

Reference:-

LOC/C.600/687629/13.

Officer Commanding "C" Squadron,  
Apprentice Wing,  
Royal Air Force,  
Locking,  
Weston-super-Mare,  
Somerset.

2 Oct. 61

Dear Mrs. Rowlin.

Following the arrival of your boy at No. 1 Radio School, I feel sure it will be of value to acquaint you with certain aspects of our organisation here. This will ensure that you are in the best position to support our efforts to qualify him for a successful career in the Royal Air Force.

I have listed below the salient points, but I would like to stress that if there is anything on which you need further information, either now or in the future, you should not hesitate to write to me. To avoid any delay in reply, please always address your letter to Officer Commanding " " Squadron, rather than to me personally.

LEAVE ARRANGEMENTS

There are three terms of instruction per year and the three major leave periods occur at the end of each term, i.e. at Easter, in the Summer and at Christmas. In addition, there is one week's leave at Whitsun and Mid-term breaks of 4 days in February and October. Attached is a letter giving the dates on which your son may be expected home on leave during the current year and you will be notified at the commencement of each year of the leave periods for that year. A certain number of privilege passes are also granted to apprentices, depending on their seniority and appointment as N.C.O. apprentices.

It is very desirable to limit the number of passes to the above scale, in order that apprentices suffer no interruption in their studies and can associate with their companions here at Locking to the fullest extent. However, we do consider applications for special passes for important family reasons, for example, the serious illness of near relatives, provided that we have the written support of the parent or guardian. Urgent cases are considered separately, but naturally we do expect some form of authenticity.

We do insist that apprentices go on leave or pass to their home address, or to an address which has been approved by their parents. To avoid unnecessary correspondence, I would like you to state on the attached form your home address and any other leave addresses acceptable to you. Please return the form to me in the envelope provided. Should you change your address or wish your boy to travel at some future date, to an address not noted on the form, please inform me.

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Mrs. R. M. Rowlin,  
3 Swallow Square,

P.Y

To avoid large differences in money available during term to apprentices who are on different rates of pay, the actual weekly cash payment is limited. Part of the balance of pay which is not issued weekly is paid into a Post Office Savings Account and the remainder is held as a credit in the boy's Pay account. Every encouragement is given to the boys to increase the standard allotment to their Post Office Savings Account and to invest in National Savings Certificates, thereby inculcating in them a sense of thrift from the beginning of their careers. The Savings Book is held for safe keeping by the apprentice's Flight Commander and issued to him just prior to proceeding on leave at the end of term. Shown below are the progressive gross weekly rates of pay, etc. The weekly pay held as credit in the apprentice's pay account is paid to him as a lump sum just prior to proceeding on the Mid-term break and the end of term leave.

	<u>Gross</u> <u>Weekly</u> <u>Pay</u>	<u>Weekly</u> <u>Cash</u> <u>Pay</u>	<u>Weekly</u> <u>P.O.</u> <u>S.B.</u>	<u>Nat.</u> <u>Ins.</u>	<u>Weekly</u> <u>Pay Held</u> <u>As Credit</u> <u>in Pay</u> <u>Account</u>	<u>Approx.</u> <u>Income</u> <u>Tax</u> <u>Weekly</u>
20 6 17 58 136 105 14 110s.	£2 2s Od.	£1 10s. Od.	5s. 3d.	4s. 4d.	2. 5d.	-
	£2 12s. 6d.	£2 0s. Od.	7s. Od.	4s. 4d.	1s. 2d.	-
	£3 13s. 6d.	£2 10s. Od.	16s. 11d.	4s. 4d.	2s. 3d.	-
	£6 9s. 6d.	£3 0s. Od.	53s. 8d.	4s. 4d.	6s. 3d.	5s. 3d.
	£6 9s. 6d.	£3 0s. Od.	53s. 8d.	6s. 1d.	4s. 6d.	5s. 3d.

DRESS

Royal Air Force dress regulations state that apprentices must wear uniform at all times, except when at home on leave. However certain exceptions to this rule have recently been introduced and apprentices after two terms of apprenticeship are permitted to wear civilian clothes to the following approved pattern, off the Station and on certain specified occasions. The approved pattern is:- Double breasted navy blue blazer, with silver buttons and No. 1 Radio School badge; dark grey flannels; white shirt; Royal Air Force tie and black shoes. Additional to this pattern of dress, apprentices in their last year and those who attain N.C.O. rank are permitted to wear lounge suits of a conservative style and colour at these times.

As your boy will not qualify for these concessions for the first two terms of his training here, I would ask for your support in ensuring that he does not return from leave with civilian clothes in his possession. Should he so do, there is always the temptation that he will wear these clothes and thereby contravene the regulations.

RECREATIONAL FACILITIES

Apart from all the normal sports facilities at the School, there are also a number of Clubs which provide recreational facilities for apprentices - they cover such varied subjects as Model Aircraft, Classical Music, Sailing, Amateur Radio, Printing, Amateur Dramatics, Photography, Scouts, Angling, Handicrafts, etc.

These clubs are linked together in the Locking Apprentices Society. The Society is run by a committee with representation from both the permanent staff and officers in charge of clubs. The funds for the Society come mainly from the apprentices Endowment Fund, which is an allocation from the prize money awarded to the Royal Air Force after the war.