**CUST SCHOOL**

**INFORMATION BOOKLET**

**Cust School**

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**BE YOUR BEST**

Information

Booklet

2021

**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 2019 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:

Katie Croft Chairperson, Documentation & Self

Review

Joe Keenan Finance

Penny Mehrtens Property - Buildings & Grounds

Gabrielle O’Connell Personnel 

Tracey George Health and Safety

Eddie Foskett Staff Representative

Robert Schuyt Principal, Curriculum & School Activities

**STAFF DIRECTORY 2021**

|  |
| --- |
| **2021 ORGANISATION** |
| Principal | Mr Schuyt |  | robert.schuyt@cust.school.nz |
| Yr 8 | Mrs Bell | Room 6 | miriam.bell@cust.school.nz |
| Yr 7 | Miss Smith | Room 5 | eleanor.smith@cust.school.nz |
| Yr 6/5 | Mr Jackman  | Room 1 | rupert.jackman@cust.school.nz |
| Yr 5/4 | Miss Grundy + Mrs McLeod  | Room 2 | josie.grundy@cust.school.nzshannon.mcleod@cust.school.nz |
| Yr 3/4 | Mrs Falconer +Mrs Stringfellow                | Room 3 | linda.falconer@cust.school.nzros.stringfellow@cust.school.nz |
| Yr 1/2 | Mr Foskett | MP Room | eddie.f@cust.school.nz |
| Yr 0/1 | Mrs Pester | MP Room | kennys.pester@cust.school.nz |

Support staff are:

Mrs Jennifer Thompson – Office Administrator jennifer.thompson@cust.school.nz

Hours: Monday and Thursday mornings, all day Tuesday, Wednesday and Friday.

Our Teacher Aides are Leigh Walton, Sonya Rodgers and Kate Cain. Sonya is also the Library Administrator.

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

## 2021 School Terms and Holidays

|   | START DATE | END DATE | HOLIDAYS |
| --- | --- | --- | --- |
| Term 1 – Between 10-11 weeks | Wednesday 3 February  | Friday 16 April(98 half-days) | Public holidays: Waitangi Day (observed) Monday 8 FebruaryEaster: Good Friday 2 April, Easter Monday 5 Apriland Easter Tuesday 6 April (a school holiday)TOD #1 Thursday 1 AprilSchool holiday: Saturday 17 April - Sunday 2 May (includes ANZAC day 25 April). |
| Term 2 - 10 weeks | Monday 3 May | Friday 9 July (98 half-days) | Public holiday: Queen’s Birthday 7 JuneTOD #2 Tuesday 8 June (TBC)School holiday: Saturday 10 July – Sunday 25 July |
| Term 3 - 10 weeks | Monday 26 July | Friday 1 October (100 half-days) | School holidays: Saturday 2 October – Sunday 17 October |
| Term 4 - up to 10 weeks | Monday 18 October | Thursday 16 December (84 half-days)  | Public holidays: Labour Day 25 OctoberCanterbury Anniversary 12 NovKahui Ako TOD Tuesday 26 OctTOD #3 Thursday 11 Nov (TBC) |

**CUST SCHOOL PARENT PORTAL / APP**

**Download onto your computer / phone**

Cust School is committed to providing the best education possible for your child. To this end, you now have the ability to securely view information about your child through the new Parent Portal and APP.
The @school Parent Portal and App enables parents to receive REPORTS, messages, attendance, and other information directly from their child’s school. It ties in with our Student Management System (eTap).

We will be utilising this more in the future so please make use of its features.

What kind of computer equipment do I need to view the Parent Portal?
Almost any computer with an Internet connection can access the Portal. Make sure you are using a recent version of the most common internet browsers – e.g. Internet Explorer, Firefox, Safari.

What is the @school Parent App?
The @school Parent App enables parents to receive messages, attendance, and other information directly from their child’s school. It ties in with our Student Management System (eTap).
Please head to your respective APP store - Google PLAY or Apple App Store and search, ETAP. Then click on the orange @school APP option. You will then be prompted to enter your ID and PASSWORD. You will only ever have to do this once.

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, email or absence message through the @school app would be appreciated.

**ACTIVITY PAYMENT:**

Refer School Donation section.

**AFTER SCHOOL CARE**

Over the last 12 months, we have had very low numbers of children attending the Cust OSCAR after school program.  Despite the best efforts of the management committee, we have not been able to secure sufficient funding to continue operating.  The Cust School Board of Trustees has also advised us that there is no space for an afterschool programme to operate in 2021. It is therefore with regret that we have had to make the decision to close down the Cust OSCAR after school program **for 2021** and will not, therefore, be re-opening at the start of next term. If you have any questions, please contact coordinator@custoscar.com

**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 (Term 1/2) and Friday morning (Term 3/4)

**ATTENDANCE**

The first step to finding success at school is attendance.

ATTENDANCE:

The Education Act, 1989, requires that all children six years old and over must attend school. We are accountable to the Ministry of Education for the daily attendance of all students and to monitor this.

Parents/Caregivers

Contact the school before 9.15am to report your child’s absence that day and send a note/email to the teacher when the child returns to school.

Please advise of any changes to contact phone numbers.

School:

If there are any ‘unknown’ absences we will attempt to ring up to two contact numbers. If contact is not made, the calls will be logged and process is complete.

If children are regularly late and/or have an **unacceptable level of absence (10 half days per term)** then follow up will be made with the family.

Student sign-in/out:

Students who are required to leave school during the school day sign out at the school office using the VisTab tablet before leaving the school grounds. When/if the student returns later in the day, the parent/caregiver reports to the school office and signs the student in using the VisTab tablet. Office staff issue the student with a pass to present to the class teacher. This enables justified absences to be recorded in eTap.

Reasons for Absence:

*Justified Absences* occur when the explanation for a student’s absence is considered by the school to be a reasonable, acceptable and defensible reason for the student to be missing out on schooling.

*For example* – sporting representation, sickness, overseas (with permission), bereavement, force of nature, exceptional family circumstances, and appointments.

*Unjustified* – occur when the explanation for a student’s absence is unexplained or not considered by the school to be a reasonable, acceptable and defensible reason for the student to be missing out on schooling.

*For example* – no explanation (truant), sleeping in, recovery from weekend, taking pet to vet.

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 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 or on our school website.

**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:**

**Cust School operates a “Cohort Entry” 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 could 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.

***Cohort Entry:***

***This means that students under five will no longer be able to attend school. At Cust School, children over five will be able to start school on the first day of term, or at a mid-point during a term*.**

**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:**

There is an opportunity for lunch orders – this is reviewed at the beginning of the year. In 2021 there could be Sushi and / or Fish and Chips. We will advertise details such as: when, how and prices as soon as we can. Please check with the school office for current prices and procedures. Normally, 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

 Learning Engagement Report

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

 Term 3 - Learning Engagement Report

 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 or contacting the teacher directly.

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

**SCHOOL & ACTIVITY DONATION:**

**Donations:**

The board of trustees sets the level of the school donation and advertises it to parents. The amount is set at the first board meeting of the school year. ***All school donations are tax deductible and a receipt will provided***

**Other School Costs**

As part of providing a full programme of activities to meet curriculum requirements and enhance the curriculum for students at Cust School, the school provides a range of resources and activities for which parents have made payments in the past. Rulings by the Ombudsman and the Inland Revenue Department have resulted in some new rules around how these costs must be described.

On your donation statement you will notice that some items are marked as “Voluntary Contribution” and others as “Optional”.

**Voluntary Contribution**

Those items marked as “voluntary contribution” are items that the school provides as part of the curriculum for which the school cannot require payment from parents.

Parents can choose whether or not to pay for these items. Regardless of payment, all students enrolled in the school will be given access to the item. **Year 7&8 Technology Fees – fall into this category.**

**However, in the event that a significant number of parents choose not to pay for these items, the school will experience a shortfall in funding** **and that activity might not be able to go ahead. Voluntary contributions are classed as a donation and qualify for a tax donation credit rebate.**

**Optional Items**

Items marked as “optional” are items that the school provides as an enhancement to the curriculum for which the school does not receive funding from the Ministry of Education and for which the school can require payment before a student can participate in the activity or access the item.

Boards may charge for sports trips or activities that are outside the school curriculum. Participation in these activities is optional and schools can enforce payment in order for a child to participate.

Examples of these would be: Basketball, Hockey, Kiwi Competitions (Maths, English, Science, Spelling), Skiing.

**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 school sports uniform and / or red sports polo shirt for sporting events (see Uniform Policy)

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 or on our school website.

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 2020 – 2023**

**“Be Your Best”**

**Cust School Values**

**PIKO’S TIP’S**

**Thinking - *Whakaaro***

***Set goals Use knowledge Communicator***

**Independent - *Motuhake***

***Resilience Organised Confident***

**Participation -  *Hononga***

***Cooperate Share/Care Including others***

**Solving Problems - *Whakaoti rapanga***

***Persistent Effort Taking action***

**Cust School – Strategic Direction**

In order to meet our Strategic Vision, we focus our strategic planning in four 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 and cultural values, responding to needs, building reciprocal relationships, valuing connection and encouraging contribution.**

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

**We will develop and demonstrate confidence, positive wellbeing, resilience and inclusiveness through respect, kindness, caring, creativity, and critical thinking to learn, lead and contribute to our world.**

**HIGHLY RESPONSIVE TO OPPORTUNITIES AND CHALLENGES**

**By embracing being creative, innovative, flexible and agile, our school will be able to future proof and encourage risk taking.**

**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.*