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Tel: Weston-super-Mare 2560 27/9/56.

Officer Commanding "C" Squadron  
No. 1 (Apprentice) Wing,  
Royal Air Force,  
Locking,  
Weston-super-Mare,  
Somerset.

*Dear Mr Kyte.*

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, 'C' 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. 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 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 the School 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.

#### PAY

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 boys Pay Account. Every encouragement is given the boys to increase the standard allotment to their Post Office Savings Account, to invest in National Savings Certificates, and thereby inculcate in them a sense of thrift from the beginning of their careers. The Savings books are held for safekeeping by the apprentices' Flight Commander and issued to the apprentices 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 apprentices 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.

MR. A.G. KYTE.  
80 RACLAN RD

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	Gross Weekly Pay	Weekly Cash Pay	Weekly P.O. S.B.	Nat. Ins.	Weekly Pay Held as Credit in Pay Account	Approx. Income Tax Weekly
First year under 17	£1.11s.6d.	£1. 0d.0d.	5s.3d.	2s.3d.	4s.0d.	-
Second year under 17	£2. 2s.0d.	£1. 6s.0d.	7s.0d.	2s.3d.	6s.9d.	-
On reaching age of 17	£3. 3s.0d.	£1.12s.0d.	7s.0d.	2s.3d.	21s.9d.	-
On reaching age of 17½	£4.11s.0d.	£2. 0s.0d.	24s.6d.	2s.3d.	23s.1d.	1s.2d.
On reaching age of 18	£5. 1s.6d.	£2. 2s.0d.	28s.0d.	3s.11d.	25s.3d.	2s.4d.

#### DRESS

Royal Air Force dress regulations lay down that apprentices must wear uniform at all times, except when at home on leave. I would ask for your support therefore, by ensuring that your boy does not return from leave with civilian clothes in his possession. If he does there is always the temptation that he will wear these civilian clothes off the Station and thereby contravene this order.

#### 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, 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 the apprentices, and an officer is in charge of each club. 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.

We do, however, make a nominal charge of one shilling per term for membership of the Society, because we feel that interest will be maintained if apprentices have to make a small contribution themselves; this charge covers membership for all the clubs. Apprentice membership is voluntary, but we do our utmost to persuade boys to join because we feel that this aspect of the school life provides valuable training in citizenship and in the art of working together for a common purpose.

#### SPIRITUAL WELFARE

There are Church of England, Roman Catholic and Other Denomination chaplains on the station. The "Padres Hour" forms part of the normal instruction and in addition, the chaplains are available outside working hours to any apprentice who wishes to talk over any personal problems.

#### MORAL AND PHYSICAL WELFARE

We do not permit apprentices to smoke until they have reached the age of 16, or have completed one term's service, whichever is the later. From that time smoking is permitted, provided that you give your consent in writing. Should you wish to withhold consent, we will support you.

In no circumstances do we allow apprentices to drink alcoholic liquor when they are in our charge.

We do not encourage association with local girls, because it has been found from experience that such associations interfere with study.



Should the boys not feel well, a medical and dental staff, with a very well equipped Sick Quarters, is available. If a boy is sent to bed in Station Sick Quarters for any minor complaint, the parent or guardian is notified of his progress after he has been in seven days; but should the boy be transferred to an R.A.F. Hospital away from the station, the parent or guardian is sent the address of the hospital immediately so that further information may be obtained.

Apprentices are prohibited from driving any form of motor vehicle, including motor cycles, whilst they are in our charge, and from riding pillion on a motor cycle. You will appreciate that this prohibition cannot apply when they are on leave or pass, since they are then in your charge. A number of cases have occurred in the past where apprentices have brought motor cycles from home on return from leave and garaged them outside the station, without our knowledge. There is a very dangerous stretch of road in front of this station and unfortunately one of our apprentices was fatally injured quite recently whilst riding a motor cycle which he had brought back from leave without our knowledge or permission. We would therefore ask for your support in enforcing this prohibition on driving motor vehicles and motor cycles, by ensuring that your boy does not bring one back from leave.

#### TRAINING PROGRESS

The work of your boy at the school is under continuous review. We will forward you a report at the end of each term, so that you will know how he is progressing, and will be able to encourage and advise him in his studies. The report will cover:

Education: Mathematics, Mechanics, Basic Radio, Engineering Drawing, General Studies.

Technical: Workshops, and for the second half of the course, Radio.

General Service Training: Discipline (i.e. Conduct), Drill, (i.e. Dress and Deportment standard), Physical Training, Organised Games.

All the Educational and Technical subject will be assessed as a percentage, and the school's aim, and the Royal Air Force trade requirements, is a minimum standard of 60% in all subjects. However, there are certain key subjects, namely Basic Radio (Theory) and Technical Radio (i.e. practical application), and outstanding reports in other subjects do not offset a standard below the minimum in key subjects. If an apprentice fails to obtain the minimum in key subjects, and continues to fail to make this standard, he may be reclassified to a junior entry. Major progress tests take place at the end of the third and fifth terms and these tests are of the utmost importance, since they cover the whole of the work of the previous terms and enable us to assess how well the apprentice is assimilating the course. If by any chance your boy's progress is inadequate we shall write to you explaining his case, and advise intended further action.

#### CAREERS

Successful apprentices pass out from the Radio School, after three years training, as Junior Technicians in an Advanced Trade of the Radio Engineering Trade Group. They are thus at a great advantage, compared with a normal airman, who must first serve his time in a skilled trade before he is accepted for conversion to an advanced trade. Further, the very wide range of theoretical and cultural training given at this school well fits the keen ex-apprentice for subsequent promotion; I enclose a diagram which illustrates the avenues of promotion.



Towards the end of the training, we recommend exceptional apprentices for cadetships - that is, for training to become officers. Those recommended go through the same selection system as all other applicants. If they pass the selection board, they are transferred on completion of their apprenticeship, to the Royal Air Force College, Cranwell, for flying cadetships, or the Royal Air Force Technical College, Henlow, for technical cadetships.

Also, when an apprentice completes his training, he can volunteer for flying duty - this can be done before he leaves the School if he so desires - and if he is accepted, and can pass the Aircrew Initial Training School, he would be granted a probationary commission as a Royal Air Force Officer.

Finally, the Commanding Officer of a Unit to which an apprentice is posted on completion of his training here, is fully entitled to recommend him for a commission in the Technical Branch, should the apprentice show that he has the qualities demanded of a Royal Air Force Officer.

In conclusion, I would like to emphasise that our task is to pass out your boy as a good technician, a good companion, and a good airman. We cannot achieve this alone, and we fully appreciate that your co-operation and encouragement are also required, and we feel confident that they will be given.

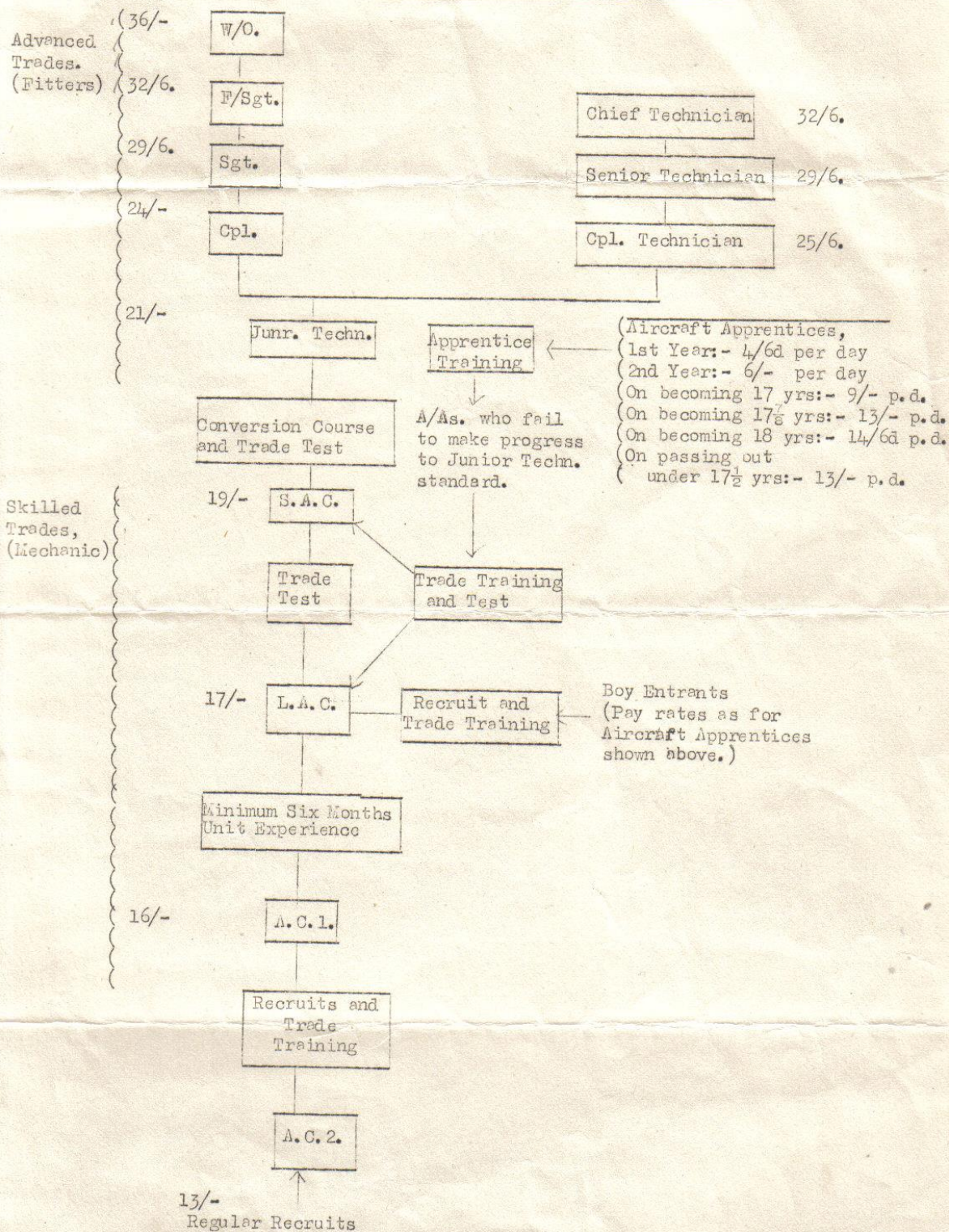
*R. J. H. Unland*  
Squadron Leader,  
Officer Commanding "C" Squadron.

(See rank structure and pay rates below)



# ROYAL AIR FORCE

## AIRMEN TRADE TRAINING, QUALIFICATION AND ADVANCEMENT



Daily Basic Rates of Pay are shown alongside each rank block.  
 Marriage and Ration Allowances etc. are extra.  
 Advanced Tradesmen in the Radio Engineering Trade Group also receive 1/6d. a day extra Trade Pay.