

IDENTITY STATEMENT

Reference code: GB 237 EUA IN10

Title: Edinburgh Provincial Training Centre

Dates of creation of records: c.1905 – c.1975

Level of description: Fond

Extent:

Physical characteristics: Volumes and papers

Name of repository: Moray House Faculty of Education, Edinburgh University.

Abstract:

CONTEXT

Administrative history:

In 1905 the Scotch Education Department recommended that Provincial Committees and four city training centres be established for the training of teachers. Following this recommendation the Free Church of Scotland Normal School merged with the Church of Scotland Normal School, under the aegis of the Edinburgh Provincial Committee for the Training of Teachers in 1907 to become the Edinburgh Provincial Training Centre at Moray House. In 1959 the College became Moray House College of Education. Some of the records series overlap into this collection.

[Information taken from ‘Moray House and Professional Education 1835-1985’ Ed: Gordon Kirk.]

Custodial history: Records were identified and listed as part of the 1995-1999 Non - Formula Funding Scottish Higher Education Funding Council specialised research collections in the Humanities.

CONTENT AND STRUCTURE

Scope and content:

Student Records - for example Register of Students admitted to training 1905-1926; Register of Special subjects 1907-1930; Register of Claims for Recognition 1918-1955; Register of Students 1950-1957; Index cards 1905-1981; Schemes of Work 1952-1958; Teaching Practice 1938-1956.

Correspondence, records of administration and management.

Scottish Education Department Forms

Minutes of Board of Assessors 1934-1959

Prospectuses - EPTC Prospectuses 1938-1953; National Committee for the Training of Teachers Central Executive Committee 1955-1959; In-Service 1959-1961

Overseas Courses - Polish Teachers 1941-1969, Cayman Islands 1962-1970

Training Courses, Summer Schools and Conferences 1951-1967

Diploma Handicraft Club 1913-1963

Photographs and slides

Appraisal:

Accruals: Not expected

System of arrangement: Records are maintained chronologically and by original provenance where possible.

CONDITIONS OF ACCESS AND USE

Legal status: Property of University of Edinburgh

Access: By appointment. Access to unpublished records less than 30 years old and other records containing confidential information may be restricted.

Conditions governing reproduction: Usual conditions; education use and condition of documents. Applications for permission to quote should be sent to Edinburgh University Archivist.

Language: English.

Physical characteristics that affect access: Access to records in a fragile condition may be restricted.

Finding aids: Printed lists plus item level computerised list available in the Heriot-Watt University Archive Searchroom. Still a work in progress.

ALLIED RECORDS

Location of originals: The collection is original

Related records held at Moray House: Free Church of Scotland Demonstration School, Moray House College of Education, Free Church Normal School

Associated material held elsewhere:

Publication note: Moray House and Professional Education 1835-1985. Ed: Gordon Kirk. Pub: 1985 by Scottish Academic press

NOTE

Meta-level description compiled by Christine Gillespie, Archivist at Heriot-Watt University Archive, October 1999.

EPTC EDINBURGH [PROVINCIAL] TRAINING CENTRE

STUDENT RECORDS

1/ Register of Students Admitted to Training

No.; Name; Date of Birth; Address; Name and Occupation of Parent/Guardian; Article under which Qualified; Pupil Teacher of Junior Student and School or Centre; Whether a satisfactory medical report received; Course; No. of Years or which Admitted; Residence; Sums liable to be Repaid; Date of Completion of Course; Certificate; Teaching Appointments; Remarks

- | | | |
|---|-------------|--|
| 1 | 1905-1909 | October - October |
| 2 | 1910-1914 | October - January |
| 3 | 1914 -1919 | October - April |
| 4 | 1919 -1920 | October - April |
| 5 | 1920 - 1921 | October - January Marked "Chapter III" |
| 6 | 1921-1922 | October - January Marked "Chapter III" |
| 7 | 1922 -1926 | Edinburgh Training Centre, Register of Students Admitted to Training
No.; Name; Date of Birth; Address; Article under which Qualified; Course;
No. of Years for which Admitted; Date of Completion of Course; Remarks
October- May Marked "Chapter III" |

2/ Summary of the work of students who have completed their training Forms 17T

Name, and details of the following Articles :

Article 22 Professional subject. Includes Principles of History of Education, School Methods and Practice Teaching, School Personal Hygiene, Logic, Moral Philosophy

Article 23 Subject of General Education includes Mathematics, Science Subjects - Physics (or Natural Philosophy), Chemistry, Botany, Zoology, Geography and Phonetics, English, History, Latin, French, German

Article 31 details of students' obligations in terms of total sums to be repaid and years of service, medical report and evidence of age received and decision as to whether student is recognised as certified

Article 37 includes Singing, Drawing, Woodwork, Physical Exercises, Needlework.

Article 39 Supplementary Course (if any) for which qualified in terms of. Remarks.

- | | |
|---|--|
| 1 | 1907- 1909 |
| 2 | 1910 -1912 Includes Languages - Latin, French and German.
Loose in volume : Rough notes and correspondence on individual students, plus pro formas awarding General Certificate. |

[Edinburgh Provincial Committee for the Training of Teachers]

1/ Register of Special Subjects

Details name of student, permanent home address, date of birth, whether a certified teacher (where and when and date if so), date of Departments intimation of a satisfactory attainment in General Education, subject taken [includes Cookery, Dressmaking, Laundry, Housewifery, Sewing, Millinery, Manual Training, Physical Instruction, and Art, for women, and, Art and Agricultural Method, for men], Name of college/institution in connection with which student is training [mostly Edinburgh School of Cookery, Edinburgh College of Art, Edinburgh College of Agriculture, Edinburgh Provincial Training Centre], Duration of course in respect of which Diploma was granted, date of diploma, and subjects to which diploma relates.

- | | |
|---|--|
| 1 | 1907 - 1914 |
| 2 | 1911 - 1919 Marked on outside Chap VI. Students in Training 1911- Jan 1917.
Some entries marked 61T. |
| 3 | 1917 - 1926 Some entries marked 69T |
| 4 | 1924 - 1930 Marked Register Special Subjects (Chapter VI) Volume 4.
Includes extra classes Pianoforte, Dressmaking, Class Singing. |

2/ Register of Claims for Recognition Under Chapters IV (Teachers Certificate) V (Higher Subjects) VI (Special Subjects)

No.; Name; Permanent Home Address; Date of Birth; Article Under Which Recognition Claimed; Subject For Which Recognition Claimed; Committee's Decision; Date When Forwarded To Department; Department's Decision (Article Under Which Recognition Granted (with date), Subject); Superannuation; Remarks.

- 1 1918-1925 Earliest Dated Entry 1 Oct. 1918 (Department's Decision) - Latest Dated Entry 1 Nov. 1925 (Department's Decision)
- 2 1921-1930 Earliest Dated Entry 9 July 1921 (Committee's Decision) - Latest Dated Entry 17 Jan. 1930 (Department's Decision)
- 3 1929-1955 Earliest Dated Entry 30 May 1929 (Committee's Decision) - Latest Dated Entry 26 Sept. 1955 (Date When Forwarded To Department)

Last 2 pages of volume, format changes to :

Date Received; Name; Permanent Home Address; Qualification Desired; Action Taken; Result of Application)

Date Received, 1 Feb. - 26 April 1954

Moray House Training College

1/ Register of Students

- 1 1950 -1957 **Register No 1**
Black, loose leaf volume.
List of students - No, names, date of birth, home address, article of admission, course followed, degree or diploma and remarks.
Split into course, then alphabetically into men and women.
Loose correspondence re receipt of information and student numbers.

Edinburgh Provincial Training Centre

1/ ? - linked to Index Cards

Name; date when form received; case no; Chapter (subject); date of interview or Provincial Selection Board decision; Provincial Selection Board's decision; particulars of entrance examination; date of despatch to CSB; CSB's decision and date; result of entrance examination; date of admission; remarks (withdrawals, ineligibles etc.).

Arranged alphabetically

- 1 1944-1946 Date when form received: 3 July 1944 - 28 February 1946.
(in need of repair)
- 2 1946-1954 1 March 1946 - 7 April 1954

Edinburgh Provincial Training Centre
Later Cards are Edinburgh Provincial Training Committee Moray House

Student Index Cards

1 **Male Students**

Surname and Christian names; course in which enrolled; town and home address; date of birth; date (month and year) of commencing training at Edinburgh Centre; Years during which a Junior Student; Centre in which a Junior Student; school in which educated if not a Junior Student; leaving certificates or passes in University Preliminary Examination before admission to training (subject, grade, L.C. or U.P.); have you the Group Leaving Certificate ?; University classes taken in past Sessions or in present Session (Session, Certificate obtained, Date of passing Degree Examination); Degree obtained, and month and year of Graduation; Date of Completing Course of Training; Practical Skill in Teaching as a Junior Student; Percentages given in Practical Skill in Teaching in Training College; Appointment and Salary obtained; Date of receiving Government Certificate, and School in which obtained; Remarks.

Date of completing course of training and additional remarks hand-written in red ink at top of index cards and correspondence attached.

Taken from Charteris Land Basement, 3 Feb. 1997

1905 - 1923 A - G

1905 - 1923 H - N

1905 - 1924 O - Z

1920 - 1930 A - L

1920 - 1929 Mc - Y (3 index cards dated : 1912 - 1941, 1914 - 1922, 1914 - 1924)

Next series is similar to above except includes Black and White passport size photographs for Index cards dated 1928 onwards; Article under which admitted; School in which Preliminary Teaching Course was taken; Secondary School in which educated;

For office use only, Date (month and year) of completing Course of Training; Practical Skill in Teaching in Training College.

1928 - 1945 A - D

1922 - 1945 E - L

1928 - 1945 Mc - Q

1928 - 1945 R - Z

2 Female Students

Surname, Christian name, Course in which enrolled, Town address, Home address, Date of Birth, Date (month and year) of commencing training at Edinburgh Centre, Years during which a pupil teacher, School in which a pupil teacher, Years during which a junior student, Centre in which a junior student, School in which education if not a pupil teacher or junior student, Leaving certificate or passes in University Preliminary Examination obtained before admission to training (subject, grade, L.C. or U.P.), University classes attended (Session, Certificate Obtained, Date - month and year) of passing Degree Examination), Degree obtained and month and year of graduation, Date (month and year) of completing course of training, Attendance; Conduct, Practical skill in teaching, Appointment and salary obtained, Date of receiving Government Certificate, and school in which obtained, Remarks.

Date of completing course of training and additional remarks hand-written at top of index cards, correspondence attached.

[Note: the pupil teacher system was abolished in 1905]

Taken from Charteris Land Basement, 3 Feb. 1997

1905 - 1918 A - T

1905 - 1919 Mc - Y

1911 - 1928 A - D

1907 - 1927 E - L

1907 - 1929 M - Q

1906 - 1928 R - Z

1918 - 1928 A - C

1915 - 1929 D - I

1913 - 1929 J - M

1918 - 1929 M - R

1919 - 1929 S - Y

Next series is similar to above except includes Black and White passport size photographs for Index cards dated 1928 onwards; Article under which admitted; School in which Preliminary Teaching Course was taken; Secondary School in which educated;

For office use only, Date (month and year) of completing Course of Training; Practical Skill in Teaching in Training College.

1925 - 1945	A - B
1927 - 1945	C - E
1928 - 1945	F - J
1926 - 1945	K - Mc
1925 - 1945	Mc - N
1926 - 1945	O - R 1 card 1949 - 1950
1927 - 1946	S - V 1 card 1921 - 23, 1937 - 38
1928 - 1945	W - Y 1 card - 1947

3/

2 Drawers of Index Cards : “Completed Training, Withdrawals, Transfers, Ineligibles”

Name; date of birth; Home Address; Personality Rating (ABCDE); Recommendations by Edinburgh Provincial Selection Board; Duration of Course ... years for Chapter ... in ... ; Unconditionally - without hesitation accept/reject - with hesitation accept/reject; Conditionally - application to be favourably considered after applicant has satisfactorily complied with the conditions stated immediately below; Examination ... on standard of ... Leaving Certificate; Other Conditions; Decision of Central Selection Board - accept/reject/accept conditionally as above.

1	1945-1952	Withdrawals/applications cancelled, 1945 - 50. Transfers, 1945 - 52 PSB ineligible, 1945 - 50
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- 2 1945-1960 Withdrawals/applications cancelled, M - Y, June 1945 - Aug. 1958;
Conditional acceptances withdrawn, July 1945 - July 1954;
Withdrawals before consideration, Nov. 1945, March 1947 - Nov. 1951.
Includes SED Form 9T Medical Report on Candidate for Teachers
Certificate, Aug. 1952 - April 1955 (4 items);
In training, July 1953 - Sept. 1954;
Acceptances, July 1945 - Jan. 1955. Includes statistics of exit numbers,
1948/49 - 1953/54;
Conditional acceptances, July 1945 - Jan. 1955;
R C Women offered admission or in training at Craiglockhart, Aug. 1945 -
Jan. 1948;
Failed Entrance examination (after more than one attempt) : Form 9T,
Sept. 1957 - July 1960 (3 items)

4/ 2 Drawers of Index Cards : “Recognitions”

Name, subject, matriculation numbers and other details - qualifications etc.

- 1 No dates A - L
2 No dates M - Y

5/ 4 Drawers of Index Cards :

- 1 1957 - 1978 Special Recruitment Candidates
Name, date of birth, number, address, date applied,
ineligible/interviewed/accepted/withdrawn/commenced
Also includes :
Withdrawals/Ineligibles Session 1975/76
[Withdrawals] 1971 and Technical Education Completed 1976
- 2 1951 - 1977 Special Recruitment Candidates - Withdrawals, terminates, pending etc.
A - M,
- 3 1951 - 1977 Special Recruitment Candidates - Withdrawals, unheard of, pending etc.
Mc - Z,
- 4 1968 - 1981 Special Recruitment Candidates - Current Cards
Also includes :
Completed 1977 - 1978
[Withdrawals, not offered places etc., 1976 - 1977]

? Edinburgh Provincial Training Centre

Board of Assessors

Minutes

1934 -1959 Chaired by Principal

Containing assessment of students with borderline/failure marks, by class: lists of students to be sent warning letters for deficiency in various subjects, letters graded A (most serious) to E; analysis of marks and assignment of grades;

With Double sheet pasted between index and page 1: “Teaching marks: copy of information sent to Professor Thomson by Mr Philip HMCIS during November 1934”.

Compares marks achieved by Moray House, Jordanhill, Aberdeen, Dundee, Notre Dame and Craiglockhart Teacher Training Centres, 1929-1933.

Insert page 69 : rough calculations for analysis of marks and assignment of grades detailed on that page.

Insert page 179 : note from J. Maxwell to Mr Erskine, 4 Nov. 1947 listing marks awarded to Psychology students.

Insert page 353 - 2 double pages: Board of Assessors Dec. 1956, cases pending with outcomes annotated 7/57; Terminations 12/54 - 6/57; Repetition of part of course 10/54 - 10/56

P 353 : Causes terminated 1940 - 41, 1951-1952
Index of unsuccessful students.

P 356 : Analysis of student marks by class, with action taken Jan. 1934, Jan. 1935.

Format: Volume hand-written and typescript

Edinburgh Training Centre

- 1/ Records were in ringbinders marked forms 66T, Higher Subject forms (also St George's). Form 66T is the results of training under Chapter V, to be sent to the Scottish Education Department as soon as the course of Professional Training is complete.
- Contains form 66T : name, date of birth, whether already recognised as a teacher, subject for which recognition is sought, fulfilment of Art 43, whether recommended to have completed course, for an extension or for rejection, general estimate of students capacity as a teacher, department's decision, Superannuation number and remarks, plus correspondence re relevant forms and the Scottish Education Department (Education Provincial Committee) decision.
- 1 1914 - 1915
- 2 1922 -1925
- 3 1925 -1928 St George's Training College
- 4 1930 -1933
- 5 1920 -1942 Correspondence from Edinburgh College of Domestic Science (incorporating Edinburgh School of Cookery) from Principal Whigfield to Professor Thomson, 11 June 1936 confirming dates of completion of Diploma for 2 students, Barbara F. Corrie and Joyce Mathews
Bundle of correspondence re ante-dating of Certificate of William Fairlie [and also Andrew Prentice], July - August 1925.
Form 80T - List of students enrolled for Professional Training - particulars of course, duration and list and names of students;
64T - Students enrolled for training - under Chapter VI (or VI + III)
- 2/ **Forms 82T** : Results of Training of Teachers under Chapter VI (Teachers of Special Subjects) at Edinburgh Training Centre. Schedule showing the results of the Training of Students who completed their course of Professional Training under Article 47b forwarded to the Scottish Education Department.
- Gives Names; Date of Birth; Whether already recognised as a "Teacher" for the purposes of the Superannuation Scheme; Subject or Subjects, for which recognition is claimed; Are the requirements as to Technical Qualifications fully satisfied? If so, name of Central Institution and date of completion of Diploma Course; Whether recommended (as having satisfactorily completed the approved Course of Professional Training, or for an extension of the Course, or for final rejection), General estimate of student's capacity as a teacher; Department's decision - recognised or not recognised as satisfying superannuation rules as to age and health.

2/1

June 1922 :

Record of student's work in Methods and Practice in Teaching Art, Oct 1920 - June 1922: students names, number of hours instruction received in the subject during the Course; teacher's final mark; mark recommended by lecturer and approved by Department Inspector, 29 Jun 1922.

Also includes particulars of claims for Ante-dating of Certificates for William G Gillies, Robert Hunter, Alfred J Hyslop, 27 Oct 1922, and William H Geissler, Robert Morris, 24 Nov 1922, and related correspondence, 24 Nov - 8 Dec 1922

June 1921: Music.

30 June 1922 : Educational Handwork and Engineering Subjects

June 1921 : Engineering Subjects

30 June 1922 : Educational Handiwork

July 1922 : Diploma Course I Cookery, Laundry work and Housewifery.
Diploma Course II Needlework, Dressmaking and Millinery.
Needlework Endorsement.

June 1921 : Engineering Subjects

30 June 1922 : Ditto.

8 Dec 1922 : Drawing

Dec 1922 : Diploma Course I, Cookery, Laundry work and Housewifery.
Diploma Course II Dressmaking, Needlework and Millinery.
Needlework Endorsement.

June 1922 : Engineering Subjects

6 April 1923 : Educational Handiwork and Drawing

April 1923 : Diploma Course I Cookery, Laundry work and Housewifery
Related correspondence includes list of students who
completed course of Professional Training of Diploma Course
I and II, Needlework Endorsement, 1 Aug 1923.
Needlework Endorsement.
Diploma Course II Needlework, Dressmaking and Millinery.

- 29 June 1923 : Agriculture; Educational Handwork.
Related correspondence mostly re Ante-Dating Certificate of Andrew Prentice, on account of services with HM Forces, 3 June - 14 Aug 1925.
Drawing; Engineering Subjects.
- 3 Aug 1923 : Music (Pianoforte)
29 June 1923 : Music
- July 1923 : Needlework Endorsement (2).
Diploma Course II Needlework, Dressmaking and Millinery.
Diploma Course I Cookery, Laundry work and Housewifery.
- Nov 1923 : Diploma Course I Cookery, Laundry work and Housewifery.
- Dec 1923 : Drawing; Needlework Endorsement;
Diploma Course II Needlework, Dressmaking and Millinery.
Diploma Course I Cookery, Laundry work and Housewifery.
- April 1924 : Drawing; Needlework Endorsement;
Diploma Course I Cookery, Laundry work and Housewifery
Related correspondence includes list of students who completed Professional Training of Diploma Course I and II, and Needlework, 27 June 1924.
- 27 June 1924 : Mechanical Engineering, Training of Diploma Course I and II, and Needlework.
Mechanical Engineering, Technical Drawing, Mining Engineering; Educational Handwork; Agriculture; Music, Pianoforte and Singing.
- July 1924 : Diploma Course II Needlework, Dressmaking and Millinery.
- June 1922, Drawing
June 1923,
Dec 1923,
June 1924 :
- July 1924 : Diploma Course II Needlework, Dressmaking and Millinery.
Diploma Course I Cookery, Laundry work and Housewifery.
Needlework Endorsement.
- Oct 1924 : Needlework Endorsement
- Dec. 1924 : Art
- 19 Dec. 1924 : Educational Handwork

Dec. 1924 :	Millinery; Needlework Endorsement,
Jan. 1925 :	Diploma Course II Needlework Dressmaking and Millinery
Dec. 1924 :	Diploma Course I Cookery Laundry work and Housewifery
25 March 1925 :	Art
20 March 1925 :	Agriculture
April 1925 :	Needlework Endorsement. Diploma Course II Needlework Dressmaking and Millinery. Diploma Course I Cookery Laundry work and Housewifery. May 1925 : Diploma Course I Cookery Laundry work and Housewifery.
26 June 1925 :	Engineering
15-31 July 1925	Commercial Subjects; Music
10 July 1925 :	Agricultural Subjects
31 July 1925 :	Music
'Various dates' (forwarded to the Department 8 Sept. 1925) :	Art
16 July 1925 :	Diploma Course I Cookery Laundry work and Housewifery
July 1925 :	Needlework Endorsement
Oct. 1925 :	Needlework Endorsement
18 Dec. 1925 :	Art; Needlework Endorsement; Diploma Course II Needlework Dressmaking and Millinery Diploma Course I Cookery Laundry work and Housewifery
April 1926 :	Needlework Endorsement (2) Diploma Course II Needlework Dressmaking and Millinery Diploma Course I Cookery Laundry work and Housewifery
26 March 1926 :	Art
25 June 1926 :	Commercial Subjects; Agricultural Subjects; Engineering; Music

June 1926 :	Art
28 July 1926 :	Music
25 June 1926 :	Engineering. Marked : Not sent to SED, Students to return for further training
July 1926 :	Millinery; Needlework Endorsement; Diploma Course II Needlework Dressmaking and Millinery Diploma Course I Cookery Laundry work and Housewifery
Dec. 1926 :	Needlework Endorsement Diploma Course II Needlework Dressmaking and Millinery
17 Dec. 1926 :	Diploma Course I Cookery Laundry work and Housewifery
25 March 1927 :	Educational Handwork; Art; Music
April - May 1927 :	Needlework Endorsement
April 1927 :	Diploma Course II Needlework Dressmaking and Millinery Diploma Course I Cookery Laundry work and Housewifery
15 July 1927 :	Technical Chemistry; Engineering; Commercial Subjects; Agricultural Subjects
July 1927 :	Educational Handwork
29 July 1927 :	Music
July 1927 :	Diploma Course I Cookery Laundry work and Housewifery Needlework Endorsement Diploma Course II Needlework Dressmaking and Millinery
Oct. 1927 :	Needlework Endorsement
16 Dec. 1927 :	Educational Handwork
Dec. 1927 :	Needlework Endorsement
23 March 1928 :	Art
April 1928 :	Needlework Endorsement Diploma Course I Cookery Laundry work and Housewifery Diploma Course II Needlework Dressmaking and Millinery
29 June 1928 :	Educational Handwork

13 July 1928:	Engineering; Rural Subjects and Agricultural Subjects
27 July 1928 :	Music
July 1928 :	Needlework Endorsement Diploma Course II Needlework Dressmaking and Millinery Diploma Course I Cookery Laundry work and Housewifery
Oct. 1928 :	Needlework Endorsement
Dec. 1928 :	Needlework Endorsement
22 March 1929 :	Art
April 1929 :	Needlework Endorsement Diploma Course I Cookery Laundry work and Housewifery
28 June 1929 :	Educational Handwork
Dec. 1928 :	Diploma Course II Needlework Dressmaking and Millinery
May 1929 :	Diploma Course II Needlework Dressmaking and Millinery
12 & 26 July 1929:	Music
12 July 1929 :	Mechanical Engineering; Commercial Subjects; Agriculture
July, Oct. 1929:	Needlework Endorsement Diploma Course II Needlework Dressmaking and Millinery
July 1929 :	Diploma Course I Cookery Laundry work and Housewifery
Dec. 1929 :	Needlework Endorsement Diploma Course II Needlework Dressmaking and Millinery
April 1930 :	Diploma Course I Cookery Laundry work and Housewifery Diploma Course II Needlework Dressmaking and Millinery Needlework Endorsement

Edinburgh Provincial Committee

**Lists of students enrolled for training submitted to Scottish Education Department
with associated correspondence**

Form 80T: October 1920 - April 1930

Teachers of Special Subjects Professional Training under chapters VI at Edinburgh Training Centre.

Particulars of course, duration of course

List of students enrolled for professional training under Article 47(b).

Names, date of birth, if a certified teacher, where and when trained, or date if passing certificate examination, particulars of diploma on which claim for recognition under article 47 will be passed - subject and institution - date of diploma/date on which diploma cause will be completed (form title changed to: "Teachers of technical subjects " by June 1925.

Form 64T April 1930 - April 1934

Students enrolled for training under Chapter VI at Edinburgh Training Centre.

List of students, name and date of birth, if already a recognised teacher - status, date of recognition, where trained/if taking a concurrent course under Chapter III, subject for which recognition under Chapter VI is sought, academic or teaching qualifications held

Format: ring bound file overfull, papers buckled, dirty, brittle outer pages.

**General Estimate of the Teachers General Certificate under Chapters III, V and VI
of the Regulations for the Training of Teachers in Scotland
Schedules of marks of graduate students**

For explanation of Chapters see Prospectus 1941 to 1942. Date of exit December 1940.
[Condition: dirty, to be resleeved - applies to all].
(marked June 1940 on cover).

- 1 Date of exit, March 1941
 Chapter VI, Music
 Chapter VI Commercial Subjects
 Chapter VI Art.
- 2 Date of exit, June 1941
 Chapter V
 AW; IVB; AW and Dip
 VI Music
 Non-University students II CWL, II CW3
 Non-University students Chapter III Infant Mistress Course.
- 3 Date of exit, December 1941
 Date of exit AW
 Date of exit, V
 Chapter VI, Music.
- 4 Date of exit, March 1942
 Chapter VI, Music
 Chapter VI, Art
 AW
- 5 Date of exit, June 1942
 Non-University students: Educational Handwork
 Infant Mistress, Nursery School Course
 Section IV B4
 Graduate Students: Section V
 Chapter III, Music.
 AW
- 6 Date of exit, December 1942.
 Graduate Students: Infant Mistress 1 term
 Chapter V Infant Mistress 1 term
 AW
 ADip.

- 7 Completed Easter 1943 [on bundle cover]
Graduate students Chapter VI, Music [date of exit left blank].
Chapter VI, Commercial subjects [date of exit left blank]
Chapter VI, Art.
- 8 June 1943 [on bundle cover]
Graduate students: Infant Mistress [date of exit left blank]
V Nursery School [date of exit left blank]
V Chapter VI, Music
Chapter V and Diploma [date of exit left blank]
AW
1 Non-University Students Chapter III B4.
- 9 Date of exit, December 1943
Graduate Students: A & VI Music
VI, Music
Chapter VI (S and P one term).
- 10 Date of exit, March 1944
Graduate Students: Chapter VI, Art
Chapter VI, Commercial Subjects
Chapter V, Botany (1 term).
June 1944:
Graduate Students A and Diploma
Infant Mistress course
Chapter V
Chapter V and Diploma
Chapter III one term
Chapter V 1 term.
Non-University Students: Chapter III: IICB, IC2.
- 11 Date of exit, 30 November 1944.
Graduate Students: Chapters III, V and VI:
V and Diploma
Chapter VI, Educational Handwork
(ex Servicemen, 1 Year Course)
Chapter VI, Music
Infant Mistress Course
A and Diploma
Non-University Students, Chapter III
Section IIC3, IIC2
IC2.
- 12 Date of exit, June 1944
- 13 Date of exit, November 1944
- 14 Date of exit, February/March 1945

- 15 Date of exit, June 1945
- 16 Withdrawals
1940 to 1947.

- 1952 - 1959 **Forms 102T (Part II)**
Scottish Education Department
Edinburgh College of Domestic Science.
Typed form gives name of centre, student, enrolment date, and article, training for which qualified, report and end of 1st term, and end of 1, 2 and 3 year (usually not completed). Report on completion of training - record of diligence, marks, general estimate of promise as a teacher, report on students' conduct and promise of success as a teacher.
Signed Mistress of Method - Rachel L Stewart, Principal - Whigfield and Director of Studies, W B Inglis.
Forms gathered into bundles, according to graduation date, usually April, June/July and December.
- 1951 -1960 Form 17T.
Scottish Education Department Returns. Edinburgh Provincial Committee (Moray House). Students trained under Normal Regulations. Give names, Central Selection Board number, date of birth, year of enrolment, general estimate of promise, whether recommended as having satisfactorily fulfilled the conditions of Article 33, or for extension or for rejection, additional subjects in which approved courses have been completed, Department's decision, superannuation number, remarks.
Includes relevant correspondence and Form 13T - Schedule of Students who had completed only part of training under Article 37(b) or 39, or had failed to attain the necessary standard - gives name of student, session, numbers of hours and mark awarded as a percentage.
- Forms 17T.
Scottish Education Department Returns.
Edinburgh Provincial College (Moray House), students trained under the supply of teachers (Emergency Arrangement) (Scotland) Regulations 1947 and students following normal course.
Includes Form 13T and relevant correspondence.

1948 -1950 Forms 17T

Edinburgh Provincial Committee (Moray House). Trained under the Supply of Teachers (Emergency arrangements) (Scotland). Regulations 1947 and also students following normal courses.

Includes :

Schedules to Form 17T: Schedule showing the results of the training of those students who completed their course of training under Chapter III of the Regulations (gives date). Schedules 17T - are sewn inside this form, and any fly leafs containing information on withdrawals and absences are sewn in at the back. The names of students should be entered into the schedule in groups headed as follows:

Students trained for 4 years

Students trained for 3 years

Students trained for 2 years

Students trained for 1 year (Art 25 (b))

Graduates trained for 1 year

Students trained for less than 2 years (Art 25(d))

Form 13T - Schedule and marks of students who had completed only part of course, or had failed for Art, Educational Handwork, Needlework, Music.

Form 18T - form for all students recommended on Forms 17T and 66T for recognition under Article 39.

Correspondence including breakdown of individual students' marks, schedule for medical examinations.

Brown envelope: outgoing medical examinations, June leavers 1950 - correspondence enclosed.

Ditto: Medical lists of June leavers, men and women and correspondence with SED
June 1951.

Ditto - March leavers (men and women) 1951 - outgoing medical lists and relative notes.

Ditto - outgoing medical examinations - men and women. December 1950 leavers.

Report of the Health of Women Students - for the Edinburgh Provincial Committee for the Training of Teachers, Session 1949-50 by Fanny B Chisholm - gives numbers of medical examinations carried out by SED, reasons for failing examinations, reasons for withdrawals, numbers who have needed medical attention for special reasons and for infectious diseases, also numbers of those taking advantage of mass radiography.

Ditto for men - less detailed account.

Form 17T

Schedules to Forms 17T - for Edinburgh Provincial College.

Includes related correspondence, includes details of graduates terms abroad, 1940.

Form 17T 18th June 1940 - gives details of students withdrawing to go into military service. Forms dated 20 June 1941 contained student index card for Georgina W Haggarty - filed now in student index cards (women) 1929 - 1945.

Medical exams for outgoing students

May - June 1946

Report on Health of Students, men and women, 1944 - 1945

List of names of students who have been offered appointments on completion of training course

December 1945

Form 13T - Music, Art, Needlework, Educational Handwork
1946

Form 102T - Student progress reports

15 March 1946

"Duplicate" copies of Form 13T

June 1946

Folder entitled "Provisional Marks" 1946 for students of Chapter VI Art, Music, Engineering, course IIIC 3 years, course IIC 2 years, course IVB, Nursery School course, Infant Mistress course, Chapter III Graduates, Chapter V, course 1C1 and Educational Handwork (1 year training).

October 1937 - June 1948.

Box file

Forms 17T

Schedule to Form 17T - Edinburgh Provincial Training College (Moray House), 17T - details of students who have left during course, been absent for more than one month, prolonged absence.

Enquiries into qualifications

February 1929 - August 1937.

Moray House Training College / EPTC

Training Courses, Summer Schools and Conferences

Arranged according to file number/course code

- | | | |
|----|------------------------------|---|
| 1 | 1951 | 900E Course for Teachers in Infant Classes
Form 13T - Gives details of course, number of instructor, No of meetings, No of hours, No of students, names of students, date of birth, employment details, previous courses, final marks; blank certificates; distribution of marks; fails. |
| 2 | | 901E Machine Tools and Accessories in the Metal Workshop Form 3T. |
| 3 | 1950/51 | 902E Primary School Methods Form 13T |
| 4 | Summer 1951 | 903E Visual Aids |
| 5 | Summer 1951 | 904E Methods of Teaching Mathematics |
| 6 | Summer 1951 | 905E Methods of Teaching History |
| 7 | Summer 1951 | 906E Methods of Teaching Geography. |
| 8 | May - July 1951 | 907E Applied Mechanics, Third Course
Includes establishment of course syllabus, timetable. |
| 9 | June - Sept 1951 | 908E Scottish History Bibliographies |
| 10 | May - October 1951 | 909E Methods of Teaching - for Non-Professional Teachers. (Under Edinburgh) |
| 11 | October 1951 - February 1952 | 910E School Libraries Cancelled 18.2.52 |
| 12 | July 1952 | 911E Infant Mistress (first part) |
| 13 | July - December 1952 | 912E Non-Professional Teachers' Course |

- 14 May 1953. 913E Scottish Literature. Joint collaboration between Saltire Society and Moray House. Includes press cutting on opening of conference.
- 15 July 1953. 914E Course for Teachers in Infant Classes.
- 16 July 1953. 915E Creative Activities in the Primary School
- 17 July 1953. 916E Methods of Teaching History
- 18 July - August 1953 917E Methods of Teaching Geography
- 19 "Physics Conference" circular 249.
Blank circulars publicity conferences, addressed to principle teachers of Science in Senior Secondary Schools.
- 20 October - December 1953. Course 918E Recent Developments and Physics.
- 21 Summer School 1953 Details given on course 314E and 911E (see above).
Letters of notification to students re Article 55 vacation courses.
- 22 December 1953 - January 1954. 919E School Library course
- 23 Summer School 1954 Re staff pay, info on 920E - courses for teachers in Infant Classes.
G21E Methods for Teaching English
922E Methods for Teaching History
923E Methods for Teaching Geography
924E Methods for Teaching Mathematics
925E Methods for Teaching Science.
Timetables.
- 24 July 1954. 920E Course for Teachers in Infant Classes (Part I)
- 25 February - July 1953. British Council Summer School.
A Summer School for teachers of English, arranged by the British Council, SED and Moray House.
Programme of events, invitations to speak.
- 26 December 1952 - 21 September 1953 Home Economics Conference
- 27 February - May 1954. Welfare Officer's Course
Ditto

- 28 October - November 1953 Commercial Subjects
- 29 1954. 921E Methods of Teaching English
- 30 1954 922E Methods of Teaching History
- 32 1954. 923E Methods of Teaching Geography.
- 33 1954. 925E Methods of Teaching Science
- 34 924E Methods of Teaching Mathematics
- 35 Dec 1954 - Jan 1955 926E Conference of Teachers of Spanish.
Programme of events, delegate visits, publicity for conference
- 36 November 1954- 11 March 1953 927E Zoology Colloquium.
Course run in conjunction with University of Edinburgh, correspondence re costs, subjects for discussion.
- 37 June - October 1955 928E Infant Course (2nd part)
Timetables, blank certificates
- 38 July 1955 929E Methods of Teaching English
- 39 July 1955 930E Methods of Teaching History
- 40 July 1955. 931E Methods of Teaching Geography
- 41 February - August 1955 932E Summer Course in Physics.
Details of Physics Colloquia in collaboration with University of Edinburgh. July 1955, arrangements for visit to Ferranti Ltd. Attendance details.
- 42 April - September 1955 933E Visual Aids Course. Edinburgh Teachers (First Group)
Establishment of course, collaboration with Scottish Educational Film Association, programme.
- 43 September 1955 934E Group Methods Galashiels. Establishment of course, programme.
CV of lecturers, letters of thanks, visit arrangements
- 44 September 1955 - March 1956 935-8E Art, Handwriting, Nature Study, Drama. Salaries of lecturers, programme, dates, travel arrangements.

[All folders contain Form 13T.

Contains information under the Edinburgh Provincial Committee - course numbers, subjects, location, date, name of instructor, No. of meetings held, No. of hours, No. of students (enrolled and completed) inside has names of students in alphabetical order, superannuation and date of birth, whether certified teacher, school in which employed, hours of instruction, instructors estimate of work, final mark and order of merit

Plus

6T General Arrangements - duration, enrolment, instructors and occupation, estimate of costs.]

- | | | |
|----|---------------------------|--|
| 45 | October 1955 - April 1956 | 939E Non-Professional Teachers (Edinburgh) fees for lecturers, blank enrolment |
| 46 | November - December 1955 | 940E Group Methods Kelso Programme , letters of apology, travel. |
| 47 | August 1955 - March 1956 | 941E Chemistry Colloquium
Collaboration with Edinburgh University, programme, visit, delegate visits. |
| 48 | January - May 1956 | 942E Handwriting Kelso |
| 49 | May 1955 - March 1956 | 943E Nursery School Conference |
| 50 | February - June 1956 | 944E Needlework Course, Galashiels |
| 51 | March - June 1956 | 945E Visual Aids Edinburgh Teachers (Second Group) |
| 52 | February - March 1956 | 946E Art, Haddington
947E Choral Singing, Tranent |
| 53 | July 1956 | 948E Infant Mistress Course (1st Part) |
| 56 | August - September 1956 | 949E Methods of Teaching Science |
| 57 | August - July 1956 | 950E Methods of Teaching Mathematics |
| 58 | July 1956 | 951E Preparation of Visual Aids |

- 59 954E Nature Study in the Primary School
- 60 954E The Teaching of Handwriting in the Primary School
- 61 July 1956 955E Group Teaching Methods
Attendance sheets
- 61 956E Methods in Religious Education

Folders without Course Numbers

- 1 October 1955 - January 1956 Conferences on Junior Secondary Education; History, Geography, English, Science and Maths. Establishment of conferences on Junior Secondary subjects, letters of invitation, numbers.
- 2 March - October 1956 File "Registers":
Contains information, correspondence, list of delegates, applications, issue of certificates for 948E - course for teachers (First part).
- 3 14 April 1949 Loose letter
Edinburgh Provincial Committee Chapter VI (Art)
to SED
enclosing documents relating to students completing training 25 March.
66T (2 copies) and 24 and 102T (Part II) not found, (not found)
- 4 1956/77 - 1966/67 Mentally and Physically Handicapped course
Amendments to EPC National Committee for the Training of Teachers.
Training Record, one year course.
Correspondence, names of successful candidates collected in bundles by year of course.

Summer School Prospectuses

Booklets

1 Edinburgh Provincial Committee for the Training of Teachers

Details of courses held at Moray House, but also College of Agriculture and College of Domestic Science: enrolments; endorsements; course details; obituaries; information on Association on the Provision of Hostels for Woman Students, Edinburgh; general information e.g library, accommodation, sports location, provisional timetable, application form.

1938	
1939	
1945	2 copies
1946	2 copies
1947	2 copies
1949	2 copies
1950	2 copies
1951	2 copies
1952	
1953	2 copies

2 National Committee for the Training of Teachers Central Executive Committee

Courses for the further instruction of teachers in service.

Summer Vacation Prospectus.

Information on courses held at St Andrews and Dundee Training Centre at Moray House.

Course details, lecturers and general information

1955	2 copies
1956	2 copies
1957	2 copies
1958	2 copies
1959	2 copies

3 Moray House College of Education Courses for the Further Instruction of Teachers in Service

Summer Vacation Prospectus. Information on courses and general information

1959	2 copies
1960	2 copies
1961	2 copies

Courses for Polish Teachers

1 Course for Teachers in the Polish Army

1941 -1948 Course 17 November to 12 December 1941 set up to discuss the ideals, structures and methods of British Education, with special reference to Primary and Secondary School and with visits to various educational institutions.
File contains:correspondence on establishment of course; invitations to speak; visit arrangements and costs, 25 September 1941 to 27 January 1942.
Plus letter 17 November 1943, from Polish Board of Education to Moray House cancelling 4 month course 1943, due to candidates unable to obtain leave from the Army.

2 Second Course 9 to 20 March 1942, aimed at Primary Education

1942 Correspondence, timetable, visit arrangements.
11 February 1942 - 17 March 1942.

3 Polish Teacher Students, further study in Psychodemography

December 1944, October 1969 Mark Book
A Select Group Polish Students, Officers of the Polish Army, were sent to Moray House by the Polish Ministry of National Defence for Further Study in Psychodenography. Test procedures and their statistical treatment. Fees were paid by the Ministry. All students had already gained Polish Matriculation Certificates.
Mark books contain names, test date, mark and final award. Plus correspondence in finalising arrangements, and list of names of candidates,
December 1944.
Also enquiry from Edinburgh University, on behalf of a Polish Army Officer requiring confirmation of certificates. Answered, no trace in records, passed on to British Council Edinburgh Office, October 1969.

4 Polish Teacher Students

1943/44 Moray House 1943 - 1944.
Black and white photograph.
Signed with gratitude by students.

**Religious Diploma (Ordinary and Higher) Biblical Studies
Advanced Class.**

1949-1975 Box files

Course details; student details and numbers; amendment to training records; changes to diploma; Annual Report details - statistics, relationship with University of Edinburgh, College Reorganisation, visual aids; letters requesting diplomas and thanks, plus Mark Book; name, session, course, diploma and remarks.

Moray House Training College

Schemes of Work

Box File

- | | | |
|---|-----------------|---|
| 1 | October
1952 | Non-Graduate Course, 3 years, booklet.
Ordinary Graduate (non-diploma) course.
1 year.
Aims, content, method, prescribed plus recommended books. 2 copies. |
| 2 | No date | Non-Graduate Course
Three years.
Booklet. Photocopy |
| 3 | October
1958 | Graduate courses
Ditto. 2 copies. |

1

Scottish Education Department Forms 102 T Part II

1. Name of Training Centre, Name of Students, Date of Enrolment, under Article..., Training for a qualification under Chapter(s) ... in ...
2. Report at end of FIRST TERM
3. Report at end of FIRST YEAR
4. Report at end of SECOND YEAR
5. Report at end of THIRD YEAR
6. Report on Completion of Training, Has student completed with due diligence the work of the course ?, Record of practical skill in teaching : Primary School Subjects/Special or Technical Subjects - Number of hours instruction and teachers final mark, General estimate of promise as a teacher, Is the issue of a training record and a probation certificate recommended
7. Report under Article 29 upon outgoing student's conduct and promise of success as a teacher

In various states of completion; some with Reports on Students Practical Work (dates and name of School; some with Student Record Cards, with photographs, and correspondence; some Reports on Students Practical Work without Forms 102 T Part II

Dates of enrolment, Oct. 1953 - Oct. 1954

Dates of completion, June 1955 - June 1957

2

File "102T and Mark Schedules 1953 - 59. Not on Appropriate Film"

Forms 102T and Reports on Students Practical Work, Oct. 1953 - Jan. 1958;

Schedules of Marks (Date of Exit, Name, Section, Supervisor, Subjects - Factors, Product, Remarks per term, Total, General Estimate Mark) for Non-University students Chapter III, VI and Graduate students Chapter III, V, Date of Exit March 1948 - June 1959

3

File "Documents which have not been photographed in correct sequence"

Schedules of Marks for : Graduate students UGANDA 2, Chapter III, V; College Diploma students Chapter III; Overseas students; students following course leading to teaching certificate (Primary Education) College Diploma course; Non-University students Chapter III; Tropical Education; Youth Leadership Course; Special P.S.C.E; Chapter VI Agriculture, Art, Dec. 1958 - June 1968

2 SED Forms 102T Part II for Article 51, June 1959

Form T1 (Name, Type of course followed, Enrolment Article, Length of course, Date of enrolment, Date of completion, Subjects, Type of certificate/diploma awarded, Prizes, Assessment of Personality and Fitness for Teaching) for Article 15(c), Chapter VI (Music) (Art), Chapter V (Science) (History), Teachers of Handicapped Children, Chapter III, College Diploma, Oct. 1959 - June 1965

Student Record Card for College Diploma Course, Youth Leadership, Chapter VI Art, Chapter V Dip Ed, March 1962 - June 1965

Edinburgh Provincial Moray House

Forms 66T and 17T - War Service , special consideration.

- 1 Envelope marked '66T and 17T and training records. Students who did not complete normal course but who should probably be recommended for certification without further training if they apply for it'. Includes the above forms of students completing in 1940, plus from 18T. Course covered include School Gardening; Art; Educational Handwork; Geography; English; History; Latin; Mathematics; Physics; Greek; Chemistry; Biology; Celtic.
- 2 1940 - 1946 Envelope marked '17T and 66T student trained 1939 - 42, who were recognised after war service'. Includes above forms and 102 - which include records of conduct and promise as a teacher; plus correspondence from students re. qualifications and training after the war.

Edinburgh Provincial Committee for the Training of Teachers

Series of envelopes, containing Article 30 Class lists, and distribution of tutors.

1	1937/38- 1948/49	Scheme for dealing with Article 39 course in Academic Subject, includes methods carried out at Aberdeen, Dundee and Glasgow [Jordanhill] Provincial Training Centres, May 1935. Class lists for Article 39 endorsed courses. Gives names, then divided into men and women students and then by article qualified, subject and academic qualifications. Handwritten notes of student passing, or failing. Return of Marks pro forma.	Needs new file
2	1949/50- 1951/52		dups, new file
3	1951/52		
4	1952/53		
5	1953/54		
6	1954/55		
7	1955/56- 1964/65		

Twelfth International Congress of Psychology, Edinburgh, 23 to 29 July 1948

- 1 Timetable of papers :
List of officers including General Secretary, Professor Godfrey Thomson; list of hostels and wardens; details of Presidential Address, Lectures including Philosophy Classroom by Godfrey Thomson, and Social Functions.
(2 copies)
- 2 Circular from General Secretary, Godfrey H Thomson, Moray House, 15 June 1948 re meeting of Organising Committee of 22 June 1948 postponed until 13 July 1948.
(2 copies).
- 3 Agenda for meeting of Organising Committee, 13 July, 22 June 1948.
(2 copies)

- 4 Draft Timetable :
Presidential Address; Evening Discourses; Theme I Cerebral Function;
Theme II Social Philosophy; Theme III Personality; Theme IV Mental
Testing and Statistics; Theme V Learning; Theme VI Perception;
Theme VII Industrial; Theme VIII Child Psychology; Miscellaneous.
- 5 Papers Offered
- 6 Psychologists invited to read papers or take part in symposia.
- 7 Circular from the General Secretary to The Cultural Attaché, September
1947 anxious that the International Congress be attended by as many
Psychologists
from overseas as possible and enclosing notices.
(2 copies).
- 8 1948 Circular from the General Secretary, April 1948 re limited amount of
money available to assist psychologists finding it difficult to attend as a
result of financial restrictions.
- 9 Agenda for meeting of Organising Committee, 11 May
(2 copies).
- 10 1947 Minutes of meeting of Organising Committee at Moray House, 2 May
- 11 1947 Ditto, 25 June
(2 copies).
- 12 1947 Ditto, 1 October
(2 copies)
- 13 1947 Agenda for meeting of Organising Committee, 25 November, 17
November
(2 copies).
- 14 1947 Minutes of meeting of Organising Committee, 25 November
(2 copies).
- 15 1948 Circular, 23 January 1948 re postponement of meeting of Organising
Committee at end of January, enrolment to date and other details of
progress (2 copies).
- 16 1948 Minutes of meeting of Organising Committee, 11 May
(2 copies).
- 17 948 Ditto, 13 July 1
(2 copies).

- 18 Circular, no date, re issue of printed volume of proceedings to those who enrolled as Full Members of the Congress.
(2 copies).
- 19 Ditto, no date, apologising for delay in sending out copies of the Proceedings of the Congress.
(2 copies).
- 20 Booklet : attendance figures from different countries, and, list of Members and Associates of the Congress.
- 21 File entitled "Congress Orders"
Correspondence and receipts for payment for Congress Proceedings, 7 August 1950 - 26 June 1952.
- 22 Index Cards :
Members and Associates of the Congress: name, qualifications, address, hostel and fee.

Historic Summer House

File missing

Bundle of Correspondence

Letters from National Trust for Scotland suggesting that the Summer house be transferred to the Trust for preservation; memorandum on its history, confirmation of Moray House ownership, details of location. Trust and College are keen. Provincial Edinburgh Committee were disposed to recommend that the Trust took over the Summer, but that they would only recommend this to the National Committee for the Training of Teachers. However, in 1939 to 1941 negotiations stop at the outbreak of war. Enquiries as to location of house. Contact is made again in May 1941 when the state of the Summer House causes concern. Correspondence re the moving of the Summer House during alterations to the College, 3 June 1942. Photos taken in 1952 of the deteriorating, yet modern, heraldic supporters. July 1942. National Committee defer consideration of transfer. Matter is dropped when it is realised that the House is no longer in its original position, and that it is movable. It is no longer worth transferring deed of title of land.

1 January 1939 to 10 November 1942.

File: “Old College Documents” :

Contains SED forms for Edinburgh College of Domestic Science,
Correspondence regarding admittance, withdrawals and transfers.

National Committee for the Training of Teachers in Scotland Prospectus
of Edinburgh Training Centre Moray House and the Department of
Education, Edinburgh University, Session 1941 to 42, and,
Forms in use at Moray House Training Centre, produced by National
Committee for the Training of Teachers, Provisional Committee, and
Scottish Education Department :

Admission to training by non-graduates and graduates,
Provisional Enrolment correspondence,
Final Application Form (Graduates),
Application for Practice in Teaching (Graduates),
Address of Practice in Teaching (Graduates),
Instructions for Keeping Record Book,
Daily Record of Work,
Continuous Practice in Teaching Report Form,
Intimation regarding Preliminary Practice in Teaching,
Address of Voluntary Practice in Teaching (Graduates),
Circular re. Voluntary Practice in Teaching, August 1941,
Standard letter re. places on the Summer Vacation Course, 24 May
1941,
Circular re. text books and materials required by teachers attending
Article 55 Vacation course Summer 1941, May 1941,
Application Form for Infant Teachers/Handwork Course and receipt,
Circular re. Educational Handwork Diploma Course, Two Years
Combined Technical and Professional Course leading to recognition as
Teachers of Educational Handwork,
Standard letter re. admission to Training : Session 1941- 42, Graduates
(or prospective Graduates) Chapter III Non-Graduate Women, 19 June
1941,
Covering letter for Information Schedule re Chapter VI Entrants,
Circular and correspondinf Form re. Students with Leaving Certificates,
7 May 1941,
Notes re. Admission of Students to Training (Chapters III or V),

Notice re Enrolment Under War Conditions,
Application Form for Admission to Training,
Application Form for Admission to Training under Art 47 of the
Regulations (Chapter VI),
Information Schedule (Session 1936-37) to be completed by candidates,
Standard letter re. receipt of application under Education (Scotland)
(War Service Superannuation) Act 1939,
Declaration of intention to become a teacher in Scotland and request for
name to be entered in the records of the Training College with a view to
acceptance for admission when circumstances permit (to comply with
the Education (Scotland) (War Service Superannuation) Act 1939,
Final Application Form (Graduates),
SED Form 43T(a) to be transmitted by Central Institutions to Provincial
Committee re applicants for enrolment in Diploma Courses,
Notice re Chapter VI Course Agriculture, Art, Handwork, Music etc,
SED Form 10T re proposeal for exceptional admission to training of
candidate who does not satisfy the conditions of Article 15 of the
Regulations,
Enrolment of Students from Outwith Scotland,
SED Form 64T re student enrolled for Training under Chapters V (or III
and V) and VI (or III and VI) Edinburgh College of Domestic Science
1947, 1949,
SED Form 11T re Declaration by Proposed Students - Art. 60,
SED Form 9T re Medical Certificate on Behalf of Proposed Student
(Article 16 of the Regulations),
Schedule to Form 17T re results of Training of Students who completed
their course,
SED Form 66T Schedule showing results of training of students who
completed a course of professional training under Chapter V or VI,
SED Form 18T re all students recommended on Forms 17T and 66T for
recognition under Article 39,
Certificate of Attendance and Attainments during training at courses
leading to a qualification under Article 37(b) or Article 39,
SED Form 189 re Medical Report on Candidate for Teachers General
Certificate, Teachers Special Certificate, or Teachers Technical
Certificate

Also includes :

Lesson Notes Book. Supervisor's Name : Miss Fullegan. Lesson :
Ancient History (Greece). Class : Junior II. Aims and special apparatus
used. Students Name : Georgina W. Haggarty. Section : IIC2. Name of
School : North Merchiston. Class Teachers Name : Miss Gilchrist. Date
: 30 April 1941.

File : “Various Documents for Reference 1953 - 58”

- 1953 - Notes sent to members of Chairman's Committee in advance of meeting of 8 Dec. 1956 re University Diploma Class Hours, and, Draft Report of Meeting;
- 1958 National Committee for the Training of Teachers Edinburgh
Provisional Committee Memorandum supporting a request to the Nuffield Foundation for a Library Grant to Moray House Training Centre, April 1956;
- Discussions re B.Ed. Course Educational Theory Session 1955-56
Second Term - idea of the person in Western thought and its educational implications;
- Amended typescript : The Morgan Playing Fields A Brief History;
Song Sheet for Carmen with historical dates re the Training of Teachers in Edinburgh on the reverse;
- Papers re arrangements for Opening of the New Pavilion at Prestonfield, 11 Dec. 1953, and notes on history of Prestonfield from Edgar ?;
- Minutes of Meeting of Trustees of the Godfrey Thomson Research Fund, 28 Jan. 1953

File : “Old Documents ref. to College Organisation”

- c. 1933-
1944 Moray House Training Centre Syllabus of Work, May 1936 [Course content and lecturers];
Moray House Training Centre Instruction in Mechanical Visual Aids;
Edinburgh Provisional Committee Training of Teachers Home Study in Non-Graduate Courses;
Edinburgh Provisional Committee Training of Teachers Correlated Schemes of Work in Non-Graduate Courses;
Memorandum submitted by Edinburgh Provisional Committee on Training of Youth Leaders;
Report of Meeting of Prof. Thomson, Dr Inglis, Dr Bain and members of the Methods staff re Rotation Method Lectures, and Examinations Timetable, 26 - 30 May 1941, Proposed list of instructions for keeping teaching notes, Timetable for Article 39 Method Lectures Session 1939-40 - scored out and replaced with 1940-41;
Student Representative Council recommendations on Record Books;
National Committee for the Training of Teachers Edinburgh Provisional Committee Memorandum to Edinburgh Education Committee, 12 Jan. 1933 re meeting of Edinburgh Provisional Committee, 14 Dec. 1932 re percentage of students teaching hours given to actual control of classes, and, response from Edinburgh Corporation, 16 May 1933;
Article from The Scottish Educational Journal, 16 July 1943 “The Training of the Teacher”;
Draft and Final Version of Memorandum by Moray House Staff Council on Training of Teachers, 2 June 1944;
Adult Education in HM Forces Edinburgh Regional Committee What to look for in practice lectures;
Letter from Godfrey H. Thomson to Mr Wolstencroft, 15 Aug. 1941 re method of voting for Dickson prizewinner.

Bundle of files: marked Teaching Practice

- 1 Teaching Practice
Visits to Students (not to be removed from Room 67). 1939 - 40
1939-41 Register containing names of students, number of visits and
dates of teaching practice, initials of supervisor and dates
visited by own supervisor, other supervisors and HM
Inspectors.
Remarks as to previous qualifications of students are also given.
Students are split into men, women and classes given as those
completed training Christmas 1939 and then into graduates;
Course A (one term already certificated under Chapter V);
Chapter VI (Art); Chapter VI (Music). Students completed
training in Midsummer 1940: Course III C (3 years); Course II
C (2 years); Course II B (2 years); Chapter VI (Educational
Handwork) 2nd year; ditto Chapter III and VI, 4th year; Course
IV B. Students completing training at Midsummer or
Christmas 1940, graduates Chapter III: Course A. Completing
training at Midsummer 1940: Chapter V. Student. Students
completing training at Midsummer 1941: Course 1 C (2 years);
Chapter VI (Educational Handwork) 1st year; Course III B (4
years); Chapter III and VI (Educational Handwork) 3rd year;
Course II C (3 years); Course 2 C (4 years - Art); Course II B (4
years) 2nd year; Course I C (3 years). Students completing
training at Midsummer 1943: Course I C (4 years, Art); Course
I B (4 years) 1st year.
- 2 1938-1940 Teaching Marks 1939-40 (Duplicate)
Same register as above, same students but different layout,
gives: final percentage mark; total number of hours; letter mark
e.g. Good - Very Good; general estimate of achievement;
Art[icle] 39 subjects. Also remarks as to withdrawals, further
qualifications; occupations; prizes.
- 3 1938-1941 Teaching Practice 1940 - 1941; Visits to Students.
- 4 1939-1940 Teaching marks (Duplicate) 1940 - 1941
- 5 1941 -1942 Teaching Practice: Visits to students.
- 6 1941 -1942 Teaching Marks (Duplicate)
- 7 1942 -1943 Teaching Practice:Visits to Students
- 8 1942 -1943 Teaching Marks (Duplicate)
- 9 1943 -1944 Visits to Schools

10	1943 - 1944	Teaching Marks (Duplicate)	
11	1944 - 1945	Visits to Schools	
12	1944 - 1945	Teaching Marks (Duplicate)	
13	1949 - 1952, 1956	Teaching Marks 1953 - 54	
14	1952 - 1957	Teaching Marks 1953 - 54	
15	1948 - 1956	Teaching Quartiles [sic Quarterlies] Loose file contains details of names and marks of students completing training in 1953: Course III C3 commenced October 1950 for first term; Chapter VI Handwork I and II Diploma submitted by Geo[rge] Barclay, April 1953; Course A commenced 1952 Graduates (Chap III) 2 and 3 terms; Chapter V - 3 terms commenced October 1952; Students completed Drawing Midsummer 1954 course III B4 (Ordinary). 4 years commenced October 1940; Chapter VI 2 years Educational Handwork (Diploma I) commenced 1952; Course I B 4 years (commenced October 1952); Course B "Special" (Commenced October 1948) and Private Students (Colonials)(Commenced October 1952) (To train with A Men) 1 year and 2 years; Course I C2 (Commenced October 1952) and IMC [Infant Mistress Course]	Remove paper clips
16	No date.	Schedule of Marks for Outgoing Students marked EPTC Photocopied Pro Formas, with hand-written text; schedule of marks for students: gives name; section; advisor; supervisor; degree taken, and details of university classes min[imum] Art[icle] 39, Art[icle] 37 (b) and subjects, percentage mark; factor and product and remarks. Sum of product column is added to reach total percentage. General estimate of mark is given.	

Moray House

Photographs showing classes, facilities etc.

- 1 c. 1945 Black and white photograph
Students and staff, taken outside in courtyard of Moray House
Notes on back: "About 1945"
- 2 1972 Envelope marked "photographs taken at MH Summer 1972"
Addressed to Mr Salmon. Black and white photographs taken for exhibition/inclusion into Annual Report/Prospectus?
 - 1 Series of photographs showing 19th Century school classes building - from engraving and original photograph and also photograph of report showing amount of teachers wages. Dates not given but photos show early - 1950's scenes.
11 photos.
 - 2 Series of photographs depicting Moray House students re-enacting an 1872 classroom for the Centenary Exhibition at Meadowbank.
14 photographs.
 - 3 Series of photographs showing class, pupils, teacher at Moray House Nursery School.
8 photographs.
 - 4 Series showing school children at a guitar lesson
3 photographs.
 - 5 Class room scenes from other schools.
2 identified as from Greendykes Primary School, [stamped Wilson S Groat, Church Hill Place, Edinburgh] and 1 from Christchurch Infant School.
3 photographs.
 - 6 Sports facilities at Moray House show pool, PE in the new PE Hall, Games Hall and man on trampoline identified as Mr Cunningham [taken by Wilson S Groat]
5 photographs.

7 Moray House Departments :

Programmed Learning (2 photographs)
[Wilson S Groat]

Computer Centre (9 photographs)

Teaching Machines (1 photograph)

Psychology Class

Identifies classes by Mr Hignett, in the Dalhousie Lecture Room, and Mr Thomson (4 photographs)

[Wilson S Groat]

Overseas Department Classes [Wilson S Groat]

Identifies Mr Lightbody. Elementary Science classes (3 photographs)

Centre for Educating the Deaf, identifys Miss Anthony and Mr McLaren (3 photographs)

[Wilson S Groat]

Language Lab (1 photograph)

CCTV and Department van (4 photographs) [Wilson S Groat]

Technical Department (2 photographs) [Wilson S Groat]

Reprographics Department (old hut) and Printing (3 photographs)

Crafts Class (3 photographs)

8 Moray House building and interiors :

New Reading Room (former Gymnasium 1971) (1 photograph)
[Wilson S Groat]

Snack bar (2 photographs)
[Wilson S Groat]

St John's Street Entry (1 photograph)

Old Moray House 1971 after cleaning and conversion to Music Department (1 photograph)

Centenary Exhibition: Meadowbank, May 1972

Unnumbered 35 mm slides:

- 1 Slide showing students using children's toys
- 2 Slide showing three people drawing on a blackboard
- 3 Slide showing a man using an early computer
- 4 Slide showing two men using a Bunsen burner
- 5 Slide showing woman beside library shelving
- 6 Slide showing a man drawing a kangaroo on a blackboard
- 7 Slide showing a recorder lesson
- 8 Slide showing a guitar lesson
- 9 Slide showing a man doing woodwork
- 10 Slide showing a man on a squash court
- 11 Slide showing swimming pool at Cramond [?]
- 12 Slide showing people in a lecture theatre. Duplicates of slide 21, marked (25)
- 13 Slide showing people using electrical equipment
- 14 Slide showing a depiction of a duplicate of slide (8)
- 15 Slide showing two men on a squash court
- 16 Slide showing students in a tutorial or seminar
- 17 Slide showing a refectory
- 18 Slide showing man setting up experiment
- 19 Slide showing a collage - product of school project [?]
- 20 Slide showing a man operating equipment - a technician [?]
- 21 Slide showing child with brush and paint at easel
- 22 Slide showing child beside piano
- 23 Slide showing light bulb and insects

Moray House: Centenary Exhibition at Meadowbank, May 1972.

Numbered 35 mm slides:

- | | | | |
|---|---------------|-----|--|
| 1 | Slide marked: | (2) | Building work at Moray House |
| 2 | Slide marked: | (4) | PE Department, Moray House |
| 3 | Slide marked: | (4) | Old Moray House, Seen from Royal Mile |
| 4 | Slide marked: | (6) | People having tea or coffee, looking at photograph album |
| 5 | Slide marked: | (7) | People working in the library |

6	Slide marked:	(8)	SRC Sales and Information Office	
7	Slide marked:	(9)	Staff talking to students	
8	Slide marked:	(9)	Staff talking to students	
9	Slide marked:	(10)	Slide show being set up in lecture theatre	
10	Slide marked:	(11)	Language Laboratory in use	
11	Slide marked:	(12)	People using the library	
12	Slide marked:	(13)	Two people consulting library shelves	
13	Slide marked:	(15)	Man near filing cabinet	
14	Slide marked:	(16)	People being lectured	
15	Slide marked:	(17)	Library sourcing	
16	Slide marked:	(18)	Man operating machinery	
17	Slide marked:	(19)	Students in room with globes (plus unnumbered duplicate slide)	
18	Slide marked:	(20)	Typist in Library	
19	Slide marked:	(21)	Students in Library	
20	Slide marked:	(24)	Pottery class	
21	Slide marked:	(25)	Students in lecture theatre	Cons
22	Slide marked:	(26)	Woman and with guitar and children	
23	Slide marked:	(27)	Woman with children	
24	Slide marked:	(28)	Children playing	Cons
25	Slide marked:	(31)	Coloured children	Cons
26	Slide marked:	(34)	Entrance from Moray House courtyard (?)	

Student Records

Box marked Oversees Students 1960 - 66

Paper inside box marked 'Overseas files etc. 1960, 1962, 1963, 1964, 1965, 1966

Course appear to be split in to :

English as a Second Language E2L;

Tropical Education Course;

Training of Teachers;

Somali Students.

Some students noted as being 'UN Specialised Agency Fellows Studying at Academic Institutions in the UK'.

- | | | |
|---|-------------|---|
| 1 | 1962 - 1965 | Records of All Courses Overseas Ending June 1962
Includes Examination Timetable, Dec. 1962; Class lists; Schedule of Marks; Correspondence; Requests of references, and references; course content for Somali Students. |
| 2 | 1966 - 1979 | E2L Diploma Course
Photocopied sheets of information plus black and white passport photograph
Give name; territory originated from; age; religion; languages; academic qualifications; professional qualifications; professional experience; course; notes on bursaries, plus many give a reason for doing the course, and their prospects after completion; schedule of marks; reports on first and mid periods of observation in schools. |
| 3 | 1964 - 1966 | Uganda Women's Course |
| 4 | July 1962 | Commonwealth Teacher Training Bursary Scheme
Includes: Bursars Annual Report, Form CWB4, which gives name; country; institution attended in the UK; course of study, and content; length of course and dates; date of final examination and result; general records on conduct, work and progress during year, and personal qualities |
| 5 | 1963 - 1965 | Schedule of marks of Graduate Students Chapter III, Course A
Correspondence re references and certification; class lists; queries re. Course content and worth |
| 6 | 1963 - 1964 | Schedule of Marks for Students completing 2 years Training of Teachers Course
For: Bahamas; Nyasaland Students; and marks for E2L Miscellaneous (Private and Government Students)
Plus reports as to progress and references, and Mark Register |
| 7 | 1966 | Loose Document |

Principals report : Marks re. Uganda Students; and Agenda for Meeting of the Committee of Overseas Education agency 14 June

- 8 1966 - 67 E2L Diploma Course
Photocopied sheets of information plus black and white passport photograph
Give name; territory originated from; age; religion; languages; academic qualifications; professional qualifications; professional experience; course; notes on bursaries, plus many give a reason for doing the course, and their prospects after completion; schedule of marks; reports on first and mid periods of observation in schools.
- 9 June 1964,
 June 1970,
 1976 File of documents
Pro-forma letter informing students of a re-sit in Psychology, June 1976
Commonwealth Teacher Training Bursary Scheme; Bursars Annual Report form CWB4 marked ' In Confidence'; Form T1, Tutors Report; Form Scholarships 7A confidential final report on British Council Students 1970; Examination Results for Tropical Education and Uganda Woman Students May and June 1964; E2L Commonwealth Bursary Students English as a Second Language

Miscellaneous Loose Documents

- 1 Nov. 1973 - June 1974 Photocopy of an application for examination leading to an award of Diploma in technical education of a College of Education (External candidates), plus correspondence and remarks.
- 2 1975 - 76 Class List, INSC [sic]
Gives name, home and correspondence address, school/ College attended.
- 3 1975 - 76 Class List, Deaf and Partially Deaf Course
Gives name and address
- 4 1949 - 50 Correspondence re. Students Dental Certificate

Bundle re. Oral Examinations, marked Candidates for Oral Examination Sat. 20th Jan. 1968

- 1 Dec. 1967 - Feb. 1968 Letters of Enquiry: Correspondence from students taking oral examinations to fulfil residential qualifications and qualify for membership of the General Teaching Council.
- 2 Nov. 1967 - March 1968 Oral Examination in Aberdeen
Correspondence with students, arrangements to take oral examinations in French and German at Aberdeen College of Education, plus results
- 3 March 1968 Oral Examinations in Modern Languages
Correspondence with students, arrangements to take oral examinations in Modern Languages, plus results at Dundee College of Education
- 4 23 June 1975 Copy of memorandum [? to/from] Mrs Bradly, [? to/from] E. Gray regarding decision of Committee of Examiners to ask Board of Studies to arrange teaching practice and examination so that all assessments should be completed by end of the second term.

Brown Envelopes marked ‘Cayman Islands’.

Chief Examiner files - T.P. Lightbody

In 1962, Moray House was approached by the Education Officer of the Cayman Islands. The Cayman Islands Government had assumed responsibility for Secondary Education, and at the direction of His Honour, the Administrator, advice was sought from Moray House on re-organising the educational system, and for assistance in establishing and marking Examinations. Mr. T.P. Lightbody visited the Islands to research the standards and expectations of teaching.

15+ Secondary Schools Examination consists of the following subjects: English; Mathematics; Science; Geography; History; Home Economics; Religious Education.

11+ Secondary Schools Selection Examination consists of: Arithmetic; Geography; English.

1	July- Nov 1969	15+ Secondary Schools Examination Includes Examination Papers for subjects RE, History, Maths and Science with answers for Mathematics; plus Examiners Reports on general standards, covering syllabi, teaching methods with general recommendations and Reports on individual subjects from Examiners.	dups
2	May1964- 1970	11 + Selection Examination Papers	dups
3	July 1967, July 1968, June 1970	15+ Secondary Schools Examination Papers	dups
4	1968 - 1970	General Information on Examinations File property of Kenneth Robertson, Examinations Officer. Includes: Timetable for Annual Examinations; numbers of candidates; pro forma requiring names of staff responsible for preparation of Examination Papers; draft English, Arithmetic, Geography. Review of success of Selection Exams 1970. Report plus percentage of answered questions and most popular distractor 1970; distribution of marks 1969; arrangements for Examinations 1968/69.	dups
5	Feb. - July 1970	15+ and 11+ Examinations Correspondence File, letters to Mrs. Connolly, Acting Chief Education Officer, Cayman from Moray House Examinations Officer. Plus copies from T.P. Lightbody, Chief Examiner and Head of Department of Overseas Education.	dups

Includes : pro formas requiring names of teachers responsible for Examination and pupil numbers; correspondence with Education Department of Cayman Islands re. Numbers, dates and subjects; changes in Arithmetic syllabus in line with Cayman adopting Jamaican decimal currency; notes to invigilators; names of candidate, results and draft Reports for Selection Examination, 1970; list of students, and Reports for 15+ Examination, 1970; fees payable to Examiners, administration, markers and postage.

6	1969	Selection Examination Papers Draft English with amendments	
7	1967, July 1968	15+ Examination Papers Gives names of subject Examiners.	
8	July 1967	15+ Secondary Schools Examination Papers	dups
9	No date	Marks Sheet for Mathematics Draft sheet completed by Miss Stevenson, with remarks, gives index number and mark.	
10/ 1	c. Sept. 1969	15+ and 11+ Examinations Correspondence File Scaled marks for 15+ Secondary School Examinations 1969; draft list of candidates number and subject marks; completed mark sheets for Mathematics, Home Economics; correspondence on division of Examiners fee.	
/2	April 1968 - April 1969	Papers relating to syllabi of subjects Includes syllabi for 15+ plus English Language divided into terms 1 - 3, Forms, and Classes within Forms; plus copies of relevant Moray House syllabi; Report 'Comments on the Secondary Modern School and 15+ Examination'. Gives information on education, schools and standards in the Cayman Islands by Director of Education, and the Acting Principal of their School.	dups

/3	1967, 1968, 1969	Scale of marks for 15+ Secondary Modern School Examinations, gives: index number; name; scaled marks by subject; total; average and rank, 1967, 1968; photocopies of subject mark sheets, and Examiners Reports for 15+; list of candidates; account sheet 1967; correspondence with Cayman Islands Acting Education Officer re. Instituting School Leaving Certificate Examination for Secondary Modern School, to be sat after 3 year secondary course and to act as an indication as to the candidates potential employment ability; information for Examiner on teaching aids used in Home Economics on the Cayman Islands; Report 'Observations on the Common Entrance Examination and the 15+ Examination', and 'Cayman Islands Examination' by T.P. Lightbody, which details education, schools and standards in Cayman.	dups
/4	1969	11+ Results and Reports Scaled scores given: index number, subject and rank; correspondence with Director of Education, Cayman Islands; Examiners Reports.	dups
/5	May - June 1968	11+ Selection Examination Accounts; correspondence; Examiners Reports; merit lists - rank, student number and total score [no names], divided by rank into group to Director of Education, Cayman from Principal of Moray House enclosing reports; instructions to teacher in charge of Examinations.	dups
/6	1962 - 1967	Establishment of Courses and correspondence Includes: letter from Education Officer on direction of His Honour, Administrator of Cayman Islands to Moray House re. establishing course, 1962. File also includes : Results; Examination Papers; Reports; and Merit lists; Accounts; and correspondence, from 11+ 1966, and 1967	
/7	1965	Selection Examinations First Report	dups
11	July 1967 - 1968	15+ Secondary Schools Examination Question Papers for subjects, July 1967, 1968. Scaled Scores 1968, Examiners Report 1968.	Dups
12	1967	Selection Examination Subjects Reports	dups
13	1964 - 1966	Common Entrance Examination Names, marks for subjects, plus Arithmetic Paper 1965. Examiners Report, notes to Supervisors, merit lists. 1965. Plus Selection Examination marks, question papers scaled marks, fees for 1966. Selection Examination First Report 1964, 1965	

14 1964

Selection Examination

Examination Papers 1964. Handwritten answer key, mark schedule, merit lists and frequency distribution for Arithmetic, Conversion Tables for Geography and English. List of entrants for Common Entrance Examination, May 1964 - gives school names, date of birth. Selection Examination First Report 1964 dups

Diploma Handicraft Club

Deposited by Alistair P.Tulloch, last Secretary of the Club 1997

- 1 1932 -1962 Register of Members who have been presented with membership cards,
Gives : date of membership, student/membership number, name, date of entry
of training, address
Includes loose page of names of students completing Course, June 1954
[omitted from Register]
At front of volume : loose list of members by year, 1913 - 1953 (name,
student/membership number, some marked deceased and crossed out, address)
- 2 1913 -1962 Alphabetical index of members,
Records letters sent re reception of new students, marked replied or no reply
Gives : Name, number, address, [date of training]; some entries are crossed out
At front : loose address lists for : 1960-62; Summer Reception 1961; new
members [1962]; Technical Students Class 1959 - 1961
At back : mailing list of personal invitations to Annual General Meeting, 1955;
list of Edinburgh Secondary Education District Schools with Courses of
Secondary Education extending over 5 or more years, Schools with 3 years
Post-Primary Courses, Private Schools - Edinburgh, Berwick, Clackmannan,
Fife, East Lothian, Midlothian, West Lothian. Marked "Approx 90 schools"
"Voters Roll 1953" (crossed out)
- 3 1931-1960 Notebook of Mailing lists and replies kept by C. Finlayson, 3 Silverknowes
Drive, Davidson Mains
Mailing list for 1945 Dinner; 1950; Replies to 1950 Circular; Diploma
Handicraft Club Calendar, n.d. [1950]; Replies for 1955; Notes re Meeting of
21 Sept. 1955; Draft Notice of Annual General Meeting 4 Nov. 1955; Replies
to Annual General Meeting 4 Nov. 1955; Mailing List for Works Visits -
Annual General Meeting Nov. 1955, Portobello Power Station 4 Feb. 1956,
Leith Docks May 1956, Reception of Students May 1956, Annual General
Meeting Nov. 1956, Reception June 1957, Annual General Meeting Nov.
1957, Reception 1958, Annual General Meeting Nov. 1958, Reception 1959,
Annual General Meeting 1959, Reception 1960
Back page : Diary 1931 - 1946; List of Presidents and Vice Presidents, 1932 -
1947
Includes loose Posting List (name and address), n.d. [1950]
- 4 Secretary's Correspondence File
Contains correspondence re meetings, prizes, Summer Receptions, Nov. 1931
- July 1963
Includes Cash Book : expenses 21 May - 1 Nov. 1955; expenditure and income
of works visits 1956; income and expenditure re reception for students 1956 -
1960; income and expenditure re Annual General Meeting 1956 - 1960
- 5 Membership cards

On front : “Diploma Handicraft (Edinburgh) Club Inaugurated 1930” and Emblem. On reverse : Name, number, year [blank] and Constitution and rules