.632A/45, Course No. 200.

(b) A minimum of 100 hours is to be allocated to this subject.

(c) On completion of the course, all Seaman Boys are to be examined in Gunnery. The examinations are to be conducted by officers and are to be marked as shown in appendix G and B.R.632A/45, Course No. 200.

(f) All Boys who obtain 85 per cent in their '22 practices are to be given an Admiralty prize of 2s 6d; this sum is to be credited in the Miscellaneous Credits column of the ships' ledgers and may be paid in cash.

### 0310. COURSES FOR COMMUNICATION BOYS A.C. AND G.C.

(a) The object of the Communication technical course is to prepare Boys to take their places as operators of the watch at sea. They may be expected to be capable of doing this after three months' practical experience in their first seagoing ship.

(b) The syllabus of training to be carried out by Boys of the Communication Branch is given in skeleton form in appendix H. Standards of knowledge required are laid down in the Signal Training Manual. The details of professional training are to be arranged with the Captain, *H.M.S. Mercury*. Instruction in seamanship, gunnery, P.T. and in the maintenance of kit is to be progressed throughout the course.

(c) Because of the wide variation between individuals in aptitude for learning practical signalling, it is inevitable that some Boys will fall behind. In the interests of economy, it is desirable that as few as possible should be back-classed or re-categorised as Seamen.

(d) A gratuitous issue of badges may be made to each Boy on passing his Badge test.

(e) Signal and Wireless Telegraphy History Sheets are to be started for each Communication Boy on completion of his course; they are to be attached to Service Certificates.

### 0311. PHYSICAL AND RECREATIONAL TRAINING

(a) All boys should carry out a minimum of two periods of physical training each week.

(b) An examination is to be held towards the end of the course and results are to be recorded on Form T.S.34.

(c) A "setting-up" class is to be formed for Boys for whom the usual amount of physical training is inadequate. Remedial classes are to be arranged as required by the Medical Officer.

### 0312. SWIMMING INSTRUCTION

(a) All Boys are to pass the Provisional Swimming Test before being rated Boy 1st Class. The examination is to be conducted by an Officer of Lieutenant's rank or above.

(b) Qualified Physical Training Instructors are to give extra swimming instruction daily during non-instructional hours to all Boys who have not passed the test.

(c) Boys are to be encouraged to qualify for Royal Life Saving Society Awards.

### 0313. RELIGIOUS INSTRUCTION

(a) At least one period of religious instruction is to be given to Church of England Boys every fortnight during school time as arranged with the Senior Instructor Officer. It is to include instruction in the *Bible* and *Book of Common Prayer*; each Boy may be given a gratuitous issue of these books. An examination

(c) Arrangements are to be made for Roman Catholic Boys to receive religious instruction from a Chaplain of their own denomination on the same scale as the Church of England Boys. They may be given a gratuitous issue of the *New Testament* (Vulgate Edition) and a *Guide to Heaven* (B.R.413).

(d) Arrangements are to be made for Church of Scotland and Free Church Boys to receive Religious Instruction from a Chaplain of their own denomination on the same scale as Church of England Boys. They may be given a gratuitous issue of the *Bible* and *Hymnary* or *Methodist Service Book*.

#### 0314. GENERAL TRAINING

(a) Every opportunity should be taken to send Boys ship-visiting and to give them short trips at sea.

(b) Divisional Officers, assisted by Heads of Departments, should give frequent lectures on subjects of general interest.

(c) All Boys are to be given instruction in A.B.C.D.

(d) All Boys are to be sent over the mast frequently.

(e) Each Boy is to be supplied with a set of clews and lashings which he is to point and graft in his own time.

#### 0315. SENIORITY GAINED BY BOYS IN FINAL EXAMINATIONS

(a) In order to encourage Boys to work well at their studies, arrangements exist whereby they can gain up to two months' seniority as a result of their passing out examinations.

(b) The seniority gained will be worked out on the aggregate of each Boy's educational and technical examinations. A Boy awarded a First Class pass will gain two months' seniority. A Boy awarded a Second Class pass will gain one month's seniority. A Third Class pass gains no seniority. The Admiralty will co-ordinate the arrangements by which the standard of each type of pass is to be decided.

(c) The seniority gained by each Boy in his Final Examinations is to be noted on Form T.S.34 and on page 3 of his Service Certificate.

(d) It is to be explained to each Boy that he is able to gain two months' seniority for a First Class pass in E.T.2. (and one month for a Second Class pass) and a further two months' seniority on recommendation by the Commanding Officer of a seagoing ship.

(e) All seniority so gained will be applied when he is advanced to Able Seaman ; this is achieved by backdating, with pay, his seniority as Able Seaman.

#### 0316. INSTRUCTIONAL PRIZES

Details of the Instructional Prizes, which are to be awarded to Boys in the Training Establishments on the results of their examinations, are given in appendix J.

## CHAPTER IV

### OFFICERS

#### 0401. EXECUTIVE OFFICER

In addition to his normal duties, the Executive Officer is to be responsible to the Captain for the supervision of all training.

#### 0402. TRAINING OFFICER

The Training Officer is appointed for the general training of all the Boys.

#### 0403. DIVISIONAL OFFICERS

(a) An officer of Lieutenant Commander's or Lieutenant's rank and one Branch Officer will be appointed to take charge of each Division of Boys. A Division should not normally exceed a strength of 170 Boys; should circumstances make it inevitable that a Division exceeds 200, the Admiralty is to be informed.

(b) A final kit inspection is to be carried out immediately before a Boy is drafted, the result being recorded on a Kit List (S.98) which is to be enclosed with his service documents.

#### 0404. INSTRUCTOR OFFICERS

(a) The Senior Instructor Officer is to have general control and management of the school.

(b) Instructor Officers are to take part in the general activities of the Establishments and are to assist with the Boys' recreation.

(c) The following registers are to be kept :

(i) Class Register (T.S.48) showing record of attendance.

(ii) General School Register (T.S.18) showing examination marks and progress of each Boy. This record is to be preserved.

(d) If there should be a special requirement for books which are not listed in B.R.1, application is to be made to the Director, Naval Education Service.

(e) School books and drawing instruments which become unfit for further use are to be surveyed. Should the annual wastage of an item exceed 30 per cent, the reason for excessive wastage is to be investigated.

(f) Books and apparatus are to be in the charge of an Instructor Officer detailed by the Senior Instructor Officer. They are to be mustered every six months.

(g) Liaison is to be maintained between the Senior Instructor Officers of Boys' Training Establishments to ensure uniformity in local examinations.

(h) Final examinations should not normally be held during the first two weeks of a term.

(i) The Director, Naval Education Service, or his Deputy will visit Training Establishments from time to time to examine the school organisation.

#### 0405. CHAPLAINS

The chaplains are always to conduct the Sunday morning and evening services and the daily morning prayers at the times laid down.

- (b)(i) In the event of isolated cases of infectious or contagious disease, no special steps need be taken beyond dealing with the patient, disinfection of his kit and bedding and the daily inspection of contacts until the completion of the incubation period.
- (ii) Should two or more cases occur within the incubation period, quarantine measures advised by the Medical Officer are to be taken.
- (iii) If cases appear to be of an epidemic nature, the Captain is to take such action as he considers necessary, conforming with local regulations.
- (c) Whenever a Boy is sent to hospital or to sick quarters with a serious illness or injury, his next of kin is to be informed by the Medical Officer.
- (d) All Boys are to be examined by the Medical Officer immediately after they return from leave.
- (e) Attention is directed to Q.R. & A.I., Article 1417. All Boys on being finally entered are to be vaccinated. No Boy is to leave the Training Establishment without being vaccinated.
- (f) All officers men and Boys who have been exposed to infectious diseases while on leave are to have their persons and the clothing which they had with them on leave disinfected before they return to duty.
- (g) Boys suffering from enuresis, and who are found to have a proved history of this complaint before entry, are not to be invalided but are to be discharged as FRAUDULENT ENTRIES.
- (h) A Weekly Sick Report (Form M.6) is to be forwarded to the Medical Director General.
- (i) Boys are to be accommodated on a basis of 65 sq. ft. of dormitory space per Boy.

#### 0407. DENTAL OFFICER

- (a) Instructions for the dental examination of New Entries are contained in chapter II.
- (b) Priority of treatment is to be given to New Entry Boys who are to be rendered dentally fit as soon as possible after their final entry ; revisional examination and treatment is to be undertaken to ensure dental fitness on leaving the Training Establishment.
- (c) The Dental Officer is, by means of lectures and instructional films, to instruct all new entries in oral hygiene and the necessity for dental treatment.

## SUPPLY

## 0501. PAY ACCOUNTS

(a) The pay of all Boys finally entered is to commence from the date of joining the Training Establishment.

(b) Pay is to be credited at the rates laid down in the *Naval Pay Regulations*, all payments being made and accounts being kept according to those regulations as modified by the instructions which follow.

## 0502. POCKET MONEY

(a) Payments are to be made weekly on Wednesdays at the following rates :

Boy over 17½	}	10s 0d
Instructor Boy		
Boy in Draft Division		
Boy 1st Class		7s 6d
Boy 2nd Class		5s 0d

(b) In addition, the following weekly amounts are to be credited on the ledger and paid with pocket money to Boys concerned :

Leading Boy	3d
Petty Officer Boy	6d
Instructor Boy	9d

(c) Boys who have been rated Bugler are to be credited with Bugler allowance of 3d a day of which 1s 0d a week is to be paid with pocket money.

(d) The Boy selected as Silver Bugler is to be paid 3d a week extra pocket money ; this is to be debited against the Boys' Fund.

(e) The Boy selected as Drum Major is to be paid 6d a week extra pocket money from the Boys' Fund ; if he is already being paid as a Bugler he is to receive only 3d a week extra pocket money from the Boys' Fund, *i.e.* a total of 1s 3d a week extra pocket money.

(f) Pocket money of Boys in debt to the Crown is to be reduced to 1s 6d a week until their debts are cleared.

## 0503. LEAVE PAYMENTS

(a) When proceeding on seasonal leave, Boys are to be paid at the following weekly rates :

Boy over 17½	30s 0d
Boy 1st Class	20s 0d
Boy 2nd Class	15s 0d

(b) When sent on leave at other times, Boys may be paid at the weekly rates at (a) above with proportionate amounts for periods of less than one week.

(c) Leave payments should normally be made from the Boys' credits but exceptionally they may be made in advance within the limits laid down in *Naval Pay Regulations*, Article 1209.



#### 0504. ALLOTMENTS

(a) Boys with sufficient credit are to be afforded facilities for making allotments at the rates laid down in *Naval Pay Regulations*, Article 705. Care is to be taken that these regulations are strictly observed as abuses might arise from Boys allotting to improper persons.

(b) Allotments may be declared by Boys as soon as it is considered that they have sufficient balance in hand to meet ordinary charges.

(c) Any Boy in debt to the Crown is to have his allotment stopped until the debt is cleared except where marriage allowance is in issue when an allotment at qualifying rate may be permitted. The allottees are to be informed by the Establishment.

#### 0505. SMALL CHARGES

(a) Boys are not normally to pay cash for clothing or other items issued to them on repayment, or for other small items of expenditure incurred by them; the amounts due are to be entered in the Boys' Small Charges Book (Form T.S.79) and charged in the OTHER CHARGES column of the ledger. Small charges are to be cleared through the cash account, the Supply Officer debiting himself with amounts due to the Crown. To avoid unnecessary accounting work, facilities may be provided, at the Commanding Officer's discretion, for the purchase of certain small items for cash.

(b) Standing charges for the Library Fund, cinema, recreation, laundry etc. may be made at the discretion of the Commanding Officer.

#### 0506. BOYS' BANK.

(a) The maximum sums that Boys may retain in their possession are to be :

Instructor Boys	...	20s 0d
Boys 1st Class	...	15s 0d
Boys 2nd Class	...	10s 0d

They are not to be allowed to keep valuables such as watches and rings.

(b) Facilities are to be provided for weekly Bank withdrawals up to the limits in (a) above, but no Boy whose leave or pocket money is stopped may be allowed to withdraw money.

#### 0507. BOYS' FUND

(a) The Boys' Fund consists of a fixed sum which is allotted annually to the Boys' Training Establishments at the discretion of the Admiralty.

(b) The object of the fund is to meet all miscellaneous expenses connected with the Boys as follows :

- (i) Recreation—sports gear; transport; athletic and swimming sports; indoor games and entertainments.
- (ii) Prizes—see **0510**.
- (iii) Boatswains' calls and chains—see **0605**.
- (iv) Musical expenses—half the cost of upkeep of the string band; choir outing; tuning and repair of harmonium; gramophone expenses.
- (v) Miscellaneous—fittings for messes, school and model rooms; fittings for barber's, tailor's and shoemaker's shops; small items of scientific gear; handicraft equipment; periodicals; other small expenses authorised elsewhere in these instructions.

(c) The Boys' Fund account is to be kept by the Supply Officer, the fund being administered by the Commanding Officer.

ment made in each month, and a separate sub-voucher at Code 29.

(e) A Boys' Fund account is to be completed and closed on the last day of each quarter. A schedule is to be prepared on Form T.S.9; the account is to be examined and signed by a junior Supply Officer and the Supply Officer and, after approval by the Commanding Officer, is to be forwarded to the Command Supply Officer for examination (*see* 0514) with the necessary supporting vouchers. These vouchers are to be numbered consecutively, a fresh series beginning on the first day of each quarter.

(f) The Commanding Officer is to regulate the purchase of new articles from the fund; this is to ensure both that the fund is properly used for the purposes for which it is provided and that economy is exercised.

(g) Articles of a permanent nature are to be taken on charge in the Naval Stores Account. Consumable articles, such as sports gear, may be issued direct to the departments concerned.

(h) Any unexpended portion of the yearly allowance for the Boys' Fund is not to be carried over to the succeeding year.

(i) A portion of the total Boys' Fund, in addition to the sum allocated to each Establishment, is kept available as an Admiralty reserve.

#### 0508. BOYS' WELFARE FUND

(a) The Boys' Welfare Fund, formed by the receipt of N.A.A.F.I. rebates, the sale of swill, etc., is to be used for the benefit of the Boys in a similar manner to a ship's Welfare Fund. It is to be administered by the Executive Officer and a Supply Officer detailed by the Commanding Officer.

(b) An accurate account is to be kept of all receipts and expenditure and the account is to be balanced, certified and forwarded to the Command Supply Officer quarterly for examination (*see* 0514 (b)).

#### 0509. PAYMENT OF GRATUITIES TO NAUTICAL TRAINING SCHOOLS

The Supply Officer is to pay to Nautical Training Schools the recruiting gratuity of 5s 0d per Boy as authorised in the Recruiting Instructions (*see* 0210).

#### 0510. PAYMENT OF INSTRUCTIONAL PRIZES

Details of Instructional Prizes are given in appendix J. These are to be provided as follows:

- (i) All prizes in the nature of books, other than the St. George's prizes, are to be specially demanded through the Admiralty.
- (ii) Prizes, other than books, for final examinations should be purchased out of the Boys' Fund and accounted for on Form T.S.9.
- (iii) Advanced Class on Entry prizes, other than books, are to be charged to the Boys' Fund. They are to be accounted for separately in the monthly cash account and are not to be shown on Form T.S.9.
- (iv) Expenditure incurred on St. George's prizes is to be charged to Trust Funds (The Royal Society of St. George's Prizes).

#### 0511. ISSUES OF CLOTHING

(a) Issues of clothing on permanent duty are to be accounted for as follows:

(c) Additional blankets may be issued on loan to each Boy as necessary. Loan blankets are to be washed periodically at Government expense.

(d) Aprons are to be obtained from the Victualling Yard and issued on loan ; they are to be worn by Boys carrying out the duty of cook of the mess.

#### 0512. REPAIRS TO CLOTHING AND FOOTWEAR

(a) Repairs to clothing and footwear are to be carried out by the tailors and shoemakers, charges being made against the Boys on the scales laid down by the Admiralty. Old materials obtained from articles unsuitable for sale under **0904** are to be used whenever possible in the tailor's shop for repairing Boys' clothing. No charge is to be made against the Boys for such materials.

(b) Supply Officers are to issue the materials required in quantities sufficient to meet current needs. Small articles not stocked by Victualling Yards may be purchased locally as a charge to the Crown.

#### 0513. VICTUALLING

(a) Boys are to be messed on the General Mess system.

(b) Boys are to be checked for victualling on the day of being drafted or of going on leave unless they are supplied with dinner. They should breakfast on board, credit for the meals issued being taken in the general mess account at the casual meal rate without charge to the Boys. Similar action is to be taken for tea and supper on the day of entry or return from leave, the Boys not being victualled until the following day.

#### 0514. EXAMINING OFFICER

(a) It is a part of the Command Supply Officer's duties to be so fully conversant with the orders contained in this book, as well as any subsequent modifications to them, that he may represent to the Commander-in-Chief any irregularities in books, documents, and accounts kept in connection with the Boys' Training Establishments.

(b) He is to examine the Boys' Fund, Boys' Welfare Fund and Library Fund accounts quarterly. The Boys' Fund should be carefully examined to ensure that :

- (i) each item of expenditure is correctly shown and that it was authorised by the Commanding Officer.
- (ii) each payment is supported by bills or vouchers, receipted and certified, and that purchases of a permanent nature have been taken on charge in the Naval Stores Account.
- (iii) the balance shown as expended is correct.

(c) The Boys' Fund Account (Form T.S.9) with the examining officer's reports is to be forwarded to the Admiralty quarterly by the Command Supply Officer. An account should, however, be brought to the notice of the Commander-in-Chief if there are special reasons for so doing.

## BOYS' ADVANCEMENT AND SPECIAL QUALIFICATIONS

## 0601. BOY 1ST CLASS

(a) Boys who have completed 16 weeks of the Main Course, including work ship time, may be rated Boy 1st Class provided that they have made satisfactory progress all round and have passed the Swimming Test.

(b) Boys who are not recommended at 16 weeks are to be "stood-over" until they are recommended.

(c) No Boy is to be drafted to sea until he has been rated Boy 1st Class.

(d) Boys who, after being rated Boy 1st Class, are rejected from a Communication Class through inability to master the technical side of their work, may be allowed to retain their rates at the discretion of the Commanding Officer.

## 0602. ORDINARY RATE

(a) Boys are not to be advanced to the Ordinary rating whilst serving at the Boys' Training Establishments. Those who reach the age of  $17\frac{1}{2}$  years while at a Boys' Training Establishment are to be advanced on leaving the Establishment and their seniority is to be back-dated to age  $17\frac{1}{2}$  years.

(b) Should it become apparent that any Boy, either through misbehaviour or lack of progress, is not likely to complete his training before he reaches the age of  $18\frac{1}{2}$  years, he is to be recommended for discharge as UNSUITABLE.

## 0603. BADGE BOYS

(a) Boys under training must be given every opportunity to develop qualities of leadership; great care is necessary in selecting Badge Boys.

(b) Ten per cent of the Boys in a Division may be selected as Badge Boys.

(c) Boys may be rated Acting Leading Boys after completing six weeks on the Main Course. They will serve for four weeks on probation and, if confirmed, their pay will be retrospective.

(d) Petty Officer Boys may be rated on a basis of one per class in the Division. They must have served for six weeks as Leading Boys (including acting time) and may be rated at any time after completing 12 weeks on Main Course.

(e) Instructor Boys are allowed on the scale of one for every eighty Boys borne; they are intended primarily to assist in looking after New Entries. They are to be rated immediately on completion of their training and may be kept back from draft for a period which should not normally exceed four months for Seaman Boys and three months for Communication Boys. Those who have attained the age of  $17\frac{1}{2}$  years should not normally be selected.

(f) Badge Boys are to be given every reasonable privilege.

(g) Badge Boys who prove unsuitable are to be reverted.

(h) A notation of Badge rank held by Boys is to be made on page 3 of their Service Certificates.

## 0604. ADVANCED COURSE STAR

(a) An Advanced Course Star may be awarded to an A.C. Boy after passing

#### 0605. CALL BOYS

(a) A minimum of 20 per cent, but as many Boys as possible, are to be trained as Call Boys.

(b) Boys are to be instructed in all pipes normally used at sea.

(c) Boys who qualify may be given boatswain's calls and those who are outstanding may be given chains. These articles will be purchased under Admiralty contract and will be paid for by the Director of Navy Accounts as a charge against the Boys' Fund.

(d) Boys who qualify as Call Boys are to have the fact noted on their Forms T.S.34.

#### 0606. BUGLERS

(a) Suitable Boys who volunteer are to be trained as Buglers, the numbers required being notified annually by the Director of Manning.

(b) The calls required are laid down in the Gunnery Pocket Book ; Boys are to be examined by the Gunnery Officer.

(c) Boys who qualify are to be rated Bugler ; they will receive Buglers' pay and wear the badge from the date of passing the examination.

(d) The best of all the Boys qualified in bugling is to be selected as the " Silver Bugler."

(e) Buglers are to be drafted to sea as such ; they may request to relinquish the qualification after becoming Ordinary Seaman, but approval will depend upon the number of Buglers available.

(f) Additional temporary Buglers may be trained for use in the Training Establishments if required ; while employed as such they will receive the same pay and wear the same badges as the regular Buglers. They are to be distinguished from the remainder in the ledger by the notation BUGLER T.S. and are to relinquish the qualification on being drafted to sea.

(g) If a Boys' Bugle Band is formed, a suitable Boy may be selected and paid as Drum Major (0502 (e) ).

#### 0607. MARKSMEN

A marksman's badge may be awarded to a Boy who scores 85 per cent in the .22 and 80 per cent in the .303 firings.

#### 0608. COXSWAINS

A coxswain's badge may be awarded to a Boy who successfully passes a practical examination in taking charge of a boat under oars and sail, understands the use of the *Boat's Signal Book* and has a good general knowledge of boats.

#### 0609. BADGES

(a) Details of the Badges to be worn by Boys in the Training Establishments are given in appendix K.

(b) A gratuitous issue of up to one gold, two red and three blue badges may be made to each Boy on being rated or on qualifying. When gold badges are not available, an additional red badge may be issued instead.

#### 0610. DISPOSAL OF CIVILIAN CLOTHING

## CHAPTER VII

### MISCELLANEOUS INSTRUCTIONS

#### 0701. REGULATING DUTIES

The Master-at-Arms is to be specially selected.

#### 0702. BOYS' BOUNDS

(a) Boys' bounds within the Establishments are to be carefully delineated to ensure that the Ships' Companies and the Boys are segregated as far as possible.

(b) Patrols, which are never to consist of less than two ratings, are to visit the Boys' quarters frequently at night.

(c) Public houses and Naval Tailors' shops are to be placed out of bounds to Boys. Tattooing is to be strictly forbidden.

#### 0703. INSTRUCTORS

(a) The drafting of instructors is governed by the *Drafting Regulations*. The complement is based on a sliding scale depending on the number of Boys borne and it is regulated by the Admiralty.

(b) Classes of Boys are to be grouped in pairs and each pair of classes is to have one Seamanship and one Gunnery Instructor or two Communication Instructors.

(c) It is essential that a high standard of Instructor be maintained. If an instructor is unsuitable, a report is to be made to the Commodore of his Depot and a relief is to be requested.

(d) Instructors are to be specially selected for the New Entry Division as first impressions made on the Boys are all important.

(e) If an Instructor is placed on the sick list, another is to be lent in his place, temporarily, on application to Depot.

(f) Instructors are to be paid Instructional Allowance in accordance with the *Pay Regulations*; they are to be granted the same seasonal leave as the Boys.

(g) If the Commanding Officer considers that a Boys' Instructor has shown special ability, he is authorised to insert on page 2 of his Service Certificate, before being discharged to pension, a notation that the rating is particularly suitable for employment as a pensioner in Training Establishments.

#### 0704. SHIP'S COMPANY

(a) All men drafted to Training Establishments are to be of V.G. character and at least satisfactory efficiency. No man is to be retained if his behaviour in the Training Establishment is unsatisfactory.

(b) The Ship's Company may be granted the same seasonal leave as the Boys at the discretion of the Commanding Officer.

#### 0705. TAILORS AND SHOEMAKERS

Tailors and shoemakers are to keep books in which all work done by them for Boys (0512) is recorded. Under no circumstances are they to have any cash transactions with the Boys.

(b) Equipment required by barbers is to be purchased through the Boys' Fund.

#### 0707. SEASONAL LEAVE

(a) Boys are to be granted nine weeks seasonal leave each year. This is to be arranged to work in with the term system and it is to consist of three weeks in the spring, at mid-summer and at Christmas.

(b) Boys who, through idleness, are very backward at instructions, those who have otherwise misconducted themselves and those who are very backward at swimming may be kept back from leave. This should be resorted to very sparingly.

(c) When Boys go on seasonal leave, an escort is to be placed in charge of large parties at the discretion of the Commanding Officer.

(d) Care is to be taken that Boys go to their proper homes for seasonal or weekend leave unless they have written permission from their parents to go elsewhere. Boys who have no home should be sent to a leave hostel.

#### 0708. SHORT LEAVE

(a) A half holiday is to be given on the day set apart for the celebration of the Queen's birthday. No other general holidays are to be given without the approval of the Commander-in-Chief.

(b) Leave may be granted on half holidays and Sunday afternoons at the discretion of Commanding Officers. Boys who are not granted leave are to be allowed full use of the recreation fields and gymnasias on these days.

(c) Boys whose relatives reside within a reasonable distance may be granted weekend leave to visit them, at the Commanding Officer's discretion. This leave is only to be granted after special application has been made in writing by the host to the Commanding Officer. A letter from a parent or guardian is required approving an invitation from any more distant relation.

#### 0709. ORGANISED GAMES

(a) Games playing is an important factor in character development ; it should be looked upon as a definite part of a Boy's training. Boys should be educated in all forms of sport and taught to play in as many team games as possible.

(b) It is to be considered as an important part of the duties of all officers and Instructors that they encourage and take part in these sporting activities.

#### 0710. INDOOR RECREATION

(a) Recreation rooms, reading rooms, the information room and the library are to be open to the Boys after working hours.

(b) The Boys' Library, containing books, periodicals and newspapers, is to be financed by a subscription not exceeding fourpence a month levied against each Boy as a small charge. The Senior Instructor Officer is to administer this fund and is to appoint one of his staff to act as librarian.

(c) Newspapers, periodicals and suitable indoor games are to be provided in the recreation rooms, money for their purchase being provided from the Boys' Fund.

(d) Stationery is to be provided free for the Boys.

## PUNISHMENTS

(Note.—Figures in brackets throughout this chapter refer to the new numbers for punishments which will probably be brought into force during 1952.)

## 0801. GENERAL

(a) Too much care cannot be taken in investigating complaints as it is of the first importance that Boys should feel that justice is being administered with the utmost care and that punishments are only inflicted when they are thoroughly deserved. The root of all discipline, especially in young minds, lies in the feeling of perfect confidence in those who have authority. It should be borne in mind that a judicious reproof frequently has a greater and more lasting effect than punishment on a Boy who is not an habitual offender.

(b) All offences and complaints are to be investigated in accordance with Q.R. and A.I. Article 537.

(c) Punishments are only to be awarded by authorised officers. On no account are canes or any other forms of weapons to be carried by Petty Officers, Instructors or Badge Boys.

## 0802. TABLE OF PUNISHMENTS

The following punishments are established both for Boys under training in the Boys' Training Establishments and for Ordinary Seamen (ex-Boy), who have been rated before being drafted. No others are to be inflicted.

No. 3	(No. 1)	Imprisonment.	(Under Q.R. & A.I.)
No. 4	(No. 2)	Detention.	(Under Q.R. & A.I.)
No. 5	(No. 3)	Dismissal from Her Majesty's Service.	(Under Q.R. & A.I.) (Subject to Admiralty approval.)
No. 6A	(No. 4A)	Disrating of Badge Boys.	
No. 11A	(No. 10A)	Extra work and drill.	Maximum 14 days.
No. 12	(No. 11)	Stoppage of leave.	Maximum 30 days.
No. 14A	(No. 12A)	Stoppage of pocket money.	Maximum 30 days.
No. 16	(No. 14)	Extra work and drill not exceeding 2 hours a day	Maximum 7 days.
No. 15		Admonition.	
No. 20	(No. 17)	Caning.	Not to be less than 6 nor to exceed 12 cuts.

## 0803. NOTES ON PUNISHMENTS

(a) No. 6A (4A) Badge Boys may be punished by No. 12 (11) or No. 14A (12A) punishments. They are to be disrated (No. 6A (4A)) before being awarded any further punishment except No. 15. They may be re-rated at the discretion of the Commanding Officer.

(b) No. 11A (10A) Boys awarded this punishment are to be subject to the following routine :

(i) To turn out half an hour early.

(ii) To do extra work during non-working hours from half an hour before



- (iii) To be mustered frequently.
- (iv) To have full time for meals, except dinner for which half an hour is to be allowed.
- (v) Leave, pocket money and privileges (*e.g.* cinema) to be stopped.
- (c) No. 16 (14). To do extra work and one hour's extra drill daily during the recreation period.
- (d) No. 15. Admonition. When a man is found guilty of an offence which of itself or in view of mitigating circumstances is not considered to deserve any more serious punishment, he should be admonished. The offence and punishment are to be recorded.
- (e) No. 20 (17).
- (i) Caning on the breech, No. 8 trousers and pants being worn, is limited to Boys rated as such and is to be inflicted with a light and ordinary cane. The number of cuts or blows is neither to be less than 6 nor to exceed 12 and the punishment is not to be carried out in public. Unless he refuses the punishment the Boy is not to be secured but should stand and bend down to grasp a chair or other firm object.
- (ii) Caning may be awarded for the serious offences of theft, immorality, drunkenness, desertion (in special cases as an act of leniency), insubordination or gross or continued disobedience of orders.
- (iii) In the Captain's absence from duty by permission of superior authority, the Commanding Officer is not to order caning to be inflicted unless the absence of the Captain would delay the punishment for twenty-four hours or more.
- (f) Punishments awarded in the Training Establishments, except stoppage of leave and stoppage of pocket money, are to be suspended on Sunday which day is to count as part of the period for which any sentence is awarded.
- (g) After a conclusion has been reached as to the guilt of a defaulter, all previous offences committed by him are to be taken into consideration when awarding punishment.
- (h) Minor cases of leave-breaking should be dealt with by No. 12 (11), combined, at the Commanding Officer's discretion, with No. 14A (12A), No. 11A (10A) or No. 16A (14). Mulcts of pay are never to be awarded.
- (i) With the above exceptions, Queen's Regulations and Admiralty Instructions, Chapters XII and XIII are to be adhered to when awarding punishment.

#### 0804. DELEGATION OF AUTHORITY TO AWARD PUNISHMENTS

The Captain may, by written authority, delegate to the undermentioned officers authority to award the following punishments :

- (i) The Executive Officer, whether a Commander or a Lieutenant Commander.

No. 11A	(No. 10A)	14 days.
No. 12	(No. 11)	30 days.
No. 14A	(No. 12A)	30 days.
No. 16	(No. 14)	7 days.

- (ii) Divisional Officers, whether Lieutenant Commander or Lieutenants.

No. 16	(No. 14)	1 day
--------	----------	-------

weekly ; they are to be produced at inspections and visits by the Commander-in-Chief.

(b) The *Boys' Daily Record of Offences and Punishments* (T.S.30) is to contain a record of every punishment inflicted (except those in (a) above) and of the officer by whom it was awarded. Those which have been awarded by officers other than the Captain are to be initialled by the awarding officer. The offences are to be copied from this book on to the *Boys' Conduct Cards*.

(c) A *Quarterly Return of all Offences and Punishments of Boys under Training* (T.S.84) is to be transmitted to the Commander-in-Chief with the Daily Record for the Quarter.

(d) A weekly statement of offences and punishments is to be made on Form T.S.30 which is to be displayed in a prominent position.

## DRAFTING AND DISCHARGE

## 0901. APPLICATION BY BOYS FOR DISCHARGE

(a) While withdrawals from the Service for trivial reasons cannot be entertained, parents and guardians will be enabled to remove Boys from the Service on furnishing adequate reasons for so doing, provided that the requirements of the Service allow of such removals.

(b) An application by a Boy for discharge is to be dealt with as laid down in Q.R. & A.I., Article 1120, except that the particulars are to be forwarded to the Commander-in-Chief on Form T.S.62. All relevant correspondence is to accompany the application which is to state whether the Boy himself desires his discharge.

(c) Pending the decision on an application for discharge, the Boy is not to be :

- (i) Advanced in rating.
- (ii) Considered available for draft.
- (iii) Kitted up with additional clothing.
- (iv) Paid weekly pocket money or given any advance of pay if his balance at the time is insufficient to meet the cost of the journey to his home.

## 0902. APPLICATION FOR DISCHARGE S.N.L.R. OR UNSUITABLE

If it is considered undesirable, on other than medical grounds, to retain a Boy in the Service, application should be made to the Commander-in-Chief for his discharge either as S.N.L.R. or as UNSUITABLE. This report is to indicate where the Boy was recruited and details of his character, physique and intelligence. In recommending a Boy for discharge UNSUITABLE, the Commanding Officer should also state whether, in his opinion, the Boy might prove suitable for another branch of the Service.

## 0903. KIT TO BE ALLOWED TO BOYS ON DISCHARGE

(a) Boys discharged for misconduct are to be allowed to take away the following articles of kit :

1 old serge suit	1 jersey (in winter)
1 flannel	1 set of underclothing
1 pair of socks	1 silk
1 old cap	1 lanyard
1 pair of boots	

(b) Boys discharged free, by purchase within three months of joining and those invalided or discharged through no fault of their own within three months of joining are to be allowed to take away the following articles of kit :

best serge suit	1 silk
1 flannel	1 lanyard
1 pair of socks	1 blue jean collar
1 pair of boots	1 jersey (in winter)
1 set of underclothing	Oilskin or greatcoat as appropriate
1 cap	

(c) Boys discharged by purchase, invalided or discharged through no fault of their own after three months from the date of joining are to be allowed to take

## 0904. DISPOSAL OF KIT WITHDRAWN ON DISCHARGE

(a) All kit withdrawn from Boys discharged as in 0903 (a) and (b) is to be retained for issue as D.C. clothing or returned to the Victualling Yard with the exception of bedding which is to be retained for issue as loan bedding. Alternatively, at the Commanding Officer's discretion, articles may be sold to Boys by Service auction for the benefit of the Crown.

(b) The kits of Boys, who, having deserted, have been absent for nine months, are to be dealt with in the same way, Admiralty authority having been obtained.

(c) The kits and bedding of Boys D.D. are to be dealt with as directed by Q.R. & A.I., Article 1769. Special care is to be taken to exercise control of the amount that Boys may be allowed to bid.

## 0905. APPROPRIATION TO PORT DIVISIONS

(a) Boys are to be attached to Port Divisions as directed by the Director of Manning; personal preferences and the whereabouts of their homes will be taken into account as far as possible.

(b) A return is to be rendered fortnightly on Form T.S.O.18 to the Director of Manning, the Director of Naval Training and to the Depots, showing what Boys will become available for draft during the next three months and also showing their Port Division appropriations. A rough forecast for a further three months is to be made at the same time.

(c) Ship Cards (Form B.265) are to be made out and forwarded to the Depots concerned immediately the Boys have been appropriated.

## 0906. DRAFTING OF BOYS

(a) Boys are to be considered available for draft one week after they have completed their final examinations. Normally they should be retained in the Training Establishment until they can be sent direct to the ship or transport concerned.

(b) Boys awaiting draft are to be kept classed up and given suitable instruction.

(c) As soon as drafting instructions are received, a nominal list is to be sent to the Port Depot and ship concerned.

(d) Each Boy on leaving the Establishment is to be given an explanation of the balance of his pay.

(e) The characters and efficiency of all Boys are to be assessed on their Service Certificates before they leave the Training Establishment. These, and their Divisional papers, are to accompany the draft.

## 0907. ESCORTS FOR DRAFTS

(a) The following escorts are to be provided when Boys are drafted:

- |       |                        |     |  |
|-------|------------------------|-----|--|
| (i)   | Drafts of less than 25 | ... | Nil.   |
| (ii)  | Drafts of 25-49        | ... | 1 C.P.O. or P.O.                                     |
| (iii) | Drafts of 50-99        | ... | 2 C.P.Os or P.Os.                                    |
| (iv)  | Drafts of 100 or over  | ... | 1 Officer and 1 C.P.O. or P.O. for every<br>50 Boys. |

(b) When Boys are sent without escort they are always to be given written route instructions and escorted to the railway station. They are to be met on

APPENDIX A  
ADVANCED CLASS ON ENTRY EXAMINATIONS  
SCHOOL

There will be three papers : English,  
Mathematics,  
General, *i.e.* History, Geography, Everyday  
Science.

The maximum marks for each paper will be 100, and the time allowed two hours.

ENGLISH

The object of the paper is to test the candidate's ability to write English correctly.

The paper will be divided into two parts of equal length.

*Part I* (30-40 per cent of the marks)

A choice will be given of subjects for continuous composition ; some subjects will be general, others on material provided in the paper itself. Account will be taken of arrangement, subject matter, general expression and command of English.

*Part II*

A prose passage of about 300 words will be given, and a number of questions (without choice) will be set concerning it. These will include : tests of comprehension of the whole passage ; summarising the whole or part ; explanations of individual words ; explanations or paraphrasing of particular words or phrases.

MATHEMATICS

The paper will consist of 10 questions, no choice being given.

*Syllabus*

Fractions and decimals, weights and measures ; the metric system.

Averages ; ratio and proportion ; percentage.

Simple interest ; profit and loss.

Mensuration of triangle, rectangle, circle, rectangular solid, cylinder, pyramid, cone, sphere (formulae need not be memorised). Square root.

Simple formulae and substitution in them ; algebraic symbols and their manipulation ; simple use of brackets. Simple linear equations in one unknown.

Simple graphs and statistics ; use of smooth graph to find intermediate, maximum and minimum values.

Drawing measurement of lines and angles.

Arithmetical examples on Pythagoras' Theorem.

Use of logarithms (*Note*.—No question set will involve finding roots of numbers less than 1, *i.e.* negative fractional indices are excluded).

GENERAL PAPER

This paper will consist of three sections of equal length on geography, history

## GEOGRAPHY

This paper, which will include a "test map" will be set on the following syllabus :

The geography of the British Isles in some detail, and the physical and political geography (in outline) of the countries of the British Empire with special reference to climate, people, exports and strategic importance. The main trade routes. Elementary physical geography of a descriptive character ; the simple facts of rainfall and temperature.

## HISTORY

Questions will be set on the following syllabus :

British history from 1739 to the present, with particular emphasis on great movements and the sequence of cause and effect ; thus stories of critical events, heroes, and great sovereigns will leave a permanent impression and fit into a coherent framework. An outline of naval history.

## ELEMENTARY SCIENCE

Questions will be set on elementary science with stress laid on its applications to everyday life.

*Syllabus*

Fundamental properties of the three states of matter.

Measurements of length treated simply (*e.g.* use of callipers but *not* of vernier or screw gauge).

Measurements of area (including use of squared paper).

Measurements of volume (including measurements of volume by displacement).

Weighing.

Density and specific gravity and its determination by direct measurement of weight and volume.

Pressure in liquids ; water supply, hydraulic press and other simple appliances.

Pressure of the air. Barometers.

Bicycle pump, lift pump, force pump.

Chemistry of burning.

Main components of the air.

Oxygen treated simply.

Operation of bunsen burner and comparison with that of carburetter.

Composition of water.

Hydrogen treated simply.

Carbon, combustion of carbon, carbonates.

Coal, coke and coal gas (very simple treatment).

Qualitative (only) treatment of the thermal expansion of solids, liquids and gases. Applications in general life.

Thermometers. Centigrade and Fahrenheit scales.

Change of state (including first ideas of latent heat) qualitative only.

Conduction, convection and radiation treated very simply, with examples.

To have a fair knowledge of semaphore and of the Signal flags.

To have a fair knowledge of boats, boats' sails, names of ropes, parts of the sail and orders for working a boat. To understand the securing and slipping of a sea-boat and to know its contents.

Bends, hitches, knots and splices as laid down in the Seamanship syllabus for Seaman Boys.

To be able to take the wheel and carry out simple steering orders.

### SQUAD DRILL

The position of "attention" and "stand at ease". The turnings. Formation of squad in single rank. Dismissing a squad. The salute. "On" and "Off" caps. Marching and turning on the march. Formation of squad in 3 ranks. Numbering, dressing, forming single rank from "threes" and *vice versa*. Forming right and left. Diagonal marching. Wheeling, forming squad to the right and left in threes. Opening and closing a squad.

### SWIMMING

To be able to pass the provisional swimming test.

## APPENDIX B

### NEW ENTRY SCHOOL SYLLABUS (20 HOURS)

#### ARITHMETIC

Addition, subtraction, multiplication and division of numbers, money, weights, distances, etc.

Conversion of money, weights, etc.

Vulgar and decimal fractions. Addition, subtraction, multiplication and division.

Conversion of vulgar fractions to decimals and *vice versa*.

Averages.

Proportions (unitary method).

Percentages.

Simple interest.

Metric system.

#### ENGLISH

Spelling.

Construction of sentences and paragraphs.

Plurals. Words of similar meaning---words of opposite meaning.

Irregular forms of masculine and feminine. Reading and understanding simple passages of poetry or prose and re-writing such passages in a Boy's own words.



## APPENDIX C

### SCHOOL SYLLABUS OF SUBJECTS COMMON TO ADVANCED COURSE AND GENERAL COURSE CLASSES

#### ENGLISH

Growth and importance of language (Film—History of the English language).  
Parts of speech. Sentence construction, subject and predicate, clause and phrase, simple, compound and complex sentences.

Punctuation, capital letters. Paragraph.

Essay—planning and writing. Descriptive, argumentative and reflective essays.

Gender, plurals, antonyms and synonyms.

Slang, colloquialisms, dialect, journalese, officialese.

Poetry—rhyme, metre, emotional appeal, comprehension.

Direct and indirect speech.

Paraphrasing.

Précis writing.

Letter writing—formal and informal.

Examination of essays by well-known writers. Style.

Types of story—short story; novel; joke.

Self expression—five-minute talks on prepared subjects.

#### WOODWORK AND METAL WORK

The object of the course is to arouse the Boys' interest in handicrafts and so encourage them to take up some form of hobby when they go to sea.

#### GEOGRAPHY, HISTORY AND CURRENT AFFAIRS

The following scheme to correlate the teaching of history, geography and current affairs, consists of about 90 lessons, each lasting 50 minutes. Although each section is complete in itself it forms a logical step forward in a wider scheme.

WORLD GEOGRAPHY (15 lessons)

Shape of the Earth — rotation; day and night.

Earth's orbit and the sun—seasons; Northern and Southern Hemispheres.

Time—Greenwich Mean Time; Zone Time; British Summer Time.

Map of the world (globe)—Map projections; the five continents; oceans and seas.

Climate—thermometer (isotherms); barometer (isobars); wind vane (prevailing winds); rain-gauge (rainfall).

Climatic zones of the world—torrid, temperate, frigid.

Elementary meteorology—depressions, anti-cyclones, dew, fog, mist, frost, ice, snow, sleet.

Primary vegetable and animal products—wheat, rice, maize, sugar, cocoa, tea, coffee, spices, tobacco, oil-seeds, beef, mutton, dairy produce, bacon, wool, flax, jute, hemp, sisal, silk, artificial silk, timber, wood-pulp, ground-nuts, rubber.

Primary metals—gold, iron, steel, aluminium, precious metals, zinc, copper, tin

## BOYS' TRAINING INSTRUCTIONS

Chief countries of the world—the "Big Five"; races; size of populations; total world population.

### GEOGRAPHY OF THE BRITISH ISLES (13 lessons)

The British Isles—shape and size; Continental Shelf; English Channel; importance of our geographical proximity to Europe.

Physical features—mountains, rivers.

Climate—winter and summer temperatures, rainfall, prevailing winds.

Agriculture—crops, stock, afforestation, fishing.

Location of chief industries—coal, iron and steel, shipbuilding, motor industry, pottery, cotton, wool.

Distribution of population; chief cities.

Internal transport and communications—British Railways, London Transport, canals, roads, airways.

Chief ports; trade routes (air and sea); imports and exports.

Scotland—general survey.

Eire and Ulster—general survey.

Channel Islands; Orkneys; Shetlands; Hebrides; Isle of Man; Isle of Wight; Anglesey.

### GEOGRAPHY OF THE COMMONWEALTH (10 lessons)

Mediterranean—strategic importance; Gibraltar, Malta, Cyprus, Suez.

Africa—Union of South Africa and other possessions; physical features, natural resources, population, naval bases.

India, Pakistan and Ceylon—physical features, natural resources, population, naval bases.

Canada and Newfoundland—physical features, natural resources, population, naval bases.

Australia, New Zealand and Tasmania—physical features, natural resources, population, naval bases.

Island Groups—West Indies, Solomons, Fiji.

### BRITISH AND IMPERIAL HISTORY (36 lessons)

Early British history—Ancient Britons, Druids, Stonehenge, Roman occupation, roads and cities.

Anglo-Saxon conquest; coming of the Vikings; Norman conquest.

The Middle Ages; the Feudal System; Open Field system of farming.

The spice trade in the Middle Ages; importance of Italy as the centre of the Old World.

Early Ships—galleys, the "Round Ship," temporary "castles," introduction of cannon, changes in design.

Voyages of discovery—Portuguese, Spanish and English; Line of Demarcation.

Henry VII—the "Merchant" King, Navigation Act.

Henry VIII—"Father of the Navy."

Elizabeth—rivalry with Spain, the Armada, Drake

The struggle between King and Parliament ; execution of Charles I ; Oliver Cromwell ; Blake.

The rise of the Dutch and the decline of Spain as great powers ; the Navigation Acts ; the three Dutch Wars.

" The Glorious Revolution " of 1688 ; William of Orange becomes King of England.

The beginning of the long struggle with France to prevent her from becoming the mistress of Europe.

The struggle with France in the XVIII century both in Europe and overseas ; the elder Pitt ; Wolfe ; Clive.

The revolt of the American colonies--importance of sea-power in this struggle ; George Washington.

The French Revolution ; Napoleonic Wars ; Armed Neutrality ; the rise of Napoleon ; Nelson ; " The Elephant and the Whale " ; Nile ; Trafalgar.

Changes in the Navy in the XIX Century--better guns ; steam power ; Iron-clads.

Germany becomes the greatest power in Europe ; Bismarck ; rivalry with Germany ; Dreadnought.

The First World War, with special reference to the naval side of the struggle.

The Second World War, with special reference to the naval side of the struggle.

The following sections deal mainly with Current Affairs, but are correlated with the History and Geography of the Commonwealth. They comprise a series of 16 lectures.

## CURRENT AFFAIRS

### *The British People*

Who we are and where we are.

What we are and whither.

### *How we are governed*

History of Parliamentary Government.

The Franchise, Elections and the Formation of a Government.

The House of Commons and its Functions.

Local Government.

Law and Justice.

Social Services.

The Press (and B.B.C.).

### *The British Empire*

The Early History of the Empire.

The Colonies today.

Australia and New Zealand.

Canada.

India and Pakistan.

The Union of South Africa.

## APPENDIX D

### SCHOOL SYLLABUS FOR ADVANCED COURSE CLASSES

#### MATHEMATICS

Area of rectangle, parallelogram and triangle ( $\frac{1}{2}$  base  $\times$  height). Circumference and area of circle. Use of instruments in drawing lines, angles and triangles to scale. Bisection of lines and angles. Construction of perpendiculars. Meanings of algebraic symbols. The four simple rules. Expression of an algebraic formula in words and the converse. Numerical substitution in a formula. Simple equations.

Simple explanation of indices and logarithms. Use of logarithmic tables in multiplication, division and simple cases of involution and evolution.

The use of squared paper. Plotting of statistics and other related quantities. Maxima and minima.

Surface area and volume of the rectangular solid, cylinder and sphere. Easy problems involving simple equations.

Plotting equations of the first degree. The theorem of Pythagoras and its application.

Meaning of the terms sine, cosine and tangent of an angle less than a right angle. To find ratios of a given angle by construction and the converse. Use of natural and logarithmic tables of those ratios.

Trigonometrical solution of right-angled triangles and application to simple problems.

Plotting equations of the form  $y = ax^2$ .

#### MECHANICS

Ideas of Force from common experience. Measurement of Force by comparison with weight, or by the extension or compression of a spring. Machines.

Load and Effort. Illustrations from gear used in ships. Meaning of velocity ratio, mechanical advantage. Work done and efficiency. Purchases and Tackles.

Moments. Moment of a force about a point. Clockwise and anticlockwise moments. Principle of moments. Levers. Handspike and cable jack. The wheel and axle, windlass and capstan.

Force a directed quantity. Representation by a straight line. Parallelogram of forces. Equilibrant. Rectangular components of a force.

Triangle of forces. To find, by drawing, the forces acting on a body when it is (a) supported on a smooth inclined plane, (b) suspended by two strings, (c) suspended from a simple crane, etc.

To find the reactions of the supports of a loaded beam.

Centre of gravity: its meaning with theoretical and practical determination of C.G. in simple cases.

## MAGNETISM AND ELECTRICITY

## MAGNETISM

Magnetic substances. Elementary properties of magnets. Polarity. Laws of attraction and repulsion. Molecular theory of magnetism. Methods of magnetisation.

Magnetic induction. Lines of force of a magnetic field. The Earth as a magnet.

## ELECTRICITY

Current electricity; conductors and insulators; electromotive force and potential difference, the volt; quantity of electricity, the coulomb; current, the ampère. Resistance, the ohm; effects of an electric current, magnetic, heating and chemical (simple statements only). Ohm's Law, its application to a complete circuit or part of a circuit. Simple calculations. Primary cells. Simple voltaic cells. Leclanché cell—practical type.

Internal resistance. Voltage drop in a cell when on load.

Terminal P.D.

Resistances in series and in parallel. Heating effect of a current with practical applications—radiator, incandescent lamp.

Power and energy. The watt, kilowatt and kW.h., chemical effect of a current treated simply, to lead to the general action of secondary cells. Lead-acid types (a knowledge of chemical equations is not necessary).

## ELECTROMAGNETISM

Magnetic effect of a current. Lines of force about a straight conductor carrying a current. Rules for direction of field.

Solenoid. Effect of soft iron core. Electro-magnets. Electric bell and buzzer. Ammeters and voltmeters—simple description and method of use.

Electromagnetic induction. Generation of E.M.F. in a single revolving loop. Simple description of the dynamo with the names and uses of its parts.

## NAVIGATION

Earth's axis, geographical poles, great circles.

The Equator, small circles.

Latitude and longitude film.

Meridian of longitude, Prime (Greenwich) Meridian.

Longitude of a place, difference of longitude.

Departure.

Latitude, Parallels of latitude, latitude of a place.

Difference of latitude, rhumb line.

Fixing position of a place on the Earth's surface by latitude and longitude (using Atlas Index and maps and Chart Misc. 161).

Nautical measurements, explanation of how the nautical mile is obtained, definition, average length.

Cable, fathom.

Nautical speed, the knot as a *rate* of one nautical mile per hour.

Conversion of nautical miles and n.m.h. to knots, with problems

## BOYS' TRAINING INSTRUCTIONS

Definitions of true course and true bearing.

Examples with sketches.

Brief outline of the magnetic compass with errors and corrections (including errors due to degaussing coils).

Magnetic course, magnetic bearings, variation.

Compass course, compass bearings, deviation.

Conversion of courses and bearings :

(a) compass  $\longrightarrow$  magnetic  $\longrightarrow$  true.

(b) true  $\longrightarrow$  magnetic  $\longrightarrow$  compass.

Relative (red and green) bearings.

Inclination—definition and uses.

Problems on relative bearings and inclination.

Simple explanation of Mercator Chart (Film).

Requirements :

Rhumb lines are straight lines.

Courses are correctly represented.

Other features :

Meridians of longitude are parallel straight lines.

Parallels of latitude are parallel straight lines.

Polar regions not represented.

Bearings accurately represented over short distances only.

G.M.T., Zone Times, British Summer Time.

Laying off bearings and reverse bearings, position lines and transferred position lines (use plain paper and/or Misc. Chart 161).

Fix by :

(a) Bearing and distance.

(b) By cross bearing (including cocked hat).

(c) Running fix.

(i) Two bearings of same object with a run between.

(ii) Bearings of two different objects with a run between.

(iii) Doubling the angle on the bow.

(iv) Four-point bearing.

Lights and Buoys—*New Markings* to be shown.

Chart symbols and abbreviations (including nature of the bottom).

Careful explanation of the following terms :

Dead reckoning (D.R.).

Estimated position (E.P.).

Fix (with correct chart symbols).

Tides and currents (with symbols).

Allowances for tides and currents, set and drift :

D.R. run plus set and drift.

Fixing position on chart by :

Latitude and longitude.

Bearing and distance.

Cross bearings.

Running fix.

Laying off ship's track from a fixed position.

Marking off distance on a ship's track. Emphasize taking off distance from latitude scale at Mid. Lat. position.

Obtaining D.R. after one alteration of course.

Fix ship and explain difference between D.R. and Fix.

A simple chart run taken step by step, including fixes by bearing and distance and cross bearings.

Chart runs including D.R., estimated position, and fixes by bearing and distance and cross bearings.

Running fix, step by step, and course to steer to reach a given rendezvous.

Chart runs, including correction of course from compass to true and finding compass course to steer to reach a given rendezvous.

## APPENDIX E

### SCHOOL SYLLABUS FOR GENERAL COURSE CLASSES PRACTICAL MATHEMATICS (INCLUDING MECHANICS)

(General Course (Lower) boys will omit parts marked \*.)

#### USE OF DRAWING INSTRUMENTS

To bisect a line ; to draw a perpendicular (*a*) at a given point in a line (*b*) from a given point outside a line ; to construct angle of  $60^\circ$ , bisect for  $30^\circ$  and hence construct angle of  $90^\circ$ .

Area of rectangle ; area of triangle (Area =  $\frac{1}{2}$  base  $\times$  perpendicular height).

Examples on areas of sails used in service boats.

Simple ideas of force ; ideas of reaction, force due to gravity.

Area and circumference of a circle ; use a string for circumference and hence establish the value of  $\pi$  (roughly).

Transposition of simple formulae established in work on areas.

Moments—clockwise and anticlockwise.

Types of lever—cable-jack, handspike, oar, main derrick and boom.

Simple graphs of statistics.

Construction of right-angled triangles to scale, using angles of  $30^\circ$ ,  $60^\circ$ , and  $45^\circ$  only. Point out simple relations between the sides.

Machines—velocity ratio ; effort = load/V.R. and load = effort  $\times$  V.R. ; effect of friction.

Tackles—single and double whip ; luff ; jigger and handy billy ; double purchase ; capstan.

\* Force—sense—resultant and equilibrant of forces in a straight line.

Construction of triangles and quadrilaterals from given data.

\* Logarithms—indices. Demonstration of the principle of logarithms. Common logarithms. Use of log tables.

Multiplication, division, powers and roots. (Negative characteristics *not* to be used with powers and roots.)

\* Resolution of forces into components ; examples such as wind on sail, force of water on rudder.

Perimeter and diagonals of rectangle. The right-angled triangle—calculation of lengths of sides (from  $a^2 = b^2 + c^2$  only).

Volumes and surface areas of cube, cylinder.

Simple geometry of the sphere.

The metric system—introduction of metric units.

System of vertical forces acting on a horizontal beam.

Averages—average speed.

Idea of motion ; speed = distance/time. Uniform speed.

Velocity ; resolution of velocity into two components at right angles.

Ratio and proportion—Unitary method. Percentages—rates of exch.



- Graphs of statistics ; finding maximum, minimum and intermediate values.
- \* Centre of gravity—meaning and experimental determination of centre of gravity.
  - \* Stability—importance of low C.G. and shape of a body to its stability.
  - \* Idea of buoyancy acting at C.G. of displaced water.
  - \* Stability of a ship (*a*) in upright position, (*b*) when heeled.

#### MAGNETISM AND ELECTRICITY

Magnetic substances ; magnetic poles ; laws of attraction and repulsion.

Magnetic properties of iron and steel.

Lines of force and magnetic field.

Experiments to demonstrate the facts of magnetism.

Magnetic induction—experiments.

The Earth's magnetism.

The magnetic compass needle. Experiments.

Variation.

Magnetism of a ship. Deviation.

Simple idea of compass correcting magnets.

Effect of iron in proximity to compass.

Talk on the magnetic mine and degaussing.

Conductors and insulators. Examples and uses.

Electric circuit taught by water analogy (no electron theory).

E.M.F. current and resistance.

Volt, ampère, ohm. Ohm's Law.

Direction of flow. Positive and negative.

Experiments in connecting circuits.

Sources of Supply :

(1) Primary cell. (2) Secondary cell. (3) Dynamo (no details).

Magnetic effects of a current. The electro-magnet.

The trembler bell and buzzer.

Simple description of the uses of ammeter and voltmeter.

Method of connection of these instruments.

Experiments on simple circuits.

Reasons for high resistance of voltmeter and low resistance of ammeter.

Resistance—dependence on material and dimensions.

Internal resistance of cell.

Resistances in series and parallel.

Heating effect of a current, electric lamp, radiator.

A talk on power supply to an area. A.C. and D.C.

Terminal P.D. of a cell.

System of charging for electricity. Energy.

The kW.h. The house meter. Method of reading a meter.

Upkeep hints on an electric supply.

Dangers of fire and shock.

Talk on the difference between the electric supply system of ship and shore.

Description of simple electrical apparatus in a ship.

The secondary cell—description, method of charge.

Size of cell determined by its use.

Experiment on charging an accumulator.

The dynamo and motor simply explained.

## NAVIGATION

Definitions :

Earth's axis, geographical poles, great circles.

The equator, small circles.

Latitude and longitude (Film).

Meridian of longitude, Prime (Greenwich) Meridian.

Longitude of a place, difference of longitude, departure (briefly).

Latitude, parallels of latitude, Latitude of a place.

Difference of latitude.

Rhumb line.

Fixing position of a place on the Earth's surface by latitude and longitude (using Atlas Index and maps and Chart 5104).

Distance and speed, nautical mile, average length of nautical mile, cable, fathom, knot.

Use of gyro-compass, with very brief explanation—readings from  $000^{\circ}$  to  $360^{\circ}$ , true courses and bearings.

Magnetic poles, magnetic meridians.

Magnetic course, magnetic bearings, variation.

Compass course, compass bearings, deviation.

Red and green bearings. Inclination—definition and use.

Simple explanation of Mercator Chart (Film).

Requirements :

Rhumb lines are straight lines.

Courses are correctly represented.

Other features :

Meridians of longitude are parallel straight lines.

Parallels of latitude are parallel straight lines.

Polar regions not represented.

Bearings accurately represented over short distances only.

G.M.T., Zone Time, British Summer Time.

Lights and buoys—demonstration.

Chart markings and abbreviations (not nature of bottom)—include fathom markings and use Chart 5103. (Suggest joining of, say, 15-fathom marking in a given area.)

Fixing position on Chart by :

Latitude and longitude.

Bearing and distance.

Cross bearings.

Laying off ship's track from a fixed position. D.R. after a given run with one alteration of course. Fix ship—explanation for difference in D.R. and fix positions. (Tides, currents, etc. No details.) Simple chart runs (step-by-step) leading up to a day's run. N.B. Gyro courses and bearings *only*.

APPENDIX F  
SEAMANSHIP SYLLABUS

The seamanship syllabus is designed to teach Boys the language of the sea and the elementary principles of seamanship, including a knowledge of the following :

GENERAL SUBJECTS

- Ship's routine and organisation.
- Nautical terms and naval customs.
- Use of the boatswain's call.
- How to read a barometer, thermometer, etc.

BOATWORK

- Types of boats, builds, rigs and boats' gear.
- The theory of sail.
- Practical pulling, sailing and boat drill.
- Seaboat.

RIGGING

- Cordage.
- Bends and hitches.
- Knots and splices.
- Blocks and tackles.
- The use of hemp and wire hawsers, heaving lines and fenders.
- Pointing and grafting.
- Hammock drill.

ANCHORS AND CABLES

- Types of anchors.
- Cables and their maintenance.
- Use of gear on forecastle.
- Method of letting go and weighing anchor.

COMPASS AND WHEEL

- The magnetic compass.
- The gyro compass.
- Duties of helmsman and telegraphman ; wheelhouse drill.

LOG, LEAD AND LINE

- Use of lead and line.
- Depth and speed recording instruments.

RULE OF THE ROAD

## DAMAGE CONTROL

The basic principles of fire fighting and the use of first aid fire fighting equipment.

Damage Control markings and control of openings.

## SIGNALS

Semaphore.

Flag recognition.

Use of the Boat's Signal Book.

## GENERAL LECTURES (*See note at foot of Appendix G*)

An examination is to be held at the end of the course and a total of 100 marks is to be allocated.

## APPENDIX G

### GUNNERY SYLLABUS

The primary object of the course is to develop the smartness, alertness and bearing of Boys by instilling discipline by drill.

2. The course is also designed to give them an elementary knowledge of Gunnery duties.

3. The standard required in each subject is as follows :

#### PARADE TRAINING

To be able to carry out drill in the ranks with arms (excluding drill for funeral parties).

#### GUN INSTRUCTION

To have an elementary knowledge of :

The build-up of the mounting.

The methods of aiming and firing the gun.

Care and maintenance requirements.

The necessity for lubrication.

To be able to carry out all the duties required of ratings without gunnery S.Qs at a specified open mounting.

To know how to load a Bofors gun.

#### AMMUNITION

To understand the need for care and the precautions necessary when handling ammunition.

To be able to fire rockets and signal cartridges.

#### COMMUNICATIONS

To know the phonetic alphabet and to be able to pronounce numerals correctly.

To be able to express and receive information correctly on the telephone.

To have an elementary knowledge of the purpose of the Armament Broadcast System.

To know how to look after telephones.

#### SURFACE GUNNERY

To have an outline knowledge of the surface gunnery problem and to understand the functions of the director, radar and predictor.

#### A.A. GUNNERY

##### *Long Range*

To appreciate the purpose of the long range A.A. armament and the need for a fuzed shell.

##### *Close Range*

**LOOKOUTS**

To be able to carry out the duties of an A.A. and Surface Lookout and to understand the necessity for the care of binoculars.

**SMALL ARMS**

To be able to handle a rifle safely and to know all the proper safety precautions.

To carry out .303 in. and .22 in. firings.

To be able to appreciate the capabilities of the rifle together with its dangerous qualities.

To have a thorough knowledge of B.R.1310 (*Safe Handling of Small Arms*).

**ORGANISATION**

To have a brief knowledge of the various types of Gunnery S.Qs and the methods of advancement.

To understand the need for the various degrees of readiness and states of preparedness.

4. Full details of the syllabus are contained in the Gunnery Training Manual (B.R.632A/45), Course No. 200.

5. An examination, for which a total of 500 marks is allocated, is to be held at the end of the course.

**GENERAL LECTURES**

Twenty periods out of the time allocated for the Seamanship and Gunnery syllabuses are to be set aside for general lectures by Divisional Officers. Lectures are to include:

Advancement.

Discipline.

Pay and allowances.

Duties of the Navy in peace and war.

Welfare.

R.N.B.T.

Other matters of general interest.

## APPENDIX H

### COMMUNICATIONS SYLLABUS

The course for communication Boys is in two parts :

(a) A preliminary course of eight weeks. In this, V/S and W/T boys cover a common syllabus, which consists mainly of learning the basic principles of flashing, semaphore and morse (W/T). By the eighth week they are expected to read each at a slow speed.

(b) The main course of forty-two weeks. V/S and W/T outline syllabuses, are given below.

#### 2. MAIN V/S COURSE

(a) Practical operating up to the following standards :

Flashing, ten words per minute.

Semaphore, twenty words per minute.

Copy-typing, twenty words per minute.

Flag hoisting at normal fleet speed.

Voice at normal fleet speed.

(b) *Fleetwork*

Colours, single meanings and emergency meanings of flags and pendants.

Visual call signs.

Simple manoeuvres including forming, stationing and altering course.

(c) *Procedure* (flashing, semaphore and voice)

Layout of a message.

All round and directional methods of flashing.

Transmitting and receiving messages by semaphore.

Transmitting and receiving messages by voice.

Corrections, repetitions, checks and verifications.

Executive method.

Enemy reporting.

(d) *Cryptography and general signalling instructions*

Brief outline of cryptographic requirements, systems and organisation.

Practical work with A.N.S.B. and Fleet Code.

Security of C.Bs and S.Ps.

Brief outline of message handling.

Brief notes on V/S material, e.g. sizes of flags, types of signal lanterns.

Brief notes on ceremonial, e.g. dressing ship, gun salutes.

3. Further details of this course can be found in the Signal Training Manual. An examination is to be held at the end of the course and 1,000 marks are to be allocated.

#### 4. MAIN W/T COURSE

(a) Practical operating up to the following standards :



*(b) Organisation*

Basic principles of world-wide, station and fleet wireless organisation.

*(c) Procedure (W/T and Voice)*

Layout of a message.

Transmitting and receiving messages by W/T.

Transmitting and receiving messages by voice.

Corrections, repetitions, checks and verifications.

Executive method.

Enemy reporting.

Elementary commercial procedure, including distress.

Use of operating signals.

Duties of a broadcast operator and practical watchkeeping experience.

*(d) Cryptography and general signalling instructions*

Brief outline of cryptographic requirements, systems and organisation.

Use of call signs and address groups.

Practical work with A.N.S.B. and fleet code.

Security of C.Bs and S.Ps.

Brief outline of message handling.

Brief notes on functions and capabilities of wireless transmitters and receivers.

Explanation of aerial layout and radio hazards in a ship.

*(e) Radio Theory*

Elementary knowledge of propagation and simple circuits. Functions of various components used in radio, *e.g.* resistances, condensers and inductances.

5. Further details of this course can be found in the Signal Training Manual.

6. An examination is to be held at the end of the course and 1,000 marks are to be allocated.

## APPENDIX J

### INSTRUCTIONAL PRIZES

#### 1. PRIZES FOR SCHOOL AND TECHNICAL FINAL EXAMINATIONS

Prizes may be awarded up to the rate of 1s 0d per Boy in each G.C. class and 1s 6d per Boy in each A.C., V/S or W/T class. For Seaman Boys this sum is to be expended in prizes for School, Gunnery and Seamanship in equal amounts. For communication classes it is to be divided equally in prizes for school and technical work. The award of these prizes is entirely at the discretion of Commanding Officers.

#### 2. PRIZES FOR RELIGIOUS KNOWLEDGE

A prize up to the value of 7s 6d may be awarded to the Boy in each class who obtains the highest marks in Religious Knowledge.

#### 3. ADVANCED CLASS ON ENTRY PRIZES

(a) Prizes will be awarded annually to the best boys who are successful in the Advanced Class on Entry Examination, as follows :

- (i) Royal Hospital School. Three prizes of value £3, £2, £1 respectively.
- (ii) Indefatigable and National Sea Training School. Two prizes of value £3 and £1 respectively.
- (iii) Arethusa. Two prizes of value £3 and £1 respectively.
- (iv) Mercury and Parkstone Sea Training School. Two prizes of £3 and £1 respectively.

(b) All worked papers of the A.C. on Entry school examination are to be kept. At the end of the year each establishment is to select the three best Boys from the Royal Hospital School, and the two best Boys from each group of Nautical Training Schools as above, and forward their worked papers to the Director, Naval Education Service, for consideration of the annual awards.

(c) First prize in this competition should consist of suitable books or some article of permanent value selected by the winner. The other prizes are to consist of books on Naval Subjects.

#### 4. THE ROYAL SOCIETY OF ST. GEORGE'S PRIZES

These prizes will be awarded once each term to the Boys in each Training Establishment who are considered by their Commanding Officer to have made the best all round progress in their training, the method of selection being left to his discretion. The number and value of prizes to be awarded at each establishment will be notified by the Admiralty. They are to consist of books on Naval History.

## BADGES WORN BY BOYS

## (a) BADGE BOYS

## (i) Instructor Boy.

Small crown.	Red, Vocab. 32415.	Blue, Vocab. 33415.
--------------	--------------------	---------------------

Anchor.	Red, Vocab. 32426.	Blue, Vocab. 33426.
---------	--------------------	---------------------

G.C. Miniature.	Red, Vocab. 32428.	Blue, Vocab. 33423.
-----------------	--------------------	---------------------

## (ii) Petty Officer Boy.

Small crown and G.C. miniature, pattern numbers as in (i) above.

## (iii) Leading Boy.

G.C. miniature, pattern as in (i) above.

These badges are to be worn on the left arm with the apex of the G.C. miniature 5 inches below the seam at the junction of the sleeve and shoulder.

## (b) COMMUNICATION BOYS

## (i) V/S Boys.

V/S. Red, Vocab. 32139.	Blue, Vocab. 33139.
-------------------------	---------------------

## (ii) W/T Boys.

W/T. Red, Vocab. 32153.	Blue, Vocab. 33153.
-------------------------	---------------------

These badges are to be worn below the shoulder of the right arm.

## (c) ADVANCED COURSE BOYS

A.C. star.	Red, Vocab. 23425.	Blue, Vocab. 33425.
------------	--------------------	---------------------

To be worn on the right arm, midway between shoulder and elbow.

## (d) BOY BUGLERS

(i) Bugle.	Red, Vocab. 32411.	Blue, Vocab. 33411.
------------	--------------------	---------------------

(ii) Silver Bugle to wear a small crown above the bugle.		
--	--	--

These badges are to be worn on the right cuff.

## (e) DRUMMERS

(i) Drum badge as worn by Royal Marine Drummers.		
--	--	--

(ii) Drum Major is to wear a crown above Drummer's badge.		
---	--	--

These badges to be worn on the right cuff.

## (f) COXSWAINS

Quartermaster's badge.	Red, Vocab. 32429.	Blue, Vocab. 33429.
------------------------	--------------------	---------------------

To be worn on the right cuff.

## (g) MARKSMEN

Rifle.	Red, Vocab. 32427.	Blue, Vocab. 33427.
--------	--------------------	---------------------

To be worn on the right cuff.

## APPENDIX L

## RETURNS TO BE RENDERED BY TRAINING ESTABLISHMENTS

NO. OF FORM	WHEN DUE	DESCRIPTION	FROM	TO	REMARKS
T.S.74 ... ..	Weekly	Return of Boys borne and classes under Training	Training Establishments	D.N.T. D.N.R. D. of M.	To be rendered each Monday
T.S.O.18 ... ..	Fortnightly	Number of Boys becoming available in ensuing six months	Training Establishments	Commodores of Depots D. of M. D.N.T. Capt. (D), 4th T.S.	
T.S.9 ... ..	Quarterly	Boys' Fund Account	Training Establishments	Command Supply Officer	28 days after the end of each quarter
‡ T.S.84 ... ..	Quarterly	Extract of Punishments awarded to Boys. (To be accompanied by T.S. 30)	Training Establishments	C. in C.	
T.S.O.5 ... ..	Quarterly	List of Boys who joined from R.H.S. and N.T.Ss and who have been drafted during the quarter	Training Establishments	R.H.S. Holbrook and N.T.Ss concerned	
M.S. ... ..	Quarterly	List of Boys entered from N.T.Ss for whom payment of A.C. on entry gratuity has been authorised	Training Establishments	D.N.T. for D.N.A. D.N.R.	
T.S.8 ... ..	Four Monthly	Stationery required for use in School	Training Establishments	Keeper of Stationery and Printing	

NO. OF FORM	WHEN DUE	DESCRIPTION	FROM	TO	REMARKS
M.S. ... ..	Yearly	Authority for payment of Capitation Grants and Higher A.C. on Entry Gratuity to N.T.Ss	D.N.T.	Supply Officers, <i>H.M.S. Ganges,</i> <i>H.M.S. St. Vincent</i>	1st April
T.S.O.9 ... ..	Weekly	Report of number of Boys entered	Training Establishments	D.N.R.	
T.S.40 ... ..	As occasion arises	Notice of Boys being sent to Hospital	Training Establishments	Next of Kin or Guardian	In all cases of serious illness or injury
T.S.113 ... ..	As occasion arises	Report on candidates entered from N.T.Ss examined for A.C. on Entry Gratuity	Training Establishments	N.T.Ss concerned	Immediately after Examination
M.S. ... ..	Yearly	Wastages of Boys during past financial year	Training Establishments	D.N.T. D.N.R. D. of M.	
M.S. ... ..	Yearly	Total number of Boys entered during the financial year from the Royal Hospital School and Nautical Training Schools, showing the number of these who qualified Advanced Class.	Training Establishments	D.N.R.	As soon as possible after 31st March