**CUST SCHOOL**

**INFORMATION BOOKLET**

**Cust School**

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**BE YOUR BEST**

Information

Booklet

2018

**Contact Details**

473 Earlys Road

Cust 7444

Phone: 03 3125 753

Fax: 03 3125 723

Email: admin@cust.school.nz

Website: http://www.cust.school.nz

The school office is open from 8.15am until 3.15pm each school day. All enquiries are made to the office.

Dear Parents,

WELCOME TO SCHOOL. We look forward to working and sharing with you as your child begins their life at Cust School.

**THE BOARD OF TRUSTEES**

Parents are encouraged to participate in the decision making of the school. The current Board was elected in 2016 for a 3year term to represent you. Please support them, especially when meetings are called for community input, and make your views known. We will try to keep the community informed of issues and developments through the regular newsletter.

The Board comprises:

Mr Tim Heidemann Chairperson, Documentation & Self

Review

Mrs Anna Letton Finance

Mr Andrew Frost Property - Buildings & Grounds

Mrs Katie Croft Personnel 

Mrs Kate Powell Health and Safety

Mr Eddie Foskett Staff Representative

Mr Robert Schuyt Principal, Curriculum & School Activities

**STAFF DIRECTORY 2017**

Principal Mr Robert Schuyt

New Entrants Mrs Kennys Pester

Year 2 Mr James Marwick

Year 3 / 4 Mrs Ros Stringfellow (Assistant Principal) Mrs Linda Falconer

Year 4 / 5 Mr Eddie Foskett (Assistant Principal) Mrs Linda Falconer

Year 6 Mrs Hannah Scott

Year 7 Mrs Schuyt

Year 8 Mrs Bell

Support staff are:

Mrs Jennifer Thompson, who is Secretary to the Principal and takes the Board of Trustees minutes. She works Monday and Thursday mornings, all day Tuesday, Wednesday and Friday.

Our Teacher Aides are Mrs Lyn Pitcaithly and Mrs Sonya Rodgers. Sonya is also the Library Administrator.

Mrs Julie Wyatt is the school cleaner and Mr Blair Parris is the part time caretaker.

**TERM DATES - 2018**

**Term 1** - 11 weeks

Start: Wednesday 31 January

Holidays Waitangi Day Tuesday 6 February

Easter – Good Friday 30 March / Monday 2 April / Tuesday 3 April

Finish: Friday 13 April

**Term 2** - 10 weeks

Start: Monday 30 April

Holiday Queen’s Birthday Monday 4 June

Finish: Friday 6 July

**Term 3** - 10 weeks

Start: Monday 23 July Finish: Friday 28 September

**Term 4** - up to 10 weeks

Start: Monday 15 October

Holidays Labour Day Monday 22 October

Canterbury Day Friday 16 November

Finish: Wednesday 19 December

Allowance for 2 TOD (dates to be advised)

Following is a list of information and policies, which you may find helpful in settling your child into school routines:

**ABSENCE:**

If your child is absent, a written or oral explanation from the parent is required by law. When illness occurs a phone call to the school office would be appreciated.

**ACTIVITY PAYMENT:**

Refer School Donation section.

**AFTER SCHOOL CARE**

Cust OSCAR provides after school care Monday to Friday on site in the Multipurpose Room. Further information is provided in this pack or telephone 0273318941.

**AGRICULTURAL CLUB:**

Project books, Certificates and Badge system operate each year in the fourth term. Children are encouraged to have a pet and / or project in readiness for the Pet Show. We have a Pet Show alternate years. Alternating with a visit to the Christchurch A & P show.

**APPOINTMENTS / INTERVIEWS:**

Teachers are happy to discuss your child’s progress at any stage during the year. Please ring for an appointment, allowing some advance notice and advising of the nature or your concern or interest.

**ASSEMBLIES**

Assemblies are held every week to celebrate success and share the outcomes of special programmes or events. These occur on a Thursday morning.

**ATTENDANCE**

The first step to finding success at school is attendance.

If a student is unable to attend school, parents should phone the school office on 3125753 before 9.10am.

If a student is absent and has not notified the school office, parents will be phoned to confirm their absence.

If a student arrives late to school, they must report to the office when they arrive.

If a student is required to leave early, please notify the teacher.

**BOOK CLUBS:**

Once or twice each term book club brochures will be sent home advertising books at your child’s level. There is no compulsion on any pupil to buy this material. A money back guarantee is available if you are ever not satisfied with your purchase.

CELL PHONES

It is not necessary for students to have / use cell phones at this school. Any student who needs a cell phone for after school use can leave it with their teacher or at the school office during school hours.

**CHANGING SCHOOLS**:

A telephone call or note to the school is all that is required. All children’s records, etc., are exchanged between school offices.

**CHANGE OF ADDRESS:**

Please notify the office of any changes, including alternative contact telephone number.

**CLOTHING:**

Please ensure every article of your child’s clothing is named. This helps with lost property. It is amazing the amount of clothing that ends up in the lost property box and remains unclaimed.

Parents are welcome to rummage for missing clothing any time while school is open.

At the end of each term any unclaimed property is sent to charity organisations.

COMPLAINTS

Should you have a complaint or query concerning your child, first contact your child’s teacher. All other complaints or queries should be directed to the Principal. A copy of the Complaints Policy can be obtained from the office.

**DENTAL CLINIC**:

The Dental Nurse, based at Rangiora Borough School, Rangiora has a clinic at Cust School twice a year. You will be advised through the newsletter when she is here. All enquiries phone 3137434.

**EAR AND EYE CHECKS:**

Carried out at school by the R.H.A. at new entrant and Year 7 level. Request for tests can be made by parents or teachers at any level of the school. Parents of pupils with difficulties are advised of the steps to take.

**ENROLMENT PROCEDURE:**

**See separate page… but as a guide**

New Entrants can begin visits to school six weeks before their fifth birthday (where practical).

They may visit when still 4 to become orientated with the class and school, so that they are happy and confident to begin at 5. Usually 3 half days and 1 whole day.

The Junior class teacher visits with local childhood centres.

Prior to your child starting school, you will need to arrange an interview with the Principal. If your child is starting school for the very first time you will need to produce a birth certificate to verify the date of birth.

The Principal would like to meet your child at this interview also, if possible.

**FIRST AID:**

In the event of an accident, the child will be made comfortable and the parents advised. It is important that you nominate an alternative contact telephone number in case you cannot be reached - perhaps a neighbour who would be prepared to collect your child from school if you are unable to. Should nobody be available the school will continue the necessary steps which include transport to the family Doctor. Staff would then

take further steps, if necessary, on the advice of the Doctor.

Children requiring medication during the day should give the medication, labelled with name and dosage, to the teacher. The teacher will then be responsible for its administration. This is especially important for junior children.

Please advise the Principal / office if your child has any allergies or reactions to stings etc.

All staff have regular first aid certificate updates.

**GROUNDS POLICY:**

The main purpose of the facilities is for the education of the children enrolled at the school. The grounds are available for use by school children from 8.30am to 3.15pm during term time. Outside these hours, children must be adequately supervised by an adult.

HATS

It is compulsory for children to wear hats outside during Terms One and Four. A hat is part of the compulsory school uniform and is designed to offer the greatest protection from the sun without getting in the way when playing. We encourage students to wear the hat outside at all times.

**HEALTH NURSE:**

A Nurse from the Department of Health visits the school from time to time to discuss any problems with the principal or parents.

**HOMEWORK:**

Parents will be advised at the start of each year of the Homework requirements for each class. Homework given is often in the nature of consolidating the work already undertaken at school. Your support and encouragement is appreciated.

**JEWELLERY:**

We prefer children NOT to wear jewellery or makeup of any description. Far too many valuables are lost and never found. Rings and bangles may be dangerous during children’s play.

**LIBRARY:**

Our School Library is situated by the administration block. Pupils have regular use of the library

and may take issued books home. Lost or damaged books must be paid for by parents.

**LUNCH ORDERS:**

Fish and Chips on alternate Thursdays for Terms Two and Three. Please check with the school office for current prices and procedures. Orders are required to be in the slot in the school office by 9am in a named envelope, clearly stating the child’s order.

**TECHNOLOGY (MANUAL TRAINING):**

This is undertaken by all Year 7 and 8 pupils at Oxford Area School for Terms One and Two. The pupils are able to learn woodwork, cooking or sewing, and metalwork.

They attend every Friday morning between 9.15 am and 12.15pm. They travel to and from Oxford by bus.

**MONEY AND VALUABLES:**

Children are encouraged **NOT** to bring valuable toys or other items to school except for special class related instances. The school is not responsible for the loss or damage of such items. BYOD – refer to separate sheet

**NEWSLETTERS:**

A school and community newsletter will be emailed home every week. Items of general interest to the whole community and school information are contained in the newsletter. Contributions to the newsletter are welcomed, depending on length and space.

**NETWORK PHONE SYSTEM:**

In the case of an emergency, urgent information or the school being closed for some reason we will contact you via text or email. A network phone system also operates to ensure everyone is advised of the details. **(Please keep us informed of any changes to your contact details).**

**PARENT HELPERS**:

Parent help is greatly appreciated in the following activities:

Class Programmes, Outdoor Education, Class Visits, Club Activities, Library Mending, Fundraising, 

Sports trips and Sports coaching.

If you would like to help, please contact the class teacher. If you have particular skills which you think may

be of use at school, please let us know.

**PARENT/TEACHER ASSOCIATION (PTA**):

The aims and objectives are to bring fuller co-operation between the home, school and community.

Evenings are held regularly for parents to participate. These will be communicated via newsletters.

**PHOTOCOPIER:**

The photocopier can be used by any member of the community at a cost of 20c for A4, 30c for A3.

**PHOTOGRAPHS:**

Class photos are taken every second year and are on sale to those who wish to purchase them. Individual photos are also taken.

**PHYSICAL EDUCATION:**

It is intended that children will engage in Physical Education lessons daily. They will therefore need to be wearing clothing suitable for free and comfortable movement. Suitable running shoes, T shirt and shorts may be included in the child’s schoolbag each day just as swimming togs are in the hotter months.

**POLICIES:**

The school has written policies on a number of areas. We employ SchoolDocs (a nationwide company) to keep up to date and consistent policies in line with other schools.

Please enquire at the office if you would like to see any of them.

**PUPIL PORTFOLIOS:**

Samples of the children’s work is accumulated in folders throughout the year and sent home with the written reports or goal setting sheets. Children’s work can also be stored on their google account.

**PSYCHOLOGICAL SERVICES:**

When severe learning or behavioural difficulty is detected, outside specialist help is often seen as helpful by the school, so that appropriate steps to rectify the situation can be taken. The school psychologist will undertake a programme of carefully designed testing, and discussion with the pupil and his/her parents, as well as providing a written report including recommendations towards the future education of the pupil.

Parents must be advised, and their opinion sought before this service is engaged.

**REPORTING TO PARENTS:**

Pupil progress during the year is reported to parents in the following manner:

 Term 1 - Interview—Goal Setting

 Term 2 - Mid Year Report and Interview (Pupil Portfolio)

 Term 4 - End of Year Written Report (Pupil Portfolios)

The Principal and teachers are available for interviews at other times during the year. Please make an appointment by telephoning the school office.

There will also be regular communication regarding your child’s progress and achievement / learning engagement through emails and the children’s google account.

**SCHOOL HOURS:**

 8.30am Children may enter school grounds

 9.00am School begins

 10.40am Morning break

 11.00am Classes resume

 12.30pm Lunch

 1.30pm Classes resume

 3.00pm School finishes

 3.15pm Children must go home

**SCHOOL & ACTIVITY DONATION:**

The school donation covers school newsletters, library purchases and also goes towards classroom purchases.

These donations are set by the Board of Trustees at the commencement of the school year.

The activity fee covers extra curriculia activities.

Families are invoiced each term for these.

**SCHOOL BANKING**

If you would like your child to commence banking, please contact the school office for a banking pack. Banking is with Westpac.

**STATIONERY AND TEXT BOOKS:**

Required text books are on loan.

Parents may purchase stationery through the school stationery supply, where prices are cheaper than other retail outlets. Pupils will take a note home, advising immediate requirements and price of same which can then be purchased from the office on a cash basis.

**SPORTS:**

The school participates in a number of sports each year. It is the school’s aim to encourage as many pupils as possible to take part.

Any parent able to assist with a sport should contact the school.

Pupils are required to wear the red sports polo shirt for some sporting events.

Lists and prices are displayed in each class. Price lists are available on request.

**SWIMMING POOL:**

We are able to use the Cust Pool for our swimming programme during the summer.

Children are required to take part unless they are unwell and have a note excusing them.

**TAKING CHILDREN FROM SCHOOL:**

Should there be a need for you to take your child from school during the day, could you please ensure (particularly if it is during a break) that the child’s teacher, or one of the other staff, is informed.

This is particularly important, as it could mean that nobody has seen the child depart and it may take some time to establish their whereabouts.

Should a member of the family, unknown to us, be required to pick up the pupil, then it is very important that they identify themselves to a staff member before departure. This would avoid possible embarrassment, as the school has some very clear legal obligations.

**TELEPHONE:**

The phone is not for pupils’ personal use, but may be used by pupils in emergencies.

If you wish to contact the principal or a staff member, please ring -

 before 9am

 between 10.40 & 11am

 between 12.30 & 1.30pm

 after 3pm.

Staff will not leave their classes to answer the phone. The Secretary will not call teachers away from their classes to speak to you unless there is an emergency.

The school fax number is 3125-723 and our e-mail address admin@cust.school.nz

**TRANSPORT:**

School Bus:

Pupils who are eligible for bus transport, i.e. those who are under 10 and live more than 3.2kms from school, and those over 10 who live more than 4.8kms - will travel on the school bus where practical.

Pupils who are ineligible may travel on the afternoon bus if there are seats available and if the prior consent of the Principal has been obtained.



School Trips:

Parent help with transport is required on a number of occasions during the year. We appreciate the

assistance that is given with this.

If each school family can, where possible, assist with transport from time to time, the burden is not too

great for anyone.

Children travelling in vehicles on school trips should wear seat belts and are expected to be well behaved

and polite. There is a charge reimbursable to the driver by the school after the trip, for trips to Christchurch or similar destination.

**UNIFORM:**

We have a school uniform, which is compulsory for all pupils. Please refer to separate information on school uniform.

We look forward to your involvement in our school and trust that your child(ren) will enjoy their time here.



**Cust School –**

CONNECTED

**Strategic Vision 2017 – 2021**

**“Be Your Best”**

**Cust School Values**

**PIKO’S TIP’S**

**Thinking - *Set goals Use knowledge Communicator***

**Independent - *Resilience Organised Confident***

**Participation -  *Cooperate Share/Care Including others***

**Solving Problems - *Persistent Effort Taking action***

**Cust School – Strategic Direction**

In order to meet our Strategic Vision, we focus our strategic planning in three main areas:

**ASPIRATIONAL TEACHING AND LEARNING**

By promoting best practice, providing high quality programmes and creating an innovative learning environment our children and staff will aspire to be their best, and realise their potential.

**A CULTURE OF COLLABORATIVE RELATIONSHIPS**

At the heart of, and integral to our community, our school will be safe, welcoming and inclusive;

respecting traditional values, responding to needs, building reciprocal relationships,

valuing connection and encouraging contribution**.**

**SELF-MOTIVATED, POSTIVE AND RESPONSIVE CITIZENS**

With confidence, and by being curious, creative, courageous and critical thinkers and communicators we will take responsibility to lead by example and prepare for the future.

**THE HISTORY OF OUR SCHOOL:**

John Messent’s accommodation house, better known later as the Cust Hotel, was the district’s meeting place in the 1860’s. So it was there, on July 14, 1866, that 13 settlers met to discuss their wish to set up a school at Cust.

The people of Cust opted for a public school, and although financial support was given to the church schools, it was this kind of public school that the Provincial Government was trying to encourage by its 1864 law.

The committee agreed that the area where the present St David’s Presbyterian Church now stands and the adjoining house section to the east of it was a suitable site for the school. The school opened on July 21, 1867 with a roll of 20. The subjects on which the pupils were tested were: reading, arithmetic, grammar, music, writing, geography, history, and “other subjects”. Sewing classes were introduced in 1873.

Using its powers to charge fees, and to remit them if it saw a pressing need, the committee fixed tuition fees at one shilling a week for one child, one shilling and sixpence for two and two shillings for three children in the same family. There would be no additional fee for more than three. Each householder would pay an annual rate of fifteen shillings to meet current expenses and clear off debts.

Before 1874 the suitability of the school site on the north side of the main road through Cust and on the edge of the terrace there, was being questioned. At the end of that year the roll was about 100 and the space, in and out of the classroom, was plainly inadequate, even though a play area had been fenced off on flat ground, below the school. Also the new railway line was constructed that year below the terrace and would have divided the school from its play area.

Householders met and discussed the removal of the school to a better site. By November 1875, the 3 acres and 7 perches which are now the site of the present school had been bought for seventy five pounds. A new schoolhouse was built by May, 1878, on the site of the present house.

School discipline was strict and children had to show ample respect for their teachers who demanded close attention in the classroom. Outside the classroom the teachers attended to outdoor activities. School gardens were given much attention and Cust was successful several times in the garden competition between schools.

The popular game was rounders and girls and boys joined in this. Teachers supervised military drill and physical education. A concert by the school in the Cust Hall was an annual event. Parents joined teachers and children for the summer picnic.

After the heavy snowfall in 1945 had damaged the classrooms, it was increasingly clear that the second school was at the end of its days. In light winds it was draughty; in strong winds the building shook and was deemed unsafe. Thirty-three parents, one from each school family, signed a petition in 1951 seeking a new school. They said that the south room was unfit for use, sunless, damp and draughty and a danger to the health of teachers and pupils alike. The proposal was for a new building with three classrooms.

The new school, built where the shelter shed stood, had a staff room, storerooms for each of the three classrooms, a cloakroom, cleaner’s store and a new cycle shed. On the site of the old school, demolished later in 1955 by a Cust builder, Mr Leo Thompson, a concrete netball court was laid.

After the great change in school administration in 1989, our first Board of Trustees took over the management of the school. All five elected members served their full term. The first board members and their successors, have not doubted the wisdom of a change that gave funds and authority to locally elected people.

If schooling has been given a new look, we still think that the important, basic things are being recognised and fostered. In many ways the demands on teachers and children are greater than before. The curriculum is more complicated; the range of what pupils and parents expect is wider; the competition for children’s attention outside the school is intense and sometimes more distracting than it should be. So the school has to be a busy, interesting, friendly and well mannered place. It has to be flexible enough in the classroom to meet the needs of each pupil; yet it must not drift out of the mainstream of learning that matters most.

*Extracts taken from the 125 Years Reunion Booklet, November 1992.*