

Reference Guide 3: Education Records Pupils, Teachers & Schools

Summary

This reference guide gives an overview of the key education records that we hold which contain information about pupils, teachers and schools in Canterbury and Westland; please note that our records relate only to **publicly-funded** schools.

- December 2020

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Introduction

Education records held in the Christchurch Regional Office

We hold records documenting **public** educational administration, pupils, teachers (including teacher training) and schools (including **Special Schools**) in the Canterbury and Westland areas from a number of sources; these include the Education Boards (Canterbury, South Canterbury, Grey and Westland), the various Education Department offices, the Canterbury Secondary Schools Council, the Ministry of Education, Christchurch Teachers' College, and in some cases, the schools themselves.

The administration of **Māori Schools** (called Native Schools prior to 1952), and the associated records, were transferred from the Head Office of the Department of Education to its Auckland office in 1948. These archives are therefore held at Archives New Zealand's Auckland Regional Office. We do, however, have some brief details about the Kaiapoi Native School 1851-1852 amongst our Canterbury Association archives, and the Arowhenua Native/Māori School see: [Archives Reference: CH191].

This guide relates mainly to pupil, teacher, and school records, but the education-related material held here is extensive and lends itself to research by those with a wider academic interest in aspects of the history of New Zealand's public education system. Ask an archivist for more details about records that might be of assistance in this area.

Access

All records are open access, except for the following:

Restrictions apply where education records contain private information about named individuals or families (whether students or staff), records may be restricted for 60, 75, or 100 years, depending on the degree of sensitivity of the information.

Board of Trustees minutes and associated papers are restricted for 10 years from date of closure to protect the integrity of the administrative process.

Records over 100 years are open (so long as no adoption information is contained).

Who do I write to in order to request access permission?

Manager - Records Services

Ministry of Education

✉ P.O. Box 1666

Thorndon

Wellington 6140

💻 records.services@education.govt.nz

☎ (04) 463 8000

School Records

In some instances when a school is still operating but has transferred their legacy records to us directly, the principal of the school needs to be approached with access permission requests. See Archway or an archivist for further information if you are unsure.

Education Board Records (1877-1989)

After the abolition of the provinces, the central government passed an Education Act in 1877, which resulted in the formation of separate education boards for North and South Canterbury, and the continuation of the Westland Education Board (established in 1866 – administering four educational districts – Hokitika, Greymouth, Ross, and Stafford Town). A separate board for the Grey District was established in Greymouth in 1884. **These four boards continued until 1916, when they were consolidated to form the Canterbury Education Board (C.E.B.)** – which served as the principal instrument of public education administration in Canterbury and Westland until its closure in 1989.

Boards were elected, statutory bodies, and were able to own property and engage in litigation. They were empowered to appoint teachers and administration officers - including inspectors, determine the expenditure of funds, superintend the purchase, construction and maintenance of schools and their grounds, undertake teacher training, and establish and grant scholarships.

The records that we hold from the education boards are an invaluable source of information about pupils, teachers, and schools – especially the public primary schools and district high schools (public primary schools with secondary departments attached) for which the boards held responsibility. Some of the most useful records series in this regard are described below, please note that **we do not hold the personal files of individual teachers**.

Annual Reports

Annual reports often include the following information/documentation: board personnel, board's report, annual return of pupils on rolls, Māori children attending public schools, annual return of probable destination of pupils, inspectors' biennial report, training college report, and attendance returns. The names of head teachers in schools can be found in some of the reports, and some also list school teachers within the relevant districts (but contain no details beyond the years taught at various schools, the position in the school, and the salary received). These reports were also printed in the Appendices to the Journals of the House of Representatives (*AJHR*).

<i>Record description</i>	<i>Dates</i>	<i>Series</i>
Canterbury Education Board Annual Reports	1872-1987	3328
South Canterbury Education Board Annual Reports	1879-1915	27542
Westland Education Board Annual Reports	1876-1914	27557

Architectural Plans

Architectural plans from the Canterbury and South Canterbury Education Boards, mostly of schools.

<i>Record description</i>	<i>Dates</i>	<i>Series</i>
Canterbury Education Board Architectural Plans	c.1877-c.1989	3253 & 3293
Canterbury Education Board Architectural Plan Register [arranged by School Name]	c.1877-c.1989	3289
Canterbury Education Board Architectural Plan Card Index [arranged by School Number]	c.1877-c.1989	3290
South Canterbury Education Board School Site Plans	1889-1934	3291

Classification Lists>Returns (Examination Reports or Schedules) & Candidates for Certificates of Proficiency

Annual classification returns and classification lists (sometimes referred to as examination reports or schedules) forwarded by the head teachers of education board schools to the secretary of the relevant board. The summary return for each school gives the number of pupils per class, and the aggregate and average ages of the boys and girls enrolled in these classes. The school class lists which follow, list each pupil by name, giving their age, the time since they entered their first school, their present classification, new classification, and any remarks about them considered necessary.

We also hold some separate bound lists of students put forward to the boards by their schools for certificates of proficiency or competency. These series are closely related to the Examination Registers, Record of Surveys Registers, and Registers of Progress & Achievement discussed under 'School Records' below.

<i>Record description</i>	<i>Dates</i>	<i>Series</i>
Canterbury Education Board Classification Returns	1918-1954	2830
Canterbury Education Board Lists of Candidates for Certificates of Proficiency or Competency	1920-1936	28312
Grey Education Board Returns of Public Schools	1895	27538
Westland Education Board Lists of Candidates for Certificates of Proficiency	1903-1907	27541

Inspection Reports & Inspectors' Examination Reports

Inspection reports of school inspections conducted by the education boards on schools under their administration. Individual schools are rated in areas such as organisation, suitability of timetables, methods and quality of instruction, order and discipline, supervision in recess, manners and behaviour, state of the buildings and grounds, school accommodation, cleanliness and tidiness. Individual teachers are also listed and commented upon.

Inspectors' examination reports relate to individual schools and their examination results when examined by inspectors - with the inspector's written comments on the school generally (including teachers).

<i>Record description</i>	<i>Dates</i>	<i>Series or Accession</i>
Canterbury Education Board Inspectors' Inspection Reports	1889-1913	27526
Canterbury Education Board Inspectors' Examination Reports	1893-1912	27525
Canterbury Education Board Inspectors' Reports Letter Books (<i>Letterpress copies of Series 27526 reports, listed above</i>)	1901-1912	27527
Canterbury Education Board Inspection Reports	1916-1936	2827
Grey Education Board Inspection Reports	1904-1916	27537
Miscellaneous Inspection Reports on Schools and Teachers (including Special Schools/Institutions)	1902-1988	CH206, CH217 (search using accession number, and keyword 'inspection*')

Letter Books

Inwards/outwards correspondence of the education boards (or of various offices within a board).

<i>Record description</i>	<i>Dates</i>	<i>Series</i>
Canterbury Education Board Letter Books [Outwards Correspondence]	1874-1935	27522
Canterbury Education Board Inspectors' Office Outwards Letter Books	1887-1924	28180
Grey Education Board Outward Letter Books	1885-1916	2823
South Canterbury Education Board Record of Inward and Outward Correspondence	1886-1903	27533
Westland Education Board Letter Books	1891-1914	27539

Miscellaneous Records

Miscellaneous series of records from the education boards; refer to each series description on Archway for more detailed information.

<i>Record description</i>	<i>Dates</i>	<i>Series</i>
Canterbury Education Board Miscellaneous Financial Records	1880-1962	27524
Canterbury Education Board Miscellaneous Records	1870-1988	27543
Canterbury Education Board Miscellaneous Teacher and Training College Records	1877-1949	27530
Grey Education Board Miscellaneous Financial Records	1889-1916	27536
South Canterbury Education Board Miscellaneous Records	1901-1916	27534
Westland Education Board Miscellaneous Financial Records	1910-1916	27540
Westland Education Board Miscellaneous Records	1885-1916	27560

Minute Books

Meeting minute books of the various education boards, generally these contain lists of those present, and summaries of reports from committees - including decisions on buildings, salaries, scholarships, inspection reports, and appointments.

<i>Record description</i>	<i>Dates</i>	<i>Series</i>
Canterbury Education Board Minute Books	1876-1939 [Gaps 1890-1892, 1934-1937]	27519
Canterbury Education Board Minute Book Indexes	1893-1919 [Gaps 1901-1909, 1916-1917]	27520
Canterbury Education Board [Minute Books] Reports of Committees	1920-1988	27521

Grey Education Board Minute Books	1885-1916	2823
South Canterbury Education Board Minute Books	1882-1916	27532
Westland Education Board Minute Books	1879-1916	2822

Photographs

Photographs from the Canterbury Education Board, mostly of Board-administered school buildings and sites, but there are also a few images of Board members, principals and school pupils.

<i>Record description</i>	<i>Dates</i>	<i>Series</i>
Canterbury Education Board Photographs	c.1916-1988	12457

Registered Files – Miscellaneous

The Canterbury Education Board's Miscellaneous Registered Files can provide useful information on a wide variety of subjects, including staffing matters (appointments, policies, and salaries), building works, maintenance of facilities, transport arrangements, educational partnerships with various institutions, the administration of competitions, grants, scholarships, prizes and bursaries, and various other matters. A 100 year restriction applies to files containing health or other highly sensitive personal information.

<i>Record description</i>	<i>Dates</i>	<i>Series</i>
Canterbury Education Board Miscellaneous Registered Files	1931-1988	28311

Registered Files - Schools

The Canterbury Education Board's Registered Files on Schools can also provide useful information for researchers – particularly those files labelled 'General', though these are subject to a 60-year access restriction. To apply for access, contact the Records Manager of the Ministry of Education (contact details can be found under the 'Access' section at the start of this guide).

<i>Record description</i>	<i>Dates</i>	<i>Series</i>
Canterbury Education Board Registered Files on Schools	1921-1989	28307 (search for General Files using series number, and keyword 'general')

School Histories

The Canterbury Education Board compiled some brief histories of schools in the Canterbury and Westland areas; photocopies of these are available for browsing in the Reading Room (ask the Duty Archivist if you would like to view these). Often copies of more extensive school histories are available within the records that we hold from particular schools - especially amongst jubilee and anniversary material.

A useful historical summary can also be found within a school's agency documentation on Archway, however not all schools from which we hold records have this documentation as yet (please ask the Duty Archivist for assistance if you're unsure about searching for these).

The education boards also compiled lists of school opening/closing dates from time to time.

<i>Record description</i>	<i>Dates</i>	<i>Series or Accession</i>
Canterbury Education Board - Historical Notes on Some Schools	n.d.	Part of series 27543 (ask Duty Archivist for reading room photocopies)
Canterbury Education Board – List of Schools Opened and Closed	1925-1977	CH676 /20-22 & CH207 /63
Westland Education Board - List of Schools Opened and Closed	1925-1956	CH284 /22b

Teachers' Record Books

Canterbury Education Board inspectors' reports on individual teachers. Includes details about each teacher's classification, appointments (dates and schools), the name of the inspector, and their general comments about the teacher. Reports on particular teachers may continue over several volumes.

<i>Record description</i>	<i>Dates</i>	<i>Series</i>
Canterbury Education Board Teachers' Record Books	1878-1913	27529

Teachers' Registers

Teachers' registers usually include every person who is permanently employed as a teacher at primary, secondary or technical level, however, with the exception of the early South Canterbury and Westland Education Board Teachers' Registers listed below, they do not give the name of the school. They contain the teacher's name, the year, type of certification, year certificate obtained, salary scale, type of position, and district.

These were also printed in the *New Zealand Gazettes* and *Appendices to the Journals of the House of Representatives* from time to time (generally in section E).

From 1958-88 these teachers' registers were issued every three years for primary school teachers and every year for secondary school teachers.

<i>Record description</i>	<i>Dates</i>	<i>Series or Accession</i>
Canterbury Education Board Teachers' Registers	1943-1990	CH232 /Box 160 & 162 CH676 /1-4
South Canterbury Education Board Teachers' Register	c. 1882-1918	CH207 /48
Westland Education Board Teachers' Register	1885-1916	CH207 /52

Since October 1989, the New Zealand Teachers' Council, now the Teaching Council of Aotearoa New Zealand, has been compiling Teachers' Registers, you can contact them via:

Contact:

Teaching Council of Aotearoa New Zealand

✉ P.O. Box 5326, Wellington 6140.

☎ (04) 471 0852

💻 enquiries@teachingcouncil.nz

Teachers' Salary Books & Cards

We hold salary books/registers from the Canterbury Education Board (and predecessors) showing the salaries for teachers school by school, but these are not complete. These registers are organised by year, then alphabetically by the name of the school. Salary registers give information on rates of pay and dates of employment.

We also hold **some** salary cards from the Canterbury Education Board which have been indexed, but these are not complete. We **do not** have salary cards for secondary teachers and we do not have personal files or records of service (these were at the Canterbury Education Board but were then destroyed).

<i>Record description</i>	<i>Dates</i>	<i>Series or Accession</i>
Canterbury Education Board Teachers' Salary Books	1878-1959	27523
Canterbury Education Board Salary Cards	1885-1982	28209
South Canterbury Education Board Salary Registers	1878-1916	3329
South Canterbury, Canterbury and Westland - Register of Salary Levels Paid to Schools	1930-1936	CH284 /21c

School Records

We principally hold the surviving records of closed schools, though we do hold material from some schools still currently operating. It should also be noted that if a closed school was consolidated (merged) with another school, then its records might be found with those of the latter school.

Please note, **we do not hold pupil records from every school on the List of Schools** below. The extent and nature of the records that we hold varies from school to school, but some of our more commonly held (and frequently used) records series from schools are described in the following pages.

In some cases, the only surviving records of a school are administrative in nature, sadly. The records of the education boards, discussed above, along with those from their successor agencies, can provide additional detail about a school, its teachers and students.

List of Schools

Please note that the complete archives references are not provided on this list; to view full lists of the records that we hold for each school, and to order any records for viewing in the Reading Room, you will need to conduct a search on our online finding aid Archway:

 www.archway.archives.govt.nz

The NZ Society of Genealogists has indexed many of the school admission registers that we hold (indexed items are marked with an asterisk). These indexes are available for viewing in the Reading Room.

<i>List of schools from which we hold records:</i>		
<i>Name</i>	<i>Location/Former or Later Name</i>	<i>Archives Reference</i>
Adair School		CH206, 1a-b
Addington School	Christchurch	CH330

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Ahaura School	Westland	CH72
Aickens School	<i>formerly</i> Jackson's	CH206, 1c
Akaroa School [1851]		CH290, 7/9
Alford Forest School		CH206, 2a-f
Allandale School		CH206, 2g-h
Anama School		CH206, 3a-6i
Aniseed Creek School		CH206, 7a-b
Annat School		CH1128
Aorangi Primary School		CH1134
Aranui High School		CH625
Aranui Primary School		CH1106
Aratika School	<i>formerly</i> Kotuku	CH206, 7c-d
Arthurs Pass School	Arthurs Pass	CH206, 8a-g CH284, 1a
Ashburton Forks School		CH206, 9a-b
Ashwick Flat School		CH206, 10a-f
Avondale Primary School		CH1048
Avonside Girls' High School		CH1099
Awaroa School		CH206, 10g-k
Awatuna School		CH526
Aylesbury School		CH206, 10L
Barr Hill School		CH206, 11a-c
Barrys Bay School		CH206, 12a-13k CH206, 12e & 12f*
Bealey School		CH206, 14a-g CH206, 14a*
Bell Hill School		CH206, 15a
Berlins School	Buller Gorge West Coast	CH386, photocopies
Birchfield School	Westport area	CH386, photocopies
Birdlings Flat School		CH206, 15b-e
Blackball School	Blackball	CH206, 16a-29h
Blue Duck Creek School	Karamea area	CH386, photocopies
Branston Intermediate School		CH1058
Broadfield School		CH1126
Bruce Bay School	<i>formerly</i> Weldtown School <i>consolidated with</i> Jacobs River School	CH1086
Burkes Pass School	Burke's Pass	CH206, 30a-32h
Burnham Industrial School		CH438
Burnham Camp Kohanga Reo		CH1129
Bushside School	see also Alford Forest	CH206, 33a-h
Burwood Primary School		CH1055
Burwood School		CH499
Camerons School		CH206, 34a-36h
Cape Foulwind School	Westport	CH386, photocopies
Carew School		CH206, 37a
Cashmere Fresh Air School	Christchurch	CH206, 37b-c
Central New Brighton School		CH1078
Chamberlain School	<i>consolidated with</i> Albury	CH206, 37d
Charteris Bay School		CH1137
Christchurch Boys' High School		CH1143
Christchurch Hospital Class School	Christchurch	CH206, 37e-f
Christchurch West School	Christchurch	CH206, 148c-f CH206, 148c-148f* CH1137
Christ The King School		CH1140
Church Commercial School [1851-52]	Christchurch	CH290, 7/9
Church Commercial School [1851-52]	Lyttelton	CH290, 7/9
Church Commercial Boys' School [1852]	Lyttelton	CH290, 7/9
Clarence Bridge School	Marlborough	CH206, 38a-c CH206, 38a*

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Cloudy Range School		CH206, 38d
Conway Flat School		CH206, 38e
Corbyvale School	Karamea area	CH386, photocopies
Courtenay School		CH206, 39a-f CH206, 39a*
Coutts Island School <i>aka</i> Kaiapoi Island and Hollyford School		CH206, 40a-h CH206, 40a & 40b*
Craigmore School	<i>formerly</i> Longridge	CH206, 41a-d; CH 1028
Cricklewood School		CH206, 41e
Dalbeg School	<i>see</i> Eskvale School	
Dochertys Creek School		CH206, 42a-43i
Double Hill School		CH206, 43j
East Eyreton School		CH206, 44a
Elgin School		CH206, 44b-e
Eskvale School	<i>formerly</i> Dalbeg	CH206, 45a-f
Esk Valley School	<i>formerly</i> Otaio	CH206, 46a-47b
Fairdown School	Westport area	CH386, photocopies
Fendalton School	Christchurch	CH206, 48a CH1137
Foveran School		CH206, 48b-f
Freeville School		CH1078
French Farm School		CH206, 49a-d CH206, 49a & 49b* CH1137
Fresh Air Home School	<i>see also</i> Huntsbury Home	CH206, 49e
Gapes Valley School		CH206, 50a-53f
Gebbies Station School [c.1851]	Gebbies Pass	CH290, 7/9
Glen Kowhai School	<i>formerly</i> Lyndon Downes	CH206, 54a-55h CH206, 54a*
Glenmoor Primary School		CH1057
Governors Bay School		CH1141
Grammar School (Temporary) [1852]	Lyttelton	CH290, 7/9‡
Grammar School [1852]	Christchurch	CH290, 7/9‡
Grammar School & Elementary Class		CH290, 7/9‡
Grange Road School		CH206, 56a-57e
Granity Convent Primary School	Granity	CH386, photocopies
Granity District High School	Granity	CH386, photocopies
Granity High School	Granity	CH386, photocopies
Granity Primary School	Granity	CH386, photocopies
Granity Public School	Granity	CH386, photocopies
Greenpark Primary School		CH1063
Greenstone School	West Coast	CH386/43, photocopies
Halkett School	1906 1961-1996	CH747
Halswell School	Christchurch	CH206, 58a
Hannaton School	<i>Became</i> Nukuroa <i>and later</i> Studholme	CH1028
Happy Valley School		CH206, 58b-c
Harewood Airport School	<i>aka</i> Transit School	CH206, 59a-60d
Hatters Terrace School	West Coast – 1879 1948-1954 <i>See also</i> Nelson Creek	CH516
Hector Public School	Westport area	CH386, photocopies
Highbank School		CH206, 60e
Hogben School		CH232
Holmes Bay School	Pigeon Bay	CH206, 61a-f CH206, 61a & 61b*
Homebush School		CH206, 62a-b
Hook School	South of Makikihi, near Waimate 1913-1989	CH915, 19a-20c
Hornby High School		CH771
Humphreys School		CH206, 62c

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Huntingdon School	<i>see also</i> Lynnford	CH206, 62d CH206, 62d*
Huntsbury Home School	<i>combined with</i> Fresh Air	CH206, 62e-62h
Inangahua Junction School	Inangahua	CH386, photocopies
Inchbonnie School		CH206, 63a
Infant School [1852]	Lyttelton	CH290, 7/9
Irishman's Creek School		CH206, 63b-f
Island Bay School	Akaroa Heads	CH206, 63g-i CH206, 63g*
Isleworth Primary School		CH1121
Jacks Mill School		CH206, 64a-d
Jacksons School		CH206, 65a-f
Jacobs River School	<i>consolidated with</i> Bruce Bay School (<i>formerly</i> Weldtown School)	CH1086
Kaiapoi Borough/District High School		CH1139
Kaiapoi Island School	<i>see</i> Coutts Island	
Kaiapoi School [1852]		CH290, 7/9
Kaiapoi Technical School		CH1137
Kaituna Valley School		CH206, 66a-b Compiled from other sources*
Kakapotahi School		CH206, 66c-g CH284, 1b-g
Kapua School		CH206, 66h
Karamea School	Karamea area	CH386, photocopies
Kendal Primary School		CH1053
Killinchy School		CH206, 67a-69h CH206, 67a*
Kimbell School	<i>formerly</i> Silverstream	CH206, 70a-71f
Kimberley School		CH206, 71g-h
Kingsdown School		CH206, 72a-74e CH284, 2a-3e
Kingslea Girls' School	Christchurch	CH378, restricted
Kiri Kiri School	<i>consolidated with</i> Oxford	CH206, 75a-b
Kohika School		CH206, 75c
Kokatahi School		CH206, 76a-d
Kongahu School	Karamea area	CH386, photocopies
Kowai Bush School		CH206, 77a-79c CH206, 77a*
Kowhitirangi Upper School		CH206, 79d-e
Kukupu School/Pigeon Bay Side School		CH907, 1aa-2af & CH1128
Kumara Junction School	Kumara	CH526
Kumara School		CH1115 (available online)
Lake Coleridge School		CH680
Land of Promise School	Karamea area	CH386, photocopies
Le Bons Bay School	<i>see</i> Summit Road	
Leader Valley School	North Canterbury	CH206, 80a-b CH206, 80a*
Linwood Intermediate School		CH1056
Little Akaloa School		CH206, 80c
Little Rakaia School		CH800, 1a-1c
Little River School		CH1128
Little Wanganui School	Karamea area	CH386, photocopies
Longbeach School		CH206, 80d
Longridge School	<i>later merged with</i> Craigmore	CH206, 80e CH1028
Lynnford School	<i>see also</i> Huntingdon	CH206, 81a-g CH206, 81a*
Lynton Downs School	<i>see</i> Glen Kowhai	
Lyttelton Girls' School [1852]	Lyttelton	CH290, 7/9
Lyttelton Main School		CH1067
Lyttelton West Primary School		CH1069†
Malvern School		CH1128

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Mangamaunu School	Kaikoura	CH206, 82a-b CH206, 82a* CH284, 4a-5b
Manning Intermediate School		CH1052
Marchwiell Primary School		CH1123
Maronan School		CH206, 82c
Marsden School		CH206, 82d-e
Mckenzie Residential School	Christchurch	CH256, restricted
Mead School		CH206, 83a-f
Midland Railway School		CH206, 85a-86c CH206, 85a*
Millerton School	Westport area	CH386, photocopies
Mona Vale School		CH206, 87a-f
Montalto School		CH206, 88a-92g
Morven Primary School		CH1097
Mount Grey Downs School		CH206, 93a
Mount Nething School		CH206, 93b
Mount Parker School		CH206, 93c-h
Nelson Creek School	<i>Formerly Hatters</i> West Coast – 1943-1992	CH516 CH699, box 19
Ngakawau Public School	Westport area	CH386, photocopies
Normal School		CH206, 94a-99d* & CH792, 7a
North New Brighton Primary School		CH1100 CH1128
Nukuroa School	<i>Formerly Hannaton, later</i> Studholme	CH1028
Oaro School		CH206, 100a-b
Okarito School		CH206, 100c-101e
Okuku School		CH206, 102a-105c
Oparara School	Karamea area	CH386, photocopies
Orari Gorge School <i>see also</i> Tripp Settlement School	1895-1962 1941-1974	CH804, 1a-2
Orton School		CH206, 105d
Orwell Creek School	Westland	CH72
Our Lady of Fatima Primary School		CH1101
Owenga School	Chatham Islands	CH206, 105e CH206, 105e*
Pendarves School	<i>consolidated with</i> Ashburton	CH206, 106a
Phillipstown Primary School		CH1081
Pigeon Bay Side School/Kukupu School		CH907, 1aa-2af
Pigeon Bay (Main) School		CH907, 2ah-2ch CH1128
Pleasant Valley School		CH206, 106b
Port Levy School		CH206, 106c-d CH206, 106c* CH284, 5c-10g
Porters Pass School		CH206, 106e CH206, 106e*
Promised Land School	Karamea area	CH386, photocopies
Puaha School		CH206, 107a-e
Puhi Puhi School	<i>consolidated with</i> Mangamaunu	CH206, 108a-c
Pukekura School	<i>consolidated with</i> Kakapotahi	CH206, 108d
Rangitata Island School		CH206, 109a-d
Rangitata Station School		CH206, 110a-e
Rapahoe School		CH1090
Redcliffs Primary School		CH1136
Red Jacks School	West Coast	CH1137
Richmond Primary School	Christchurch	CH1075
Roa School		CH206, 113a-114i
Robinsons Bay School		CH206, 115a-116c CH206, 115a*
Rochfort Terrace Public School	Westport area	CH386, photocopies
Rockville School	Collingwood area	CH699, box 19

Reference Guide 3: Education Records - Pupils, Teachers & Schools

Rosewill School		CH206, 116d-e
Saltwater Creek School		CH206, 117a-120e CH206, 117a*
Seafield School		CH206, 121a
Sergeants Hill School	Westport area	CH386, photocopies
Sheffield School		CH1128
Shirley Boys' High School		CH1133
Shirley Intermediate School		CH1045†
Shirley Primary School	1916-1996	CH956, CH 985
Silverstream School	see Kimbell	
Slaty Creek School		CH206, 121b-c
Snowdale School		CH206, 121d-g
South Malvern School		CH206, 122a-123h CH206, 122a & b* CH284, 11e
Springbank School	Rangiora	CH206, 124a-125e CH206, 124a* CH284, 11a-d
Springbrook School		CH803, 1a-3f
St. Albans School		CH790, 1a†-4
St. Canice's School	Westport	CH386, photocopies; CH 1006
St. John's School	Darfield	CH206, 126a-c CH206, 126a*
St. Joseph's Primary School	Ashburton	CH1060
St. Joseph's School	Granity	CH1006
St. Joseph's School	Leeston	CH206, 127a-130b CH206, 127?*
St. Joseph's School	Westport	CH386, photocopies; CH 1006
St. Leo's High School [for boys]		CH123
St. Mary's College	Westport	CH386, CH1006
St. Matthew's Victory Memorial School		CH206, 131a-b; CH 266
St. Paul's Primary School		CH1102
St. Saviours Shirley Side School	1931-1937	CH956
Studholme School	formerly Hannaton and Nukuroa	CH206, 132a-133d; CH 1028
Summit Road School	Le Bons Bay	CH206, 134a-f
Sumner Primary School		CH1122
Sutherlands School		CH206, 134g
Sydenham School	1873-1999	CH915, Box 1-18i
Taratuhi School	formerly Claverley	CH206, 136a-137d
Tasman Downs School	Lake Pukaki	CH206, 138a-e
Tasman Primary School		CH1093
Tawai School		CH206, 135a-d
Teddington School		CH206, 139a-i CH206, 139a*
Teschemakers School		CH206, 140a-c
Tetaho School		CH206, 140d-e
Timaru Main School		CH1028
Tormore School		CH206, 141a-c
Totara Valley School		CH206, 141d
Tripp Settlement School <i>see also</i> Orari Gorge School	1945-1974	CH804, 1a-2
Turiwhate School		CH206, 142a-d
Tycho District School		CH206, 142e
Unlimited Paenga School		CH1051
Upper Otaio School	see Esk Valley	
Upper Waitohi Primary School		CH1125
Van Asch College (Sumner School for the Deaf)		CH8
Waddington School		CH1128
Waihao Downs School		CH206, 143a
Waiho Gorge School		CH284, 11f
Waikakahi School		CH206, 143b
Waikuku Primary School		CH1050

Waimangaroa Primary School	Waimangaroa	CH1049
Wainui School		CH206, 144a-147h CH206, 144a & b*
Waitohi Flat School		CH206, 148a-b
Wangapeka Road School	Karamea area	CH386, photocopies
Wangapeka Track School	Karamea area	CH386, photocopies
Warren School		CH699, box 19
Washdyke Primary School		CH1123
Weldtown School	<i>Became Bruce Bay School consolidated with Jacobs River School</i>	CH1086
Westport Public School	Westport	CH386, photocopies
Westport Girls' School	Westport	CH386, photocopies
Westport Boys' School	Westport	CH386, photocopies
Westport District High School	Westport	CH386, photocopies
Westport State School	Westport	CH386, photocopies
Winchmore School		CH206, 149a-d
Windsor School		CH1073
Winslow School		CH206, 149e
Woodstock School		CH206, 149f
Woolston School		CH1084

* Denotes records which have been indexed by the NZSG (see above for more information).

† Denotes records currently in the process of being transferred to us from the Ministry of Education.

‡ Denotes records indexed on our in-house database.

School Records Series

Admission, Progress & Withdrawal Registers

These registers recorded information on students enrolled at a particular school. Each pupil is given a register number, and the entry records their date of admission, full name, the name and address of their parent or guardian, the last school attended, their full date of birth, their classification and progress, details of their withdrawal including their last day of attendance and the highest standard reached, and their destination upon leaving.

Attendance Registers

These registers were filled out by each class teacher, and record pupils' daily attendance, enabling the total quarterly attendance for individual children, and the average rate of attendance for the school, to be calculated. They may contain the following information: pupil's name, age, classification, daily, weekly, quarterly and yearly attendance, and remarks (often used to record when the child first entered or left the class).

Examination Registers, Record of Surveys Registers, Registers of Progress & Achievement

These three types of registers contain similar information. Examination Registers recorded pupils' results in periodic examinations. They are government issued with printed tables for the entry of each pupil's name, age, English and arithmetic classifications, days attended, marks assigned to subjects during the year, notes, and the new resulting classifications in English and arithmetic. Record of Surveys Registers, and Registers of Progress & Achievement, were used to record biannual surveys of schools. A separate register was used for each class, or group of classes under each teacher, and they contain some of all of the following information: each pupil's name, age, classification, and aptitude for various subjects, along with special notes on pupils where required. Head Teacher's reports about the standard of each class, and the proficiency of the class teacher are also often appended.

School Governance Records

School governance records that we hold include: meeting minute books, correspondence, and reports of School Councils, School Committees and Boards of Trustees, principals' correspondence and reports, annual reports and financial statements, property files, and operational policies and procedures.

Photographs & Ephemera

School photographs can range from formal class, staff, sporting and cultural group photographs, and photographs of school buildings and grounds, to informal photographs taken during significant events in the life of a school (jubilee celebrations etc.) Ephemera is similarly varied, including items such as school newsletters, magazines, prize-giving and sporting and cultural event programmes, yearbooks, school opening, jubilee and centennial celebration booklets etc.

Other Sources

Canterbury Association Records (1848-1853)

When the Canterbury Association set out to interest prospective emigrants in going to Canterbury, it made a great deal of its policy to establish schools and churches in the new settlement. The First Four Ships arrived at Lyttelton between 16 and 27 December 1850, and early in January 1851 the first schools were opened in rooms at the Lyttelton Immigration Barracks.

Records relating to Canterbury Association schools can be found under the following archives reference: [Archives Reference: CH290, 7/9], further material relating to education in the period can be found by selecting the advanced search option on Archway, typing 'CH290' into the accession field, and using keywords such as 'education*', 'school*' etc.

Below is a summary of the opening and closing dates of the Canterbury Association schools, and the names of the teachers known to have taught in them. The Grammar School provided a classical education while the Commercial Schools offered a more general primary education.

<i>Details of Canterbury Association Schools:</i>			
<i>Name</i>	<i>Opening Date</i>	<i>Closing Date</i>	<i>Teachers</i>
Collegiate Grammar School at Lyttelton	Opened 6 Jan 1851	Closed 31 Mar 1852 when it transferred to Christchurch	Teachers Rev Henry Jacobs, William Holmes
Church Commercial School Lyttelton	Opened Jan 1851	Closed 31 Mar 1852 when it divided into separate Boys & Girls Schools	Teachers Edward Toomath, Mr & Mrs Gilbert Mayo
Lyttelton Infant School	Opened Mar 1851	Closed 1854? 1855?	Teachers Mrs Collis, Miss Rosetta Godfrey, Mrs Jane Jagers, Mrs Ranson
Gebbies Station School	Opened Mar 1851	Closed?	Teacher William Blatchford
Boys' Church Commercial School Lyttelton	Opened 31 Mar 1852	Closed 1 May 1854 when it became the District Boys School.	Teacher Gilbert Mayo
Girls' Church Commercial School Lyttelton	Opened 31 Mar 1852	Closed 1 May 1854 when it became the District Girls School.	Teachers Mrs Jane Jagers, Mrs Gilbert Mayo, Annie Simpson
Akaroa Church Commercial School	Opened June 1851	Closed 7 Feb 1852	Teacher Robert Wadsworth

Christchurch Church Commercial School	Opened 20 June 1851	Closed 31 Mar 1854 & transferred to Provincial Government.	Teachers John Bilton, Mrs E Horrell
Collegiate Grammar School	Opened 26 April 1852 and remains as Christ's College.		Teachers Rev Henry Jacobs, Mr Baines, Christopher Calvert, William Holmes, Mr Percival
Kaiapoi Native School	Opened June 1851	Closed 15 Nov 1852	Teacher Henry Fletcher

A detailed account of early Canterbury schools may be found in: Watson, L.E.L., Education in Canterbury 1851-1857, (an unpublished M.A. thesis, University of Canterbury, 1961).

Canterbury Provincial Government Records (1853-1876)

The Canterbury Provincial Government had its own Education Department (later the Canterbury Education Board), reporting to the Provincial Secretary. Education-related correspondence, papers and reports from the period can be found by conducting an advanced search on Archway, typing 'CH287' into the accession field, and using keywords such as 'education*', 'school*', 'teach*' etc.

The Papers of the Canterbury Provincial Council [Archives Reference: Series 20410] are a particularly detailed and useful source for those researching educational matters in the Provincial Period. To find relevant papers, conduct an advanced search on Archway using the same keywords listed above – but instead of typing 'CH287' into the accession field, type '20410' into the series field.

See also: *Canterbury Provincial Government Gazettes* under Official Publications, below [Archives Reference: Series 27140].

Department of Education (Southern Regional Office) & Ministry of Education (Christchurch & Nelson) Records

We have received various registered files (and other material) from the Southern Regional Office of the Department of Education (later the Ministry of Education) which deal with such matters as kindergarten staffing and salaries, primary, intermediate and secondary teachers' appointments, inspections of schools, school buildings and sites, school transport arrangements, and training of teachers.

<i>Record description</i>	<i>Dates</i>	<i>Series or Accession</i>
Department of Education Southern Regional Office Multiple Number Subject Files	1884-1990	2261
Ministry of Education (Nelson) – General Files on Schools (Nelson/Westland/Marlborough regions)	1989-1992	CH699

Teachers' College Records

Many teachers received their training at the Christchurch Normal School and Teachers' College (now the College of Education - part of the University of Canterbury).

Teachers who wish to obtain a record of their training, or information about staff at the College, can request a transcript by writing to:

Contact:

Christchurch College of Education

University of Canterbury

✉ Private Bag 4800, Christchurch 8140.

The College of Education has in its Records Department boxes of student cards in alphabetical order.

We hold photographs of staff and students, from 1886-1993, arranged by year and division. Also amongst the wide variety of material are plans, posters, Council reports, Registrar's and Principal's files, and Student Association minute books.



Christchurch College of Education photographs and slides include pictures of individual teachers, as well as school children. Many of the photographs are from the College Calendar. Also included are campus and building photographs.

You can search through lists of College of Education holdings on Archway, by choosing the advanced search option, clicking on the 'records' box in the diagram, and entering 'CALN' in the agency field.

Additional records relating to teacher training (both at the Normal School and at Teachers' College) can be found amongst the Education Board archives recently transferred to us by the Canterbury Museum [Archives Reference: Series 27530], and the Normal School records themselves [Archives Reference: CH206, /94a-99d & CH792, /7a].

Official Publications


A wide variety of official publications, many of which contain information about educational matters, including teachers and schools, are available to view in the office and/or online (hard copies need to be ordered for retrieval via Archway, using the archives series references below).


<i>Record description</i>	<i>Holdings Dates</i>	<i>Series</i>
New Zealand Gazettes	1849-1926*	27137
Canterbury Provincial Government Gazettes	1853-1876	27140
Appendices to the Journals of the House of Representatives (AJHR)	1858-1950	 atojs.natlib.govt.nz  paperspast.natlib.govt.nz/parliamentary
New Zealand Education Gazettes [Canterbury Education Board Copy]	1934-1978	27572
Education Statistics of New Zealand	1964-1973	27573

* Subsequent NZ Gazette issues can be provided in-house via our digital edition (please ask the Duty Archivist for assistance).

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