

Hutchesons' Grammar School Parents' Handbook
Primary 2011-2012

Information for Parents

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1 Welcome from Mrs C Haughney, Depute Rector

I'd like to offer you a warm welcome to the 2011-2012 session from everyone in Kingarth Street. We extend special greetings to all our new pupils and parents. We are confident that you will all be very happy here. I look forward to getting to know you and your children!

2 Primary School Aims

- (a) To provide a curriculum with a breadth and balance of experience affording children a broad-based education and outlook.
- (b) To measure attainment and progress through systematic assessment in order to develop and maintain the highest standard of achievement for each child.
- (c) To provide varied and effective teaching and learning experiences which will meet the needs of all pupils and to give regular feedback to empower children to become effective learners.
- (d) To promote children's learning, progress and attainment by supporting the emotional, physical and social needs of each child through inclusion and equality.
- (e) To create, in partnership with parents, governors, staff and pupils, a community, based on mutual respect, which is secure, harmonious, stimulating and agreeable to all those working in it.
- (f) To ensure that members of staff are supported in their continuous professional development enabling them to stretch children's development through a range of challenging, well-resourced activities.
- (g) To monitor, review and report on the provision of all aspects of pupils' education to ensure continuing best practice.

We aim to provide a happy, purposeful and well structured context for the academic, social and emotional development of all pupils in Kingarth Street and to give all pupils a thorough grounding in the core subjects to equip them for their future education.

We strive always to deliver ever higher academic standards through high-quality teaching and our wide-ranging curriculum. In the early years, a strong emphasis on Mathematics and Language forms the foundation for confident and successful development across the curriculum, which includes Social Studies, Health and Well-Being, Science, Technology and Religious and Moral Education.

In many areas, such as Art, PE and Music (from Primary 1), Games, ICT, and Modern Languages, our pupils benefit from expert teaching by specialists.

The rich mix of drama, musical productions, sport and many extracurricular activities enriches and builds on all that is achieved by our pupils in the more formal areas of the curriculum, providing all pupils with the confidence and the tools to move on to the next stage of their educational career.

3 Session Dates

(a) Session Dates 2011 - 2012

Autumn

Term starts: Wednesday 24 August 2011

September Holiday: Friday 23 September - Monday 26 September

Mid-Term break: Monday 17 October - Friday 21 October

School closes: Friday 16 December (12 noon)

Spring

Term starts: Thursday 5 January 2012

Mid-term break: Monday 13 February - Friday 17 February 2012

Term ends: Friday 30 March 2012 (12 noon)

Summer

Term starts: Tuesday 17 April 2012

May Day Holiday: Monday 7 May

Mid-term break: Friday 1 and Monday 4 June

Queen's Jubilee: Tuesday 5 June

School Closes: Wednesday 27 June (12 noon)

End of Session and Prizegiving: Thursday 28 June

Most pupils will not attend School on the Entrance Assessment Day on Friday 27 January 2012 and on Founders' Day in March 2012. Parents will be given advance notice of these dates.

(b) People at Hutchesons'

Rector: Dr K M Greig (based at Secondary School)

Depute Rector (Head of Primary): Mrs C Haughney

Depute Rector (Upper Primary): Miss F Macphail

Depute Rector (Lower Primary): Mrs C Hatfield

(C) Contact Information

Website and eHutchesons': www.hutchesons.org

The School website, www.hutchesons.org, is updated regularly with news from both sites. A copy of this handbook is also available on the website.

The parental intranet – eHutchesons' – enables all parents to log in to a secure network where they can access all notices and letters. To register to join the network, please go to 'eHutchesons' log in' on the home page of the school website, www.hutchesons.org.

The Kingarth Street Newsletter is published on-line every several times a year.

Primary P1-P7

Office Manager: Miss J Craig

Office Administrator: Mrs L McMenamin

School Secretary: Mrs A Burns

44 Kingarth Street, Glasgow G42 7RN

Phone: 0141 423 2700 (also for absences before 9.15 am)

Fax: 0141 424 1243

Office hours are 8.30 am to 4.30 pm. You may leave messages on the voicemail at other times.

Hutchesons' After-School Club

Manager: Mrs S Leitch

44 Kingarth Street, Glasgow G42 7RN

Phone: 0141 433 4481

Secondary S1-S6

21 Beaton Road, Glasgow G41 4NW

Phone: 0141 423 2933

Fax: 0141 424 0251

rector@hutchesons.org

Hutchesons' Educational Trust (Fees and Bursaries)

21 Beaton Road, Glasgow G41 4NW

Phone: 0141 423 2933

Fax: 0141 424 1731

bursar@hutchesons.org

Auldhouse Playing Fields

180 Thornliebank Road, Glasgow G43

Boys Sports Information Line: 0141 433 4490

Girls Sports Information Line: 0141 433 4485

The recorded message is updated daily regarding games arrangements.

(d) School Hours

| | |
|----------|--|
| 8.45 am | Pupils report to form rooms |
| 8.55 am | Assembly (P1 and P2 have separate weekly assembly) |
| 9.10 am | Periods 1 and 2 |
| 10.10 am | Interval |
| 10.30 am | Periods 3, 4 and 5 |
| 12.10 pm | Lunch interval |
| 12.30 pm | After-School Club Preliminary Session (P1 only, from 25 August-14 October) |
| 1.10 pm | Periods 6, 7, 8 and 9 |
| 3.10 pm | After-School Club Session 1 |
| 4.30 pm | After-School Club Session 2 (closes 6.00 pm) |

4 Travel to and from School

Wherever possible, we encourage you and your children to walk to school and Hutchesons' Grammar School is conveniently situated for public transport. In addition to the many public bus services which run through the district, the railway stations at Queens Park and Pollokshields West and East are just five minutes by train from Glasgow Central, making the school accessible from the whole of the Glasgow region. Both stations are a few minutes' walk from Hutchesons' Grammar School at Kingarth Street. Queens Park is on the main train line from Neilston, which stops at Patterton, Whitecraigs, Williamwood, Muirend and Cathcart. Pollokshields West and East are on the Cathcart Circle and also on the line from Newton to Glasgow Central.

Buses

West End: A School-organised bus travels between the West End and Kingarth Street, leaving at 8.00 am and arriving at Kingarth Street at 8.35 am. The bus returns from Kingarth Street to the West End after school, arriving in the West End at approx 3.50 pm.

Southside: Two School-organised buses leave the Primary School after school each day for the Mearns area, dropping off in Newlands, Muirend, Giffnock, Clarkston, Whitecraigs, Mearnskirk and Newton Mearns. A supervisor travels on each bus. Fares must be paid on a termly basis.

Ayrshire: A School-organised minibus travels non-stop from the 'Q8' roundabout south of Kilmarnock to Hutchesons' before school every day and returns following school.

Contact: Mrs Norman, Rector's Office (0141 433 4443)

Southside: A number of privately hired buses are organised independently of the School. Although the School has no responsibility for these routes, they are understood to run as follows: A bus operated by Silver Fox Coaches leaves the Mearns area each morning, arriving at Kingarth Street by 8.25 am.

7.25 am Broom Church Bus Stop

7.35 am Mearnskirk Roundabout

7.40 am Avenue Bus Stop, Ayr Road

7.50 am Colonsay Drive Bus Stop, Greenfarm Road

7.52 am ASDA loading bay

8.01 am Eastwood Toll/Fenwick Road Bus Stop

8.10 am Fenwick Road/Netherauldhouse Road Bus Stop

Please note that the bus will stop at any bus stop on the Ayr Road, and that all times are approximate.

The cost per journey is currently £1.50, payable to the driver on a single-journey basis. Contact: Silver Fox Coaches (0141 886 4134).

Paisley: A bus leaves the Foxbar area at 7.40 am daily and picks up at various stops in Paisley for Beaton Road and then on to Kingarth Street. The return journey commences at Kingarth Street and then on to Beaton Road, arriving back in Foxbar around 4.15 pm. Contact: Mrs Kate Brown (0141 580 5890)

Motherwell/Hamilton/Bothwell/Uddingston: A bus leaves Motherwell via Hamilton, Bothwell and Uddingston for Kingarth Street and then Beaton Road. It returns from Kingarth Street and Beaton Road, leaving Beaton Road at 3.30 pm.

Contact: Clan Travel (01698 833299 or 07803 052646)

Cars

You can drop your son or daughter at the main entrance on Kingarth Street, which is very congested at 8.30 am and 3.10 pm. Double-parking or parking on the zigzags is strictly forbidden! Please park further away and walk, or use the playground entrance on Calder Street at the back of the school. A lollipop man/woman is sited near the West Gate in Kingarth Street and on Calder Street and will escort children across the road. When you are attending day-time events at Kingarth Street, please do not park in the car parks for McDonald's, KFC or Lidl.

5 Visiting the School

Pupils may arrive at School between 8.00 am and 8.45 am, entering via the Infant Door, the West Door (Pollokshaws Road end) or the West Door (Calder Street side). During this period, unaccompanied adults will be questioned by those on door duty.

Between 8.50 am and 5.00 pm, all visitors, including parents, should enter by the central door on Kingarth Street and will be required to sign in and wear a pass at all times. The School is conscious of the need for maintaining a safe environment for pupils and staff alike, and reviews its procedures accordingly.

6 Lunch

Primary pupils benefit from a traditional-style catering service that provides food to pupils and staff each day. The catering facility incorporates a self-service restaurant and was recently awarded the Healthyliving Award from Consumer Focus Scotland. Pupils can choose from a large range of traditional, vegetarian, pasta, salads, sandwiches and snack foods. Diet in childhood plays an essential role in growth, development, well-being and educational performance, and the School helps enables pupils to benefit from the promotion of appropriate food and drink choices.

P1 and P2 pupils may have a two-course meal (from the October break for P1 pupils) supervised by a classroom assistant and payable on a termly basis. Pupils from P3 to P7 may buy lunch on a daily basis or termly in advance.

Each pupil with a termly lunch pass is offered the following food provision:

- Fresh fruit during morning interval.

Two Course Lunch

- Soup, dinner roll, main course with vegetables and potatoes with fruit juice or milk; or
- Main Course with vegetables, potatoes and sweet with fruit juice or milk.

We aim to ensure that all children (including those in Primary 1 & 2) are given the opportunity to select healthy food with encouragement and guidance.

All pupils may bring a packed lunch, which they eat in their form room.

Information on lunch passes is available from the Primary School Office: 0141 423 2700

7 Homework

A small amount of homework will be set from Primary 2, although some preparation at home may be given to Primary 1 (Primary 1 parents have separate guidelines for helping their child). The time spent on homework will increase from about 20 minutes at Primary 2 to a maximum of one hour in Primary 7. From time to time pupils will be encouraged to undertake topic research, for which advance notice will be given.

We ask that you cooperate with us in ensuring that it is completed. The class teacher may request that you sign your child's homework diary. If there seems to be a problem or if your child is spending too long on the set homework do not hesitate to communicate with the class teacher. At the beginning of a session you will have the opportunity to meet your child's teacher, who will give you more detailed guidance.

8 Reports and Parents' Evenings

All parents, except those of children in next session's Primary 1 and Primary 5, who meet the class teacher in June, have an opportunity to meet with class teachers early in September. There are also two Parents' Evenings held during the course of the session, one in late November and one in the Spring term, during which parents may consult with teachers. A full written report is sent home in the summer term and parents will also receive class test results and topic reports during the year. Class teachers are happy to see parents to discuss pupils' progress at other times and appointments may be made with the School Office.

9 Music

Classroom Music

From Primary 1 to Primary 4, pupils receive two half-hour music classes every week; from Primary 5 to Primary 7 they receive an hour once a week. These take place in our well-resourced music department with two full-time music specialists. We focus much attention on the development of an awareness of pitch and rhythm and, from the very beginning of Primary 1, we seek to involve and enhance pupils' enthusiastic participation in a wide range of musical experiences using voices and instruments in performing, listening and creating music.

Extra Curricular Music

In addition to classroom music, pupils are encouraged to take part in the many extra-curricular opportunities at morning breaks, lunchtimes and after school. There are choirs, orchestras and string groups, a wind band, a guitar ensemble, and a ceilidh band to encourage and support the many pupils who enjoy singing or playing instruments. The Music department holds rehearsals for auditions, competitions and music exams, and occasionally pupils take part in secondary school ensembles such as the Pipe Band and the Intermediate Wind Band.

P3 pupils are auditioned for the training choir for the RSNO Junior Chorus; from time to time pupils are involved in Scottish Opera chorus work and the National Boys' Choir. Throughout the year there are many opportunities for performance in assemblies, concerts, shows, individual performance evenings and workshops.

Instrumental Lessons

As children move up the school, opportunities open up for learning an instrument; we have 18 visiting specialists in the Primary School at Hutchesons' and offer tuition on the following instruments:

Flute, Oboe, Clarinet, Bassoon, Saxophone
French horn, Trumpet, Trombone, Tuba, Euphonium
Violin, Viola, Cello, Double bass
Percussion, Piano, Chanter/Bagpipes, Scottish drums

Help and advice is always available when a child begins to show interest in learning an instrument; the class teacher

will be consulted, as lessons take place in class time, at a fixed and mutually agreed time each week. Individual or small group lessons (2/3 pupils) on orchestral instruments are available and a period of 8 'Taster' lessons is offered to pupils in Primary 6 during the spring term. String instruments are available for hire, as are some of the larger and more expensive wind and brass instruments. Please note that lessons are charged for in addition to school fees.

A leaflet giving full details of the Instrumental Tuition Scheme is available from the Music Administrator, Mrs Doole (music.admin@hutchesons.org).

10 Physical Education and Games

All pupils at the school are given as much variety as possible in terms of team and individual sports, in the hope that each child will enjoy and gain from the programme of sport available at the school.

Primary 1 to Primary 3

The lower primary classes have two timetabled periods of PE each week. The time is spent either in the gym, where pupils are involved in movement-based activities such as dance or gymnastics, or the hall, where the emphasis is placed on games and the development of the children's hand-eye co-ordination and spatial awareness.

Primary 4 and Primary 5

All Primary 4 and 5 classes have three periods of PE each week. This comprises a single period of gymnastics or ball skills and a double period of games. Pupils are also timetabled on a rota basis for swimming at a local pool and this has proven to be an excellent stage at which to teach and/or introduce swimming to our pupils. The emphasis is very much on the development of skills in Primary 4 and 5 and no inter-school matches are played at this level.

Primary 6 and 7

In Primary 6 and 7 the pupils have two double periods of PE. This time is spent on traditional sports at Hutchesons', such as hockey, rugby, cricket and tennis, as well as the introduction of other sports such as volleyball, basketball and netball. As in Primary 4 and 5, time is used for swimming blocks during the winter months. Pupils in Primary 6 and 7 also have the opportunity to participate in extra-curricular sporting activities, such as swimming, cross-country, dance and badminton.

Primary Teams

Teams at the Primary 6 and 7 level compete in rugby, athletics, cross-country, swimming and cricket for boys and in hockey, athletics, cross-country, swimming and netball for girls at various points in the session.

(a) Maps and Directions to Hutchesons' Auldhouse Playing Fields

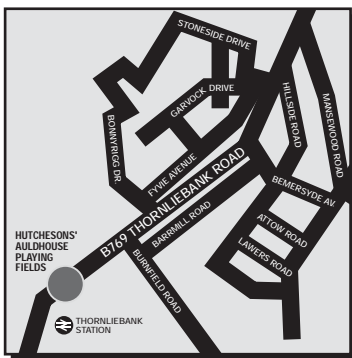
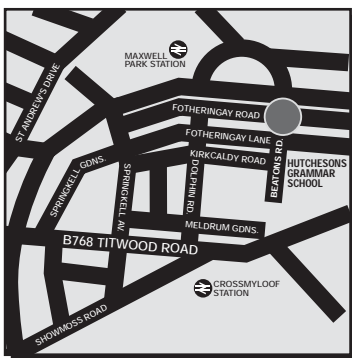
180 Thornliebank Road
Glasgow G46 7RQ

Boys Sports Information Line: 0141 433 4490

Girls Sports Information Line: 0141 433 4485

The recorded messages are updated daily regarding games afternoon and Saturday morning arrangements.

- 1 Turn on to Kirkcaldy Road.
- 2 Turn LEFT on to Dolphin Road
- 3 Cross over Titwood Road.
- 4 Turn RIGHT on to Shawmoss Road.
- 5 Turn LEFT on to Hags Road.
- 6 Hags Road becomes Pollokshaws Road
- 7 Enter next roundabout and take Second Exit on to Thornliebank Road.
- 8 Hutchesons' Auldhouse is on the RIGHT, about 1 mile after the roundabout and immediately after pedestrian crossing. Watch out for the speed camera!



11 Information & Communications Technology (ICT)

Facilities:

All classrooms are equipped with networked PCs and a printer, and have either an interactive whiteboard installed or access to a portable interactive whiteboard. Wireless laptops, digital still and video cameras and colour printing are available throughout the building for class and individual use. The ICT lab is furnished with overhead projection facilities, 25 networked PCs, mono and colour printing and audio-visual equipment. The Library (see below) also has an interactive whiteboard.

Curriculum:

ICT introduced informally into the curriculum from Primary 1, when pupils learn basic computing skills such as mouse control, keyboard skills and the operation of simple software. ICT is taught as a discrete academic subject from Primary 3 and a specialist teacher works with all pupils in Primaries 4 to 7 in the fully equipped ICT room.

As pupils progress through the school, the skills acquired in preceding years are built upon and they are required to make use of them for personal research, homework and information sharing. Considerable emphasis is placed on teaching pupils, particularly those in the upper primary, how to use the internet safely and responsibly.

All year groups also spend time with class teachers either in the ICT room or with laptops, where they undertake a variety of work, including researching using the Internet, writing stories or essays, contributing to class or year-group blogs and presenting work using a variety of media, such as videos, Powerpoint presentations, posters and digital books.

12 Library

The Library in Kingarth Street has recently re-located to a new purpose-built space on the ground floor, central to the school. An attractive, modern and welcoming area, our increased size means we can now accommodate significantly more pupils for a variety of purposes, including reading for pleasure in our informal seating area, group project work and individual research plus access to our ICT facilities via wireless laptops.

The Library is staffed by a Chartered Librarian, Mrs Denham, and is open every day during class time as well as every lunchtime.

We also maintain a blog to keep pupils and parents informed about library news and events. This can be found at www.kslibrary.blogspot.com.

On both the primary and secondary sites, the library management system, Oliver, enables pupils to access Library information from any computer in school, including catalogue information about resources on both sites, reliable websites gathered under appropriate subject headings and their own personal library account. This allows pupils to reserve resources, renew loans, create reviews and receive e-mail alerts when something of interest to them arrives.

13 Beyond the Classroom

From Primary 1, all children have the opportunity to leave the school on educational visits. Parents are informed of these by letter and often have the opportunity to accompany the children. Trips include visits to Scotland Street Museum, Lochwinnoch Nature Reserve, Stirling Castle, Culross, Millport and Glasgow Science Centre.

One of the highlights of the children's Primary school career is the Primary 7 residential visit to Newlands Adventure Centre. The children are accommodated in a converted graphite mill, set in extensive grounds in the secluded Newlands valley, near Keswick in the Lake District. The visit usually takes place in May/June and, for four days, the children enjoy a range of challenging activities including climbing, abseiling, kayaking, ghyll scrambling, orienteering and high rope courses supervised by qualified instructors. Lasting friendships are made and it is ideal preparation for the children's transfer to the Secondary School where they will be expected to be more independent.

Newlands Adventure Centre, www.activity-centre.com

14 Clubs and Activities

We encourage all pupils to enjoy the many lunchtime and afterschool activities available to them at Hutchesons' Primary School, from music ensembles and sports clubs to Mini-Bridge, Internet, Chess, Scripture Union, Drama, Eco-Schools and Catch-up. More information about these will be posted on the School's website, www.hutchesons.org, and on the parents' intranet - log in from foot of website.

Pupils from P4 to P7 have the opportunity to enrol in our recently formed Junior Duke Scheme. Each child is set a number of tasks and an award is presented on their completion. This has already proved very popular.

Primary 6 pupils may also take the National Cycling Proficiency Test, which is organised during school time in the Summer term.

Charitable Fundraising

The School prides itself on its record of raising money for charity each year, seeing this as an important part of the education offered to pupils. Sometimes there is a single joint charity objective for all pupils and at other times the Primary and Secondary Schools may have different objectives. Great emphasis is placed on pupil ownership and initiative in each year's effort. Pupils in Primary 7 join Secondary pupils in October for the sponsored cross country run, which raises a large sum for charity each year.

Responsibilities

Pupils have the opportunity to get involved in the Pupils' Council and in the Eco Schools committee, and as Playground Friends who help younger pupils in the playground.

15 Health

The School Matron is Mrs E Phillips, a Registered General Nurse, who is based in the Medical room near the West Door from 8.30am-3.30pm. Pupils who require first aid, nursing or medical treatment will be referred to Matron and she will contact parents if necessary. In addition, several members of staff hold First Aid certificates.

Matron is happy to discuss the appropriate emergency treatment with those parents who have intimated on the health details form that their son or daughter suffers from asthma, epilepsy, diabetes or anaphylactic shock. Mrs Phillips holds a current AED certificate.

Any pupil who requires prescribed medication during school hours should hand the medication to Matron in the morning, properly labelled and with a letter from the parent intimating the dosage and the time it should be dispensed. Matron may give your child Paracetamol or Ibuprofen. A letter confirming dosage and time of administration will be sent home.

if your child has any kind of infectious illness, please contact Mrs Phillips, who will advise you on the School's policy and whether or not your child may attend school. We also ask that you inform Matron if your child has head lice, so that we can ask other parents to be vigilant.

Mrs Phillips also plays an active role in our Health Education curriculum and is our coordinator for Heartstart, a programme devised by the British Heart Foundation to teach school children emergency life support skills. She is assisted by Mrs A Smart and Mrs F Clark and S6 volunteers.

Nut Policy

We have quite a few children who suffer a severe nut allergy. It is very important that other parents are sympathetic to this, and that nuts are not brought to school (this includes peanut butter and pesto).

16 Out-of-School Hours and Hutchesons' After-School Club

School doors open at 8.00 am and pupils are welcome to go to their form room from that time. Pupils and their parents may enter only by way of the West Door entrance, the Infant entrance or the West Door on Kingarth Street.

From 3.10 pm, pupils may attend Hutchesons' After-School Club, which offers pupils:

- A happy, supportive, welcoming and secure environment;
- An atmosphere of trust, openness and fun;
- A range of activities that includes sports, arts and crafts, drama, dance and play; and
- A quiet area for reflection and reading, and a space for homework to be completed (although not checked) under supervision.

The Club has experienced staff and is open every day during the school term, except on staff in-service days, and is open to all pupils. Drinks, fruit and snacks are included in the fees.

After-School Club Sessions

12.30 pm - 3.00 pm Preliminary Session

(P1 only, from 25 August to 14 October)

3.10 pm - 4.30 pm Session 1

4.30 pm - 6.00 pm Session 2

Flexible Usage

You may also use the ASC on a flexible basis. Please telephone Mrs. Leitch to book your child in, where possible allowing 24 hours advance notice.

We will endeavour to meet your requirements whenever possible. Children who are not booked in cannot be guaranteed a place. This is not available for preliminary sessions.

After 6.00 pm, a charge of £5 is made for each five-minute period.

For more information, please contact the Manager, Mrs Sandra Leitch, at Hutchesons' After-School Club, 0141 433 4481 or leitchs@hutchesons.org (between 1.00 pm and 6.00 pm), term time only.

17 Pastoral Care

We aim to ensure children feel safe and secure; to familiarise children with procedures in place; to provide a relaxed, welcoming open-door policy for parents and to encourage them to express concerns at any time. Each pupil in the Primary School is in the daily care of the Class Teacher, who maintains this contact throughout the school day. The Hutchesons' Primary-Secondary liaison assists pupils as they make the transition from P7 to S1.

The School recognises that it has an obligation to assist pupils in education for their personal safety. Partly this is achieved by maintaining an ethos in the School where respect for others is taken as a fundamental value and as one which the School strives constantly to reinforce. The School also seeks to promote the health and safety of pupils through the curriculum, in Personal and Social Education, but also in the "hidden" curriculum, ranging from the strong emphasis placed on physical fitness and sport for all, advice on healthy eating and first aid to resisting peer group pressure, and including education in awareness of the dangers of alcohol, tobacco and illegal drugs.

In addition, we organise the following for our pupils:

- P7 Playground Friends during break times;
- Pupil Council, in which School-wide decisions are made by pupil representatives;
- Monitors - Upper Primary pupils - who are allocated to Infant classes;
- Book Week and regular story reading, when older children visit the younger classes for paired reading and storytelling;
- House system, in which children are encouraged to talk freely to those in charge of the four Houses. On House days, older children are encouraged to talk to, and to play with, the younger pupils. Once a month, each House holds its own Assembly for all pupils.
- Eco Council, which encourages pupils to respect the environment.

CHILD PROTECTION AND ANTI-BULLYING POLICY

The School has policies in place relating to child protection and bullying which seek to ensure that pupils should never feel deterred from speaking out about their concerns, preferably to a member of staff and in turn, ensuring that members of staff know how to react to any such confidences or reports.

CHILD PROTECTION

The Children (Scotland) Act of 1995 says that staff, individually and collectively must recognise their legal responsibility towards the welfare of the children in its custody, charge or care. It further recognises that:

- 1 Children have the right to be protected from all forms of abuse. (Child abuse is seen as covering a wide area including physical injury, actual or attempted, sexual or emotional abuse, exploitation and physical neglect.)
- 2 Any intervention in the life of a child or family should be on formally stated grounds, properly justified, in close consultation with all relevant parties.
- 3 Children have the right to express their views about any issues or decisions affecting or worrying them.
- 4 Every child should be treated as an individual.

ANTI-BULLYING POLICY

Aim

We are committed to providing a safe environment for all our pupils so that they can learn in a secure atmosphere. Bullying of any kind is unacceptable at our school. If bullying does occur, all pupils should be able to tell and know that incidents will be dealt with promptly and effectively.

What is bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

- Emotional; being unfriendly, excluding, tormenting (eg hiding books, threatening gestures).
- Physical; pushing, kicking, hitting, punching or any use of violence, flicking ties or pulling jerseys.
- Racist; racial taunts, graffiti, gestures.
- Verbal; name-calling, spreading rumours, teasing, mocking.
- Cyber-bullying.

Response to Bullying

The School has a responsibility to respond promptly and effectively to issues of bullying, and to educate with a view to minimising instances of bullying.

Support

- Bullying behaviour and how pupils should behave is discussed in Personal and Social Education.
- Pupils are encouraged to discuss any problems with the Class Teacher.
- Class teachers are in contact with pupils, parents and staff, monitoring the well-being of each pupil.

Response

- All staff are encouraged to respond immediately to any incident they witness or that is reported to them.
- When bullying occurs, pupils and parents will be assured of the school's support.
- For the victim, there will be reassurance and guidance to prevent further incidents. The exact nature of the support will be determined by the individual's needs.
- For the bully/bullies, the response will be proportionate to the incident, to indicate that bullying is unacceptable and to promote a change in behaviour.
- Persistent or serious bullying will be dealt with through the school's discipline code.

School Regulations

- (a) Pupils are expected to conduct themselves with dignity and courtesy at all times. There must be no excess in behaviour, dress or appearance.
- (b) Pupils must wear the School uniform in such a manner as will, in the opinion of the Rector, reflect credit on the pupils, their homes and the School.
- (c) All articles of clothing, sports kit and books, must be clearly marked with the owner's name.
- (d) Pupils must be punctual and regular in their attendance. No form of excuse except a written note from the parent or guardian can be accepted for lateness. In exceptional cases, where pupils have to travel considerable distances to and from school, late arrival and/or early exit passes may be granted. The parents of persistent late-comers, both before and after school, will receive a letter.
- (e) Any form of misbehaviour on the way to and from school is regarded as a serious breach of school discipline. A particularly impressive standard of conduct is demanded on public transport.
- (f) If a pupil is absent a phone call must be made to the Kingarth Street Office on 0141 423 2700 before 9:15 am on the morning of the first day of absence. Every pupil on returning to school after an absence must present to the Class Teacher a note of explanation signed by the parent or guardian.
- (g) Notes requesting leave of absence must be addressed to the Depute Rector (please include your child's name and class on the letter) as long as possible before the day/s for which leave is sought and certainly not less than 4 days except in emergencies.
- (h) School holidays should not be exceeded by extension either at the beginning or at the end of terms. **Exceptional requests will, of course, be considered.**
- (i) No pupil is allowed to leave school during the day for any reason without obtaining permission from the Rector or Mrs Haughney, Head of Primary, and should always be accompanied by an adult.

- (j) All pupils must take Physical Education and Games unless a medical certificate is provided. The appropriate prescribed outfit must be worn at all Games activities. It is expected that all pupils selected to represent the school in games activities against other schools will honour their obligation after school and on Saturdays.
- (k) Double parking in Kingarth Street is strictly forbidden. Parents stopping for a short time to drop or collect children are advised to park a short distance from the school and WALK!
- (l) Many now have access to mobile phones. The School accepts the validity of the case that a mobile phone can have a positive benefit as a source of reassurance for parents about the safety of their children, but they can be a significant source of disruption in schools. All mobile phones must be switched off throughout the school day. In case of emergency, parents can transmit messages to pupils in class through the School Office. Should an emergency arise on a School bus during the day, **pupils may ask for permission to use their phone.**

Discipline

As an integral part of the educational process we aim to create a civilised and caring community with a sense of responsibility, a concern for others, an understanding of good manners and their practice, and an orderly framework within which academic work is pursued and life enjoyed and profited from as freely and positively as possible.

We aim to maintain the tradition of good discipline and behaviour which our pupils, both in school and out, are generally willing to support. It is believed that this tradition is best continued by the development of self-discipline, precept and example, by setting and exacting high standards and by explaining and talking constructively whenever we can. All staff strive to be consistent in the application of disciplinary sanctions.

Our aim is to uphold the general manners of the school by constant vigilance and by reminders to pupils on the occasions

when lapses of courtesy or of good manners occur. Our success depends upon everyone being aware of the need for high standards of behaviour and of self-respect based on consideration for others. In this way we strive to create a happy atmosphere and environment.

Pupils who infringe any of the School Regulations are dealt with in accordance with the disciplinary procedures of the School. In minor cases this might involve the imposition of punishment exercises to be carried out in the course of the day; in more serious cases it may involve detention supervised by senior staff. Detentions are normally held after school between 3.10 pm and 4.00 pm. Parents of pupils requiring to be detained are informed by letter.

In some cases, however, because of the seriousness of the problem, it may be decided to suspend the pupil. Suspension will only be by the Rector, or in his absence, by a Depute Rector, and in all cases, parents will be informed of the reasons for the suspension.

There are cases, however, where because of the extreme seriousness of the disciplinary problem or where suspension does not seem to have served as an adequate warning, the school may wish to proceed to expulsion. In these circumstances the School will follow its designated procedure for expulsion.

Expulsion of a pupil

- (i) A meeting of the Education Committee of Governors with the Rector in attendance will be held between a week and ten days after the parent(s) has been informed of the decision to recommend expulsion by the Rector. The committee will be furnished with a report by the Rector (or in his absence one of the Deputes) and a parent or pupil may write to the committee, putting forward the case against expulsion or listing mitigating circumstances.
- (ii) A decision will be reached and communicated to the parents. They will have the opportunity to appeal against this decision for up to one week.

- (iii) The appeal will be held by the Chairman of Governors (or his Deputy) within one week of the request by parents; (he will not have been present at the Education Committee Meeting). In this case the **Chairman of Governors** may wish to grant the parents and/or pupil concerned the opportunity of a personal appearance.

18 Uniform

School uniform should be worn by all pupils representing the school unless specifically informed otherwise. For expeditions and visits, pupils will be advised as to clothing. For attendance at concerts, plays and other events arranged by the school, pupils will not normally be required to wear school uniform unless they are specifically instructed to do so. It is expected that pupils in casual clothes should be sensibly and smartly dressed and that their conduct should be of the same standard as is required of pupils wearing uniform. Unless the weather is severely inclement, we expect the children to spend their intervals in the playground. Please ensure that they have suitable clothing (including cagoule or jacket, gloves and hat) and footwear for this.

Suppliers

- R Stevens & Co., 83 Deanston Drive, Glasgow G41
- Campbell's Ltd, 352 Victoria Road, Glasgow G42
- Man's World, 204 Fenwick Road, Giffnock, Glasgow G46 & 157-159 Byres Road, Glasgow G12
- Academy Uniforms Ltd: www.academy-uniforms.co.uk
- One Step Ahead (shoes), 45 Eastwoodmains Road, Giffnock, Glasgow G46
- The Shoe Orchard (shoes), 142 Fenwick Road, Giffnock, Glasgow G46

There will be regular uniform inspections and parents will be notified if any non-uniform items are being worn. Any parent who is unsure as to whether an item is uniform or not should consult the official stockists. Pupils who purchase goods from other than the above stockists are responsible for obtaining regulation styles and materials.

The main sale of second-hand uniform takes place on Saturday 11 June 2011, in the Dining Room at Beaton Road (Boleyn Road entrance) from 9.00-10.30. Monthly sales of second-hand uniform take place in the old Janitor's house at the entrance to the secondary school at Beaton Road.

BOYS & GIRLS

- Blazer** Official school blazer with crest on pocket. To be worn to and from school, except when coat is worn.
- Coat** Navy blue overcoat, raincoat, waxed coat or cagoule with plain lining, or plain navy fleece lined jacket, as supplied by stockists.
- Tie** Official design as supplied by stockists.
- Hat** Pupils may wear the School woollen hat which can be purchased from the School Office. Sun hats are also available from the School Office for infants.
- Scarf** Official design as supplied by stockists, Hutchesons' tartan scarf (available for purchase at school) or plain dark blue or black woollen scarf. (Scarves are optional for all pupils).
- Bags** Bags should be in School blue tones, or black, and should be free of stickers and graffiti. Pupils may also use a leather satchel or official Hutchesons' bag, available from school. An identifying tag should be attached to the bag.
- Watch** Watches are brought to school at the owner's risk.
- Art Overall** All pupils from P1-P5 should wear an art overall bought from official suppliers. Both the old-style blue and the new red are acceptable.

BOYS ONLY

- Shirt** Plain school style in white only. Short sleeves may be worn from Easter to October only. Shirts must be tucked into trousers and not hanging out. If a vest or tee-shirt is worn, it must be plain white with no logo.
- Trousers** P1 - P4 grey shorts. P5 - P7 Pupils may wear grey shorts or long formal school style trousers in school grey, charcoal or black. Denim or cotton trousers are not permitted.

| | |
|-----------------|--|
| Pullover | Official pullover, with school colours at neck, as supplied by stockists. To be worn by all boys from P1 - P7. |
| Shoes | Plain flat school-style all-black leather with lacing or velcro fastening . Approved styles are displayed on a leaflet and available on request. Trainers may be worn in the playground from P3. |
| Socks | With shorts: grey with school colours at the top, as supplied by stockists. With trousers: short grey socks. |
| Cap | Official School cap with badge may be worn by pupils in P1 and P2. |
| Hair | The use of hair gel, mousse and wax is prohibited. |
| Belts | Belts, if worn, must be in keeping with school uniform. |

BOYS: PE KIT

All PE kit must be clearly named!

Please note that new PE kit only should be worn from August 2011.

Primary 1

- Black slip-on gym shoes (in a bag)
- Royal blue PE shorts (to be purchased by start of Summer term)
- White polo shirt (to be purchased for start of Summer term)

Primary 2 - 3

- Black slip-on gym shoes (in a bag)
- Royal blue PE shorts
- White polo shirt

Primary 4

- Black slip-on gym shoes (in a bag)
- Royal blue PE shorts
- White polo shirt
- School hoody
- School stadium pants

Primary 5 - 7 Boys PE

- Royal blue PE shorts
- White polo shirt
- School hoody
- School stadium pants
- Indoor training shoes (with light non-marking soles)
- Outdoor training shoes - black, blue or white only

Primary 5 - 7 Boys Games

- Reversible rugby strip
- Royal blue rugby shorts
- Rugby socks
- School hoody
- School stadium pants
- Gumshield
- Rugby or football boots
- NB Boys playing inter-school Rugby matches in P7 will also be required to purchase a match strip.

GIRLS ONLY

Hat Official design with badge may be worn from the October holiday until Easter by P1 and P2 pupils.

Blouse Plain school style in white only, to be worn with the school tie. Girls may wear a white cotton open-neck blouse without the tie from Easter to October. Blouses must be tucked into skirts and not hanging out. If a vest or tee-shirt is worn it must be plain white with no logo.

| | |
|---------------------|--|
| Skirt/Dress | P1 - P3: School pinafore dress. P4 - P7: Mid-grey skirt with two inverted pleats back and front, with or without pockets or mid-grey skirt with box pleats all round (as supplied by stockists). Plain blue and white regulation-style summer dress may be worn from Easter to October (refer to stockists) by girls in P1 - P3. P4 upwards may wear the grey skirt with the open-neck blouse, instead of the summer dress. |
| Cardigan | P1 - P3: Plain school grey. |
| Pullover | P4 - P7: Official pullover, with school colours at the neck, as supplied by stockists. The wearing of a cardigan or pullover is optional. |
| Shoes | Plain flat school-style all-black leather shoes, with a fastening - laces, buckle or velcro. No patent leather styles. In summer, classic navy blue sandals (not open-toed or sling back) may be worn. Approved styles are displayed on a leaflet and available on request. (In severe weather boots may be worn to and from school, but normal footwear must be brought to be worn in class). |
| Tights/Socks | Grey socks with school colours at the top, as supplied by stockists. Grey or black tights, plain or ribbed only. Plain white socks (no frills) may be worn from Easter to October by all girls (obligatory with summer dress for P1 - P3 girls). |
| Hair | Hair must be neat. If, in the opinion of the school, a hairstyle is deemed inappropriate, parents will be informed and required to rectify immediately. Ribbons, bands and clasps should be in school colours or brown. Long hair must be tied back. |
| Jewellery | One signet ring may be worn. No earrings or other jewellery allowed in the Primary School (this includes 'sleepers'). |
| Belt | Grey money belt with zip fastener. |

GIRLS: PE KIT

All PE kit should be clearly named!

Please note that new PE kit only should be worn from August 2011.

Primary 1

- Black slip-on gym shoes (in a bag)
- Royal blue PE shorts (to be purchased by start of Summer term)
- White polo shirt (to be purchased by start of Summer term)

Primary 2 - 3

- Black slip-on gym shoes (in a bag)
- Royal blue PE shorts
- White polo shirt

Primary 4

- Black slip on gym shoes (in a bag)
- Royal blue PE shorts
- White polo shirt
- School hoody
- School stadium pants

Primary 5 - 7 Girls PE

- Indoor training shoes (with light non-marking soles).
- Outdoor training shoes - black, blue or white only
- Royal blue PE shorts
- White polo shirt
- School hoody
- School stadium pants
- Hutchesons' navy woollen hat (optional)

Primary 6 - 7 Girls Games

- Hockey skort
- Hockey socks
- Shin pads
- Gum shield
- Hockey stick (advice on suitable length and weight will be given by the PE staff at the beginning of the session.)
- NB Girls playing inter-school matches in P7 will also be required to purchase a match strip.

19 Admissions and Fees

We enjoy welcoming prospective pupils to Hutchesons' Grammar School. Regular Open Mornings help prospective parents and pupils to better understand what the school has to offer. We also hold 'drop-in' open days in January and June. Please see the website for more information.

If you would like further information about admission to the Primary School at Hutchesons', please do not hesitate to call or email:

Mrs M Norman, Rector's Office
Phone: 0141 433 4402
admissions@hutchesons.org

The rates of school fees are determined annually by the Governors of the Trust. Fees are normally payable in one of the following ways:

- **By Direct Debit** Ten equal direct debit instalments collected on the first banking day of each month from September to June (inclusive).
- **By Direct Debit** Three equal payments paid termly by direct debit, collected on 1 September, 3 January and 1 April.
- **By Cheque** One annual payment. Payment by this method is subject to a discount of 2%, **provided that payment is received before 30 June 2011.**
- **By Cheque** Three equal payments paid termly. Cheques must be with the Trust Office by the first day of each term - 24 August 2011, 5 January 2012 and 17 April 2012.
- **In Advance** Five years' school fees can be paid in advance and is subject to a 4% discount up front, with a built in increase of 5% per annum. If fees were to increase by more than 5% per annum, then the Trust would retain the right to make an adjustment for the amount in excess of 5%.

The Governors have arranged Personal Accident insurance for all pupils and staff, which provides cover in the event of disablement or death due to an accident. The cost of this cover is incorporated in the fees each year.

For more information concerning fees, please contact:

The Bursar, Hutchesons' Educational Trust

Phone: 0141 423 2933

Fax: 0141 424 1731

e-mail bursar@hutchesons.org

Bursaries

The governors award a limited number of educational bursaries, by competitive entry, to pupils entering the senior school at S1. These are awarded on academic merit, determined by the outcome of our S1 entrance examination, to those pupils whose parents satisfy the financial criteria set by the governors. The value of each award can vary (from partial- to full-fee assistance) and is reviewed annually, taking account of parental circumstances.

The next entrance examinations will be held on Friday 29 January 2012 for admission to S1 in August 2012.

The governors aim to increase the value of our bursary funds to enable a larger number of deserving pupils to benefit from a Hutchesons' secondary education in the future.

For more information or for an application form, please call or email:

The Bursar, Hutchesons' Educational Trust

Phone: 0141 423 2933

Fax: 0141 424 1731

e-mail bursar@hutchesons.org

20 List of Staff

Depute Rectors

- Mrs C Haughney, Head of Primary BSc (Hons) (Southampton)
MEd (Strathclyde)
Mrs C Hatfield BEd (Hons) (Nottingham)
Miss F Macphail BA (Edinburgh) MBA (Strathclyde)

Class Teachers

- Mrs R Ballance MS (Hons) (Glasgow)
Miss M Borland BEd (Glasgow)
Mrs F Clark BSc (Heriot Watt)
Mrs I Colvil MA (Edinburgh)
Mrs M Crawford BEd (Strathclyde)
Mrs H Dempster BA (Hons) (Glas Cal)
Mr D Drysdale BEd (Hons) (Strathclyde)
Miss H Gibson BEd (Glasgow)
Miss V Goff DCE (Jordanhill)
Mrs J Heywood BEd (Hons) (Glasgow)
Mrs E Johnston DCE (Jordanhill)
Mrs L Le Good MA (Hons) (Edinburgh)
Mrs G Mackay BEd (Glasgow)
Mr J McCrossan BA (Hons) (Glas Cal)
Mrs K McDonald BSc (OU)
Miss J MacFadyen BEd (Hons) (London)
Mrs M Mulholland BEd (Hons) (Jordanhill)
Miss M Osler MA (Hons) (Glasgow)
Mrs E Purcell BA (Hons) (Royal Holloway, London)
Mrs J Ritchie MA (Hons) (Glasgow)
Mrs C Ross MA (St Andrews)
Mrs A Smart BA (Glas Cal)
Mrs D Unkles BA (Strathclyde)
Mrs D Waugh BEd (Hons) (Moray House)
Mr G West BEd (Hons) (Heriot Watt)

Support for Learning

- Mrs K Bergin BEd (Hons) (Bristol City Polytechnic),
Hornsby Diploma in SpLD
Mrs P Brown DCE (Jordanhill)
Mrs A Martin BA (QTS) (Hons) (Warwick University)
Mrs J Russell MA (Hons) (University of Glasgow),
Hornsby Diploma in SpLD
Mrs S Strachan BA (Hons) (OU)

SPECIALIST TEACHERS

Music

Mr L MacLeod DRSAMD BA (Music Studies) LTCL

Mrs C Stevenson BA (Hons) (York)

Modern Languages and Latin

Mrs I Davis MA (Glasgow) (Primary/Secondary Language Liaison)

Mrs D Gillies MA (Hons) (Glasgow)

Mrs A Livingstone BA (Hons) (London)

ICT

Mrs M Loughran BSc (Hons) (Glasgow)

Art

Mrs Catherine McAllister DCE (Jordanhill)

Mrs K MacSween BA (Hons) (Aberdeen)

Mrs W Toner BA (Hons) (Edinburgh)

Classroom Assistants

Mrs V Hildebrandt

Mrs E Maguire

Mrs F McAslan

Mrs C McGinn

Mrs C Smith

Mrs S Stewart

Librarian

Mrs M Denham MA (Hons) (St Andrews)

School Office

Mrs A Burns BA (Strathclyde)

Miss J Craig BA (Hons) (Glas Cal)

Mrs I Martin MA (Hons) (Glasgow)

Mrs L McMenamin

Medical Room

Mrs E Phillips RGN RM (Matron)

Janitor

Mr D Finnie

After School Club

Mrs S Leitch

21 Hutchesons' Educational Trust

Hutchesons' Grammar School is governed by Hutchesons' Educational Trust, led by a governing body of 13 nominated governors and not more than nine co-opted governors. The Trust is a Registered Charity regulated by the Office of the Scottish Charity Regulator (OSCR), Scottish Charity Number SC002922. The Governors delegate the day-to-day management and running of the school and the Trust to the Rector, with support from his Senior Management team, and the Bursar.

Board of Governors

| Governor | Qualifications | Representing |
|--|---|---------------------------------------|
| David Dobson <i>(Chairman)</i> | LLB, DipMS, FRICS | Trades House of Glasgow |
| Rev David Black | MA, BD | Church of Scotland Glasgow Presbytery |
| John M Chapman | DL, CEng | Hutchesons' Hospital |
| Alastair K Denholm | DUniv, FUniv, FCIBS, FInstP, SBStJ | Merchants House of Glasgow |
| Dr Iain Galbraith | MA, MPhil, M.Th, Th.D, Dip (Mus Ed) RSAMD, LRAM, FTCL, FLCM, FTSC | Church of Scotland Glasgow Presbytery |
| Prof Gwyn W Gould | BSc (Hons), PhD | University of Glasgow |
| John Kyle | MA, LLB | School Association |
| Brian R W Lockhart <i>(Education Convener)</i> | MA (Hons), DipEd | Co-opted |
| Graham W A MacAllister | MA (Hons), DipEd, STQ | Co-opted |
| Lindesay MacFarlane | BSc, MSc | School Association |
| Ewen Mackie <i>(Property Convener)</i> | F Inst AM | Glasgow Educational & Marshall Trust |
| Asgher Mohammed | BSc (Hons), MSc, MRPharmS, IP, MCPP | Co-opted |
| Allan Ramsay <i>(Vice Chairman, Finance Convener)</i> | BA, CA | Co-opted |
| Phillip Rodney | LLB | Co-opted |
| Jack Silverstone | BA (Hons), Cert FPS | Co-opted |
| Ruth Walker <i>(Development and Marketing Convener)</i> | MA, MBA | Co-opted |
| Prof Brian Williams | MD, Hon DSc, FRCP, FRCS | Co-opted |
| Alistair Marr | MA CA | Former Pupils' Club |
| Vacancy | | Hutchesons' Hospital |
| Vacancy | | University of Strathclyde |

22 The Development Office

Development Office

The Development Office is responsible for delivering the school's marketing and communications strategy, maintaining and developing the extensive international network of alumni, parents and friends of Hutchesons', organising an annual programme of events and reunions, and devising and implementing a long-term fundraising strategy which will continue to safeguard the financial stability of the school. Fundraising campaigns have included the Annual Fund, the Bursaries Fund, and Going for Gold, the school's capital campaign to build a new sports stadium, which opened in Autumn 2009. All parents are encouraged to give whatever they can to the fund of their choice and all monies raised go directly to help the school and our pupils.

Communication:

The Hutchie Herald

The school's magazine is published every term and includes news about current and former pupils, providing a whole school picture of life at and beyond Hutchesons'. Bright, intelligent and engaging, the magazine reports on current school news, activities and events and keeps the whole Hutchesons' community informed and entertained.

Hutchesons' Website

We are very proud of our school website which is at the leading edge of design and functionality. Constantly updated, this is the place to go for the latest news and comment about what is going on at Hutchesons'. Parents are now also able to log-on to eHutchesons' for even more information and interactive dialogue.

Fundraising:

The Annual Fund

Gifts to the Annual Fund enable us to invest in a number of on-going programmes to improve the school environment and enhance the educational experience for our pupils. Gifts can be made to the Annual Fund at any time throughout the year and parents can contribute to the project of their choice. Most donors choose to give monthly by direct debit and gift aid makes every contribution tax efficient. We urge everyone who is a part of the Hutchesons' family to donate to this regular programme of giving.

The Bursaries Fund

The award of Bursaries is embedded in Hutchesons' culture and is something we believe in passionately. Every year we award a number of full and partial bursaries, based on academic merit and financial need, to Glasgow's brightest children, whatever their background. Donations to our Bursaries Fund are particularly valuable to us and are greatly appreciated.

Director of Development: Catherine Gillen
0141 433 4457 or development@hutchesons.org
Hutchie Herald and Website
0141 433 4469 or hutchieherald@hutchesons.org
Former Pupils and Events/Reunions: Louise Duncan
0141 433 4691 or alumni@hutchesons.org

23 Frequently Asked Questions

(a) How do you cater for children with special educational needs?

All children at Hutchesons' Grammar Primary School are treated as individuals whose needs will be met through the curriculum, our teaching styles, specific strategies (such as the use of ICT) or additional teacher support. We have a team of specialist teachers who will work with class teachers to provide appropriate support to ensure the children are able to achieve their potential, access the curriculum and take part in the life of the school. Support may take place both in and out of the classroom. Staff training in Additional Support Needs is integral and on-going.

In P2 we have had for many years, a very successful Early Intervention programme for reluctant readers. From P5 the classes are set for maths. This allows us to target children for more specific support or challenge. Upper primary pupils participate in Mathematics Challenges organized by both Strathclyde and Glasgow University. In Primaries 1 to 5, specialist staff take small groups of children for language extension work. The school is a member of SNAP (Scottish Network for Able Pupils). This informs our approaches and we use resources provided by them.

In all cases where a child needs additional support, there will be a consultation with parents and relevant staff.

(b) What do I do if my child is sick?

If your child is unwell in the morning, please call the School Office before 9:15 am. If your child feels unwell during class, the class teacher will refer him or her to the School Matron, Mrs Phillips, who will decide whether to call you. If your child feels unwell during lunch or break, he or she should go directly to Mrs Phillips.

(c) What if my child arrives at school with no lunch money?

Mrs Burns, the School Secretary, has petty cash to lend children who forget their lunch money. The child then repays the money on the following day.

(d) What if I feel my child is unable to participate in sports that day?

Please send a note explaining the reason to the Department or class teacher. The child then reports to the platform in the Library to read; this is to avoid anyone being left alone in a classroom.

(e) How does the School prepare children for the move from the Primary to the Secondary School?

The transition from primary to secondary school is an important moment in a pupil's life. We do a great deal at Hutchesons' to

facilitate a smooth start for S1 pupils. During the P7 year, the S1 tutors visit the Primary School and talk to the P7 classes about what to expect. Towards the end of the summer term, the P7 classes visit Beaton Road for the day. One of the key differences at Secondary School is the large number of subjects studied, and a booklet is distributed to all pupils which informs parents of the aims of each course, giving a broad outline of the work covered in S1, as well as explaining homework and assessment arrangements.

(f) How Do I Meet Other Parents?

There are many social occasions organised by the school to which you will be invited, including concerts and musical productions, "Granny Day" (P2), and class events.

Hutchesons' Grammar School Association

All parents of pupils at Hutchesons' are automatically members of the School Association, which acts as a route for communication between the School and parents on matters of common interest, and organises activities in support of the school and pupils. The committee, made up of parent representatives (one for each year) and representatives from the staff and governors, meets about six times per session. Matters concerning parents, pupils and staff are discussed in an informal way. Parents' representatives on the Association Committee are elected at the AGM, which is held at the beginning of each session and to which all parents are invited. In addition to the Rector and the Bursar there are two nominated staff members on the Committee, one from the Secondary School and one from the Primary School. Current activities include the arrangement of meetings on educational and related topics, the organisation of a Careers Convention for S4, and social evenings.

In the first instance, contact the School Association via HGSA@hutchesons.org.

The 57 Group

The 1957 group is an independent registered charity with a committee of parents and former parents whose objective is to raise funds for special projects within the school through a variety of events.

Annual events include a highly popular Quiz Night, Winter Fair, and a Spring Ceilidh. Throughout the year the group holds sales of good quality second-hand uniform. The main sale of second-hand uniform takes place on 11 June 2011 in the Dining Room at Beaton Road from 9.00-10.30am.

Further information on forthcoming events can be found on the school website and school calendar. If you would like to get involved,

please contact Mrs Rhona Gann on 0141 587 8633 or
Rhona.gann@ntlworld.com

Hutchesons' Choral Society

Hutchesons' Choral Society, directed by Iain McLarty, is an amateur choir open to parents, staff and friends of Hutchesons' Grammar School. The choir normally presents two concerts each year, in November and March, with professional soloists and orchestra, and also in conjunction with school groups and ensembles from Hutchesons' Grammar School. Rehearsals take place on Monday evenings in the school's Fotheringay Centre between September and March. There is no audition. We ask simply that you love choral music, can read music and sing in tune.

Recent performances have included Mozart's Requiem, Constant Lambert's Rio Grande, Britten's St Nicolas, Orff's Carmina Burana, Handel's Messiah and Bach's Christmas Oratorio.

The next session begins on Monday 29 August 2011,
at 7.30 pm in the Georgeson Room, Fotheringay Road.
Further details are available from Jaque Watson (Secretary),
jaque@ispin.org.

(g) When was the school inspected? Can I get a copy?

Hutchesons' Grammar School was inspected by HMIE in February 2006. The final report was published in June 2006 and is available on the HMIE website, www.hmie.gov.uk.

(h) What do I do if I have a complaint?

If you have a concern about a class issue you should speak first to the class teacher or to the relevant Depute Rector. If your concern is more serious or of a confidential nature, you should speak to Mrs Haughney. Should you not feel reassured or if the member of staff feels it necessary, the matter should be referred to the Rector at Beaton Road.

Hutchesons' Grammar School has long prided itself on the quality of the teaching and pastoral care provided to its pupils. However, if parents do have a concern, they can expect it to be treated by the School in accordance with the Parents' Complaints Procedure. This can be found on the School's Website or by requesting a copy from the office at the Primary or Secondary school.



Hutchesons' Grammar School

Primary

44 Kingarth Street
Glasgow G42 7RN
Phone: 0141 423 2700
Fax: 0141 424 1243

Secondary

21 Beaton Road
Glasgow G41 4NW
Phone: 0141 423 2933
Fax: 0141 424 0251
rector@hutchesons.org

Hutchesons' After-School Club

44 Kingarth Street
Glasgow G42 7RN
Phone: 0141 433 4481

Hutchesons' Auldhouse Playing Fields

180 Thornliebank Road
Glasgow G46 7RQ
Phone: 0141 632 4298
Fax: 0141 649 2499

Hutchesons' Educational Trust (Fees and Bursaries)

Phone: 0141 423 2933
Fax: 0141 424 1731
bursar@hutchesons.org

Sports Information Lines:

Boys: 0141 433 4490
Girls: 0141 433 4485

www.hutchesons.org