

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.

- June 2019

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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 various Education Department offices, the Canterbury Secondary Schools Council, the Canterbury Education Board, the Ministry of Education, and in some cases, the schools themselves.

Note that some education records from our region are held by museums; the Canterbury Museum for example still holds some early Canterbury Education Board records, including minute books from Canterbury and the West Coast.

The administration of **Native Schools** (called Maori Schools from 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/Maori School see: [Archives Reference: CH191].

This guide relates specifically to school, student and teacher 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, with the exception of the following:

Restrictions apply where school records contain private information about named individuals or families (whether students or staff), records may be restricted for 60 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.

Canterbury Education Board Inspection Reports and General Files are restricted for 60 years from date of closure.

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) 436 8000

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.

School Records

Introduction

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.

We do not hold pupil records from every school listed overleaf, in some cases, the only surviving records of a school are administrative in nature. Canterbury Education Board Inspection Reports and School General Files (along with those from the Board's successor agencies) can provide additional detail about a school, its teachers and students.

School records include: Registers of Daily Attendance, Registers of Admission, Progress and Withdrawal, Examination Registers (later Records of Survey, and Registers of Progress and Achievement), Examination Schedules, Classification Returns and Lists, Inspection Reports, Photographs, Property Files, Maps and Plans, Ephemera, Boards of Trustees Minutes and Reports (and those of the earlier School Councils and School Committees), Principals' Correspondence, etc.

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

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

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

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Christchurch Hospital Class School	Christchurch	CH206, 37e-f
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*
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
Foveran School		CH206, 48b-f
Freeville School		CH1078
French Farm School		CH206, 49a-d CH206, 49a & 49b*
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
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	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

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Hook School	South of Makikihi, near Waimate 1913-1989	CH915, 19a-20c
Hornby High School		CH771
Humphreys School		CH206, 62c
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 School	<i>see</i> Coutts Island	
Kaiapoi School [1852]		CH290, 7/9
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
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

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Lyttelton West Primary School		CH1069†
Malvern School		CH1128†
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
Montalto School		CH206, 88a-92g
Mona Vale School		CH206, 87a-f
Morven Primary School		CH1097
Mount Grey Downs School		CH206, 93a
Mount Nething School		CH206, 93b
Mount Parker School		CH206, 93c-h
Nelson Creek School	West Coast – 1943-1992	CH516 CH699, box 19
Ngakawau Public School	Westport area	CH386, photocopies
Normal School		CH206, 94a-99d CH206, 94a-99d*
North New Brighton Primary School		CH1100
Nukuroa School	<i>Formerly Hannaton, later Studholme</i>	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 Tripp Settlement School</i>	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 Ashburton</i>	CH206, 106a
Phillipstown Primary School		CH1081
Pigeon Bay Side School/Kukupu School		CH907, 1aa-2af
Pigeon Bay (Main) School		CH907, 2ah-2ch
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 Mangamaunu</i>	CH206, 108a-c
Pukekura School	<i>consolidated with Kakapotahi</i>	CH206, 108d
Rangitata Island School		CH206, 109a-d
Rangitata Station School		CH206, 110a-e
Rapahoe School		CH1090
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
Rosewill School		CH206, 116d-e

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Saltwater Creek School		CH206, 117a-120e CH206, 117a*
Seafield School		CH206, 121a
Sergeants Hill School	Westport area	CH386, photocopies
Sheffield School		CH1128†
Shirley Intermediate School		CH1045†
Shirley Primary School	1916-1996	CH956, CH 985
Silverstream School	<i>see</i> 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	<i>formerly</i> Hannaton <i>and</i> 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	<i>formerly</i> 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	<i>see</i> 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
West Christchurch School	Christchurch	CH206, 148c-f CH206, 148c-148f*
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 Histories

The Canterbury Education Board compiled some brief histories of schools in the Canterbury and Westland areas [Archives Reference: CH210]; photocopies of these are available for browsing in the Reading Room (ask an 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.

Canterbury Association Schools

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].

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.

<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

The Grammar School provided a classical education while the Commercial Schools offered a more general primary education.

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).

Teachers

Introduction

This section of the guide covers records documenting the training of teachers and their employment history. These records can be found in the archives of the Provincial Government (1853-77), which had its own Education Board/Department, the post-Provincial Education Boards (Canterbury and Westland), the Department of Education (later the Ministry of Education), and the Christchurch Teachers' College/College of Education. Records of teacher training can also be found in the archives that we hold from the Christchurch Normal School.

Early records of the post-Provincial Education Board, beginning in 1876, are also held by Canterbury Museum, but we have some material, including annual reports and salary registers, for teachers in the region.

Records containing teacher information include: Salary Cards, Salary Registers, Teachers' Registers, Inspection Reports, Annual Reports, General Files, Department and Ministry of Education (Southern Regional Office/Christchurch Office) Records, Official Publications.

Please note: Additional material relating to teachers' careers is available via the records that we hold from the schools in which they taught (detailed earlier in the guide).

Teacher Training 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.

Education Board Teachers' Employment Records

Personal Files

We **do not** hold the personal files of individual teachers.

Salary Cards

We have **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). Salary cards for primary and secondary school teachers who have been teaching in the last 15 or so years in the Canterbury region, should be held by:

Contact:

School Support Limited

✉ P.O. Box 293, Christchurch 8140.

☎ (03) 281 7686

Salary Registers

We hold salary registers from the Canterbury Education Board (the C.E.B. was an amalgamation of the North and South Canterbury Boards), and the Westland Education Board, 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. The Canterbury Museum holds some earlier C.E.B. salary registers (their holdings intermittently cover the period from 1878-1934).

Teachers' Registers

We also hold miscellaneous teachers' registers. The majority of these are archived, and for some years they were also printed in the *New Zealand Gazettes* and *Appendices to the Journals of the House of Representatives* (generally in section E). 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 Westland Education Board Teachers' Registers, they do not give the name of the school.

Teachers' Registers contain the following information: Name, Year, Type of Certification, Year Certificate Obtained, Salary Scale, Type of Position, and District.

From 1958-88 these teachers' registers were issued every three years for primary school teachers and every year for secondary school teachers. Since October 1989, when the Department of Education was disestablished, 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

Inspection Reports

Once you have found the details of when and where a person taught, you could then read the relevant inspection reports. While used mainly to find information on pupils, the reports contain the teacher's name and his/her position on the staff. There is also a notes column where topics such as grouping of classes, use of specialists and interchange of teachers can be noted. The inspector's remarks in Section B relate to the general atmosphere of the school, the level of teaching, and the overall strength and weakness of the school. Publication of the reports was prohibited and there are still access restrictions in place (for further details, see the 'Access' section at the start of this guide).

Annual Reports

The names of head teachers in schools can be found in some Education Board Annual Reports - 1872-1987. In addition, some of these annual reports list school teachers within the district but contain no other details than the years taught at various schools, the position in the school and the salary received. These archived annual reports are exactly the same as those printed in the Appendices to the Journals of the House of Representatives (*AJHR*).

General Files

The Education Board material also contains general files on schools which, although subject to an access restriction, usually provide useful information for researchers. (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>Education Board Teachers' Employment Records:</i>			
<i>Record Description</i>	<i>Dates</i>	<i>Accession</i>	<i>Series/Item</i>
Salary Cards	1885-1993 (<i>few in later years</i>)	CH278	
Salary Registers - South Canterbury	1878-1916	CH207, CH802	/1-15, /4a-c
Salary Registers - North Canterbury	1908-1915	CH207	/16-17
Salary Registers - Canterbury	1935-1959	CH207	/18-47
Salary Registers - Westland	1904-1905, 1930-1936	CH284	/21a & /21c
Inspection Reports	1916-1936	CH210	/Box 50-57
Inspection Reports - Misc. Schools	1902-1980	CH206, CH217	
Inspection Reports - Special Education	1979-1987	CH232	
Inspection Reports - Teachers/Institutions	1972-1989	CH232	
Annual Reports - South Canterbury	1879-1915	CH207	
Annual Reports - North Canterbury	1878-1915	CH207, CH210	
Annual Reports - Canterbury	1872-1987	CH207, CH210	
Annual Reports - Westland	1876-1914	CH207	
List of Schools Opened and Closed - Canterbury	1925-1977	CH676	/20-22
List of Schools Opened and Closed - Westland	1925-1956	CH284	/22b
Teachers' Registers - South Canterbury	1876-1905	CH207	/48
Teachers' Registers - Canterbury (Gazette List)	1943-1960	CH676	/1-4
Teachers' Register - Westland	1885-1916	CH207	/52
Misc. Teachers' Registers - Canterbury	1956-1990	CH232	/Box 160 & 162
Education Board Minute Book - Greymouth	1893-1903	CH284	/13a & /14b
Education Board Minute Book - Westland	1885-1893	CH284	/12a & /12b
General Files - Schools A-M	1921-1989	CH191	
General Files - Schools M-Y	1922-1988	CH205	

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

For general education records since approximately 1915 which may include specific references to teachers, it would be worthwhile looking through Series 2261 on Archway.

We have received various registered files from the above agencies which deal with such matters as kindergarten staffing and salaries, primary, intermediate and secondary teachers' appointments, inspections of schools, and training of teachers.

Official Publications

A wide variety of official publications, many of which contain information about teachers, are available for viewing in the Reading Room; simply order these via Archway (see the table overleaf for more details) [Archives Reference: CH1116]. They include the following:

Canterbury Provincial Government Gazettes

The 1876 Education Board Report includes an alphabetical list of teachers with the name of the school, it also contains inspection reports. The earlier provincial gazettes do not include lists of teachers but sometimes have annual reports and inspection reports.

Appendices to the Journals of the House of Representatives (AJHR)

The first annual report of the Minister of Education, which appeared in 1878, includes inspection reports. Education Board Annual Reports are in section H - Miscellaneous, for the years 1878-1879, but later are indexed under E for Education.

In the reports of Native Schools, the name of the teacher is mentioned in the returns for each school, this appears in the Native Affairs section of the *AJHR*. Section E in all the volumes for every year has a list of teachers, although they do not always give the name of the school.

Volumes dating from 1854-1950 have been digitised and are available online:

 <http://atojs.natlib.govt.nz>

New Zealand Gazettes

Some gazettes only have the names of secondary school principals, full-time assistant teachers in secondary schools and manual training schools, and tutors at Technical Institutes, rather than the entire Teachers' Register. Various volumes mention teachers who have resigned, as well as those who are still teaching, but the school is not always mentioned. Volume 2 of the New Zealand Gazette is worth checking for the lists of registered private schools and religious schools which include the name of the school, name of the proprietor or manager, and the address.

Education Gazettes

Contain interesting general information regarding various schools and national activities, and lists of teacher appointments.

Official Publications containing details about teachers:			
Description	Dates	Publication/Accession	Section/Item
Education Board report includes alphabetical list of teachers and names of schools, also includes inspection report.	1876	<i>Canterbury Provincial Government Gazette</i>	Section H
Annual Reports	1878-	<i>AJHR</i>	Section E
Native School Teachers	1863-1930	<i>AJHR</i>	Section E
District High Teachers	1905-29	<i>AJHR</i>	Section E
Public Primary School Teachers	1878-1924 1925-31	<i>AJHR</i> <i>NZ Gazette</i>	Section E Volume 3
Technical School and Manual-Training Staff	1911-	<i>AJHR</i> <i>NZ Gazette</i>	Volume 1
Teachers' Register		<i>NZ Gazette</i>	Volume 3
Classification of secondary school Assistant Teachers.		<i>NZ Gazette</i>	Volumes 1,2, and 3
Supplementary teachers' register and supplementary graded list of primary, secondary, and technical school teachers.		<i>NZ Gazette</i>	
Schools opened and closed.	1925-77	<i>AJHR</i>	
Registered private schools/religious schools.		<i>NZ Gazette</i>	Volume 2
NZ Education Department <i>Education Gazettes</i>	1934-78	CH 210	Box 83-87

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