# Headmaster’s welcome

# Our Guiding Statements

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Headmaster’s welcome

It gives me great pleasure to welcome you to The Hutchins School, an Anglican day and boarding school for boys from Pre-Kindergarten to Year 12. Established in 1846, Hutchins has a long tradition of developing men of character with a firm focus on the wellbeing of boys. We aim to build good men who act with kindness, integrity, compassion, humility and courage. Our highly skilled staff are committed to the holistic development of boys within a nurturing environment where boys are challenged to be the best they can be.

‘Building good men lies at the heart of what we do.’

With the holistic development of each and every boy central to the Hutchins experience, our long and proud history of academic achievement is complemented by a diverse co-curricular program that features comprehensive sport, performing arts and service programs. The opportunities available for boys to discover their passion, broaden their experience and embrace challenge are extensive and are designed to equip boys with the essential skills that will serve them for life.

I invite you to learn more about the diverse opportunities and innovative programs tailored specifically for boys that set Hutchins apart.

Dr Rob McEwan
Headmaster
A sense of community plays an important role in any school, and especially in one with such a long and rich tradition as Hutchins.
Our Guiding Statements

Our Vision

Hutchins provides an inspirational education where each boy strives to achieve his personal best and is willing to serve his community as an informed and active citizen; locally, nationally and globally.

Our Mission

Hutchins is an Anglican school whose supportive learning community works together to build character of boys.

Our Goal

The Hutchins School aims to build good men who act with kindness, integrity, compassion, humility and courage.

Our Faith

A Christian life, as a response to Jesus Christ, is commended and encouraged at Hutchins. We express our Christian values in welcoming and respecting members of all faith.

Our Global Intent

The Hutchins School community is committed to being internationally-minded by understanding and embracing diversity in all its forms, and by respecting and celebrating this diversity in order to foster a peaceful, just and sustainable world.

Our Commitment

The Hutchins School community is committed to providing an age and stage holistic education with a focus on the wellbeing of boys. We aim to inspire students to be creative and adaptable by providing them with the skills to lead and succeed in their global future.

Our Motto

The Early Learning Centre (ELC) and Junior School at The Hutchins School comprises the year groups ranging from Pre-Kindergarten to Year 6. Here the students begin their journey in a rich educational environment designed to achieve their personal best and to realise their potential as active members of their community – locally, nationally and globally.

The curriculum in the Pre-Kindergarten and Kindergarten years is scaffolded by the Early Years Learning Framework. The Australian Curriculum is taught from Prep to Year 2 in the ELC with learning experiences specifically tailored for boys. The curriculum is differentiated according to individual needs and is supported by stimulating learning environments, equipped with age and stage appropriate resources and facilitating access to and development of skills to complement 21st century learning.

Small class sizes and strong teaching teams at each year level ensure that all students have the opportunity to develop their knowledge and skills to their personal best. They enjoy rich and varied social interactions as well as sporting, artistic and spiritual experiences which consolidate and further develop their identities as good men.

You may like to explore the Early Learning Centre & Junior School Course Handbook 2019 for further information.

Additional information can also be found in the Pre-Kindergarten and Kindergarten additional information for parents of 3 and 4 year old boys publication.
Staff

ELC Reception
Mrs Sarah Hugo, Receptionist and Administrative Assistant
T 6221 4313 (8.00am–4.00pm)
sarah.hugo@hutchins.tas.edu.au

Junior School Reception
Mrs Kate Woods, Personal Assistant to the Head of ELC and Junior School
T 6221 4269 (8.00am–4.00pm)
kate.woods@hutchins.tas.edu.au

Head of ELC and Junior School
Mrs Jenny Manthey
T 6221 4237
jenny.manthey@hutchins.tas.edu.au

School holidays
If you have an enquiry during school holidays, please contact Senior School Reception on 6221 4200 (8.30am–4.00pm).
<table>
<thead>
<tr>
<th>ROLE</th>
<th>STAFF NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deputy Head ELC and Junior School/ Curriculum</td>
<td>Mrs Susan Hasenkam</td>
</tr>
<tr>
<td>Acting Deputy Head of ELC and Junior School</td>
<td>Mr Stephen Coventry</td>
</tr>
<tr>
<td>Assistant Head – Junior School</td>
<td>Mrs Rebecca Terry and Mr Michael Webster</td>
</tr>
<tr>
<td>ELC Sports Co-ordinator</td>
<td>Mrs Ellie Thurlow</td>
</tr>
<tr>
<td>Junior School Sports Co-ordinator (Years 3 and 4)</td>
<td>Mr Greg Rowlings</td>
</tr>
<tr>
<td>Head of Middle Years Sport (Years 5–8)</td>
<td>Mr Sam FitzGerald</td>
</tr>
<tr>
<td>Director of Character Development (Years 6–8)</td>
<td>Mr Ken Kingston</td>
</tr>
<tr>
<td>School Counsellor</td>
<td>Mr Dean Docking</td>
</tr>
<tr>
<td>Teacher Librarian</td>
<td>Mrs Kate Reid</td>
</tr>
<tr>
<td>Library Technicians</td>
<td>Mrs Susan Hall and Mrs Gaye McEwan</td>
</tr>
<tr>
<td>Art Teacher</td>
<td>Mrs Rebecca Terry</td>
</tr>
<tr>
<td>French Teacher</td>
<td>Mr Jean-Yves Theron</td>
</tr>
<tr>
<td>Head of Music</td>
<td>Ms Judith Mann</td>
</tr>
<tr>
<td>Music Teachers</td>
<td>Mr Scott Cashion, Mrs Jayne Duffy and Mrs Anna Maguire</td>
</tr>
<tr>
<td>Chaplain and RAVE (Religious and Values Education) Teacher</td>
<td>Rev Mark Holland</td>
</tr>
<tr>
<td>ELC Teacher Assistants</td>
<td>Mrs Kylie Browne, Mrs Karen Donohoe, Miss Jemima Robertson, Mrs Melissa Smith, Miss Bridget Thornbury, Mrs Megan Watson-Thornbury and Mr Jack Weeding</td>
</tr>
<tr>
<td>Outside School Hours Care</td>
<td>Mr Benjamin Searle and Miss Louise Kaden</td>
</tr>
</tbody>
</table>

All staff can be contacted by email at firstname.lastname@hutchins.tas.edu.au or by phoning ELC or Junior School Reception.
<table>
<thead>
<tr>
<th>CLASS</th>
<th>TEACHER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Kindergarten T</td>
<td>Mrs Pam Tonelli</td>
</tr>
<tr>
<td>Kindergarten D</td>
<td>Mrs Stella Daglas</td>
</tr>
<tr>
<td>Prep D</td>
<td>Miss Breeony Dick</td>
</tr>
<tr>
<td>Prep T</td>
<td>Miss Kate Tyson</td>
</tr>
<tr>
<td>Year 1B</td>
<td>Mrs Nicole Bury</td>
</tr>
<tr>
<td>Year 1H</td>
<td>Miss Amy Howe</td>
</tr>
<tr>
<td>Year 2B</td>
<td>Mrs Maria Blight</td>
</tr>
<tr>
<td>Year 2C</td>
<td>Mrs Emma Crawford</td>
</tr>
<tr>
<td>Year 3G</td>
<td>Mrs Elizabeth Griffiths</td>
</tr>
<tr>
<td>Year 3R</td>
<td>Mr Paul Robinson</td>
</tr>
<tr>
<td>Year 4C</td>
<td>Ms Anna Clark</td>
</tr>
<tr>
<td>Year 4M</td>
<td>Mrs Caroline McCreary</td>
</tr>
<tr>
<td>Year 4T</td>
<td>Mr Edward Thompson</td>
</tr>
<tr>
<td>Year 5F</td>
<td>Ms Joanne French</td>
</tr>
<tr>
<td>Year 5M</td>
<td>Mrs Christine Flynn (Term 3)</td>
</tr>
<tr>
<td>Year 5N</td>
<td>Mrs Kate Nunn</td>
</tr>
<tr>
<td>Year 6G</td>
<td>Mr Cameron Greenhill</td>
</tr>
<tr>
<td>Year 6L</td>
<td>Mr Travis Little</td>
</tr>
<tr>
<td>Year 6W</td>
<td>Mr Michael Webster</td>
</tr>
</tbody>
</table>
Absence

Full attendance at school is important to the wellbeing of all boys and enables them to access the opportunities made available to them at school. However, we realise that, at times, absence will be unavoidable.

If your child is going to be absent from school, you must inform the school and follow the correct procedure.

Please contact Junior School Reception (03) 6221 4269 or email absentees@hutchins.tas.edu.au by 9.30am each day if your son is absent due to illness, injury and appointments. Your son’s class teacher may be cc’d into the email; however the absentee email address MUST be used. Any unnotified absences will be followed up with a phone call to parents/carers by ELC or Junior School Reception staff.

If an extended leave of absence is required for reasons other than illness or injury, an application for such leave must be made in writing to the Head of ELC and Junior School, Mrs Jenny Manthey. Please email jenny.manthey@hutchins.tas.edu.au well in advance for any planned period of absence. A holding fee will apply for absences greater than four consecutive weeks, see the website for full details.

If your son arrives late to school, he is required to report to the ELC or Junior School Reception to sign in. For any appointment where your son needs to leave the school grounds during the day, he must be collected from Reception by a parent/carer and signed out. This also applies if your son is returning back to school so we are able to sign him back in.

Behaviour

The ELC and Junior School strive to provide secure and positive environments which highly value self-respect, self-discipline and co-operation. The thrust of our approach is to generate an encouraging and supportive environment for teaching and learning. The great majority of strategies are there directed at encouraging students to give their best, have a sense of achievement and feel valued. Our school aims for consistency, fairness and predictability, where students know what will happen based on the choices they make and that all community members work together to help students internalise appropriate behaviours. Our approach to behaviour management is to be proactive in establishing relationships with students and putting support networks in place before any misbehaviour presents itself.
Inappropriate behaviour can result in a lunchtime detention where the student must complete a reflection sheet and talk to the teacher about what caused the problem and how they can make amends. Inappropriate behaviour in the playground can also result in a detention. Students complete a reflection sheet by filling in the details of the problem, what they would do next time to avoid it, identifying how the other people felt and how they can rectify the situation. It is signed by the student and his parent/carer and returned the next day. To ensure all aspects of the problem have been addressed and resolved, the staff member will contact the parent/carer to discuss exactly what has happened.

Each student at Hutchins is treated fairly, not identically, so each problem that arises is dealt with individually. For instance, the issues facing a student in Year 1 will not be dealt with in the same way as those for a Year 6 student. There are several means of dealing with inappropriate behaviour including discussion, mediation, lunchtime detention, Saturday detention and conferencing.

Depending on the circumstances, a phone call, email or meeting may be made to the parents/carers to explain the details of the situation, and discuss and resolve the problem.

**Commitment to Kindness**

The word ‘kindness’ is derived from the notion of kinship, from the idea that people of the same family or clan are bonded together by natural affection and mutual goodwill. With the advent of Christianity, this idea was turned into a positive commandment that people should love one another.

The requirement is not that people should like one another, for liking cannot be enforced, but that they should treat each other as they would wish to be treated themselves, and that their attitude to all people should be based on goodwill. That is the true meaning of love: a source of kind activity rather than a selfish gratification.

By definition, kindness excludes unkindness in thought, word and deed.

Every member of The Hutchins School community has the duty to be kind to every other member and also to all members of the public.
Bell times

Please note that due to our duty of care ELC and Junior School students should not be dropped off at school before 8.00am (Pre-Kindergarten and Kindergarten before 8.25am). If any students arrive before this time they will be sent to Outside School Hours Care and parents/carers will be charged. If ELC students are not picked up by 3.30pm (Pre-Kindergarten and Kindergarten by 2.45pm) and Junior School students are not picked up by 3.45pm they will be sent to Outside School Hours Care and parents/carers will be charged.

<table>
<thead>
<tr>
<th>TIME</th>
<th>SESSION</th>
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<tbody>
<tr>
<td>8.25am</td>
<td>Classrooms open (Pre-Kindergarten to Year 6)</td>
</tr>
<tr>
<td>8.30am</td>
<td>Start (Pre to Year 6)</td>
</tr>
<tr>
<td>9.00am</td>
<td>Start (Pre-Kindergarten and Kindergarten)</td>
</tr>
<tr>
<td>10.25am–10.50am</td>
<td>Recess (Pre-Kindergarten to Year 6)</td>
</tr>
<tr>
<td>11.40am–12.40pm</td>
<td>Lunch (Pre-Kindergarten and Kindergarten)</td>
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<tr>
<td>12.40pm–1.30pm</td>
<td>Lunch (Prep to Year 6)</td>
</tr>
<tr>
<td>2.30pm</td>
<td>Dismissal (Pre-Kindergarten and Kindergarten)</td>
</tr>
<tr>
<td>3.00pm</td>
<td>Dismissal (Prep to Year 2)</td>
</tr>
<tr>
<td>3.15pm</td>
<td>Dismissal (Years 3–6)</td>
</tr>
</tbody>
</table>
Bicycles

Students in Years 5–6 are allowed to ride their bicycles to school. Helmets must be worn and the bicycles must be stored securely in the Junior School bicycle rack. Bicycles are not to be ridden inside school grounds, students must walk them through the School.

Buses

School buses are offered for pick-up in the morning and/or return trips in the afternoons for students in the ELC and Junior School. Information about the buses may be obtained from Senior School Reception or the Head Bus Driver, Mr John Tinning on 0417 519 810.

Hutchins combines bus routes with St Michael’s Collegiate School so that more areas can be serviced. Boys may be picked up or dropped off by a Collegiate bus.

City and Kingborough: Blackmans Bay, Kingston, Taroona, Sandy Bay, City
Eastern Shore 1: Tranmere, Howrah, Bellerive, Rosny, Lindisfarne, Geilston Bay
Eastern Shore 2: Lauderdale, Cambridge, Seven Mile Beach, Acton
North Hobart: Berriedale, Glenorchy, Moonah, Lenah Valley, North Hobart

In addition to the Hutchins buses, public transport to and from the School is available. For more information about these services you will need to visit the service provider’s website or call them directly.

Below is a list of some of the service providers. Please note that this is not a full list and if you cannot find a suitable service you will need to do your own research into services in your residential area.

Metro Tasmania – 13 22 01
Tassielink – 1300 300 520
Redline – 1300 360 000

Canteen

The canteen, Roary’s Den, serves both the ELC and Junior School. Parents and carers need to order from the canteen using Flexischools (once set up this can be accessed via The Hutchins School app). ELC and Junior School students do not access the canteen for direct purchasing at break times. An information sheet about how to set up Flexischools is available from both ELC and Junior School Reception.

Chapel

All students from the ELC and Junior School attend regular chapel services as part of their school life. Each year the Chaplains offer preparation courses to help students decide whether or not they wish to be baptised and/or confirmed.
Co-curricular

A wide selection of summer and winter sports and activities are offered. All students are expected to give absolute priority to commitments they have through membership of orchestras, choirs, debating teams, drama groups, Dance Troupe, the Chess Club, representative sporting teams, and all other activities on offer at the School.

**CHESS CLUB**

Chess Club is run on Thursday afternoons in the Stephens Library in Terms 2 and 3. It is available to all students in Years 3–12. New players are always welcome. For more information please contact Dr Nick Eaves at nick.eaves@hutchins.tas.edu.au.

**DANCE**

Hutchins offers participation in Dance Troupe for students from Years 1–12. Dance Troupe is very popular and has limited numbers. Interested boys and parents/carers need to talk to Mrs Jacquie Coad for details and availability. Mrs Coad can be contacted at jacquie.coad@hutchins.tas.edu.au.

**MUSIC**

In addition to classroom Music, a range of ensembles are offered. Students taking private instrumental lessons are strongly encouraged to participate in an ensemble at an appropriate level.

**Choral**
- Year 2 Cubs
- Years 3–4 Pride
- Years 5–6 Pride

**Strings**
- Beginner Tutti Strings
- Junior Orchestra

**Bands**
- Beginning Concert Band

**SPORT**

Participation in Hutchins representative sport teams and groups is compulsory for students from Years 5–6 and is optional for Years 2–4. Students may participate in outside club community teams provided that such participation does not prevent them meeting school requirements and provided that they do not play in a team which competes against Hutchins. Information about sport and co-curricular choices will be issued via EdSmart through the year.
**Co-curricular activities at an additional cost**

Hutchins offers some activities at the School which are paid for by parents/carers. Students are taught by specialist teachers and coaches. See below for what activities are currently available:

**CODER COLLEGE**

Coder College runs the course ‘Creating Creative Coders’ for Junior School boys after school each term. More information will be provided during the year.

**DRAMA CLUB**

Drama classes are held after school for Junior School aged students. Drama Club is designed to boost confidence, creativity and drama skills in a fun and supportive environment. It is run at Hutchins in Term 3. A fee is payable per term. Contact maweedj@gmail.com.

**MUSIC LESSONS**

Private instrumental tuition is available for Kindergarten to Year 6 students. Tuition occurs on a one-to-one basis with a qualified music tutor during normal school time (teaching may also occur before or after school). Each lesson lasts for 30 minutes. Lessons are on a rotating timetable or can be fixed depending on individual needs. The Instrumental Tuition form is available online. For further details please contact the Music Faculty on 6221 4294.

**TENNIS**

Ray Harrison, a qualified Club Coach, offers tuition to students from Years 1–12. Lessons are held before school, at lunchtime and after school with Tennis Clinics conducted during the school holidays. The tennis pathway starts from red/orange ball to green ball depending on the level of player. Application forms are electronically distributed via EdSmart to all students at the beginning of each term. Clinic forms are sent via EdSmart four weeks before the clinic begins.
Communication

The first point of contact for parents/carers is ELC Reception and Junior School Reception. Appointments can be arranged with class teachers at a convenient time. Family/Teacher Conferences are arranged twice yearly. Teachers may also be contacted by email and the Head of ELC and Junior School is also available to speak to.

EDSMART

EdSmart is an online permission slip and general notice software platform that enables the School to communicate with parents/carers electronically. Parents/carers are able to directly submit their responses electronically to the notices (if required). This system is used from Pre-Kindergarten to Year 12 and is the School’s official email parental communication method. Please contact Ms Katie Richardson, Communications and Records Officer at katie.richardson@hutchins.tas.edu.au, if you have any queries regarding EdSmart.

NEWSLETTER

The School newsletter, Communiqué, is published fortnightly and informs the School community of coming events and reflects past activities. The newsletter is emailed to all who have subscribed and copies may be viewed on the School’s website. To sign up to receive Communiqué or view past editions please visit www.hutchins.tas.edu.au/communique.

PARENT COMMUNICATION (RORY)

An EdSmart notice repository can be accessed through Rory. It is accessed by clicking on the orange tile ‘Parent Communication (EdSmart)’ under your name when you login and you will be able to see all current notices sent from the School. Please note that all notices are directly related to your son(s).

The Hutchins School App

The Hutchins School App is designed for parents and carers as a one-stop shop to access school information. We encourage you to download the free app to access EdSmart notices, sport fixtures, timetables, academic feedback, canteen ordering, absence notifications, links to school websites and social media, school contact information, finance details, online payments and much more. The app is available for iPhone, iPad and Android.

Contacting a student

An urgent message from a parent/carer for a student, such as a change of travel arrangements for the afternoon, can be phoned through to ELC Reception or Junior School Reception. Every effort will be made to pass the message on.
Counselling

The School Counsellors are available for consultation, mediation or direct counselling to students and their parents/carers from Pre-Kindergarten to Year 12. Mr Dean Docking is available during school hours on 6221 4261. The Head of School and class teachers are also available to assist with welfare needs.

Hats and sun care

Hats are to be worn outside from the start of daylight savings until its conclusion or when instructed. Please refer to the Sun Protection Policy on the School’s website. Students should have their own sunscreen (30+) in their school bag for sport and PE lessons. Each classroom does have sunscreen in case of emergencies but we do prefer every student to supply their own in case of allergies. Please contact your son’s teacher if you have any concerns. Sunglasses are permitted outside.

Homework

EARLY LEARNING CENTRE

Students from Kindergarten to Year 2 do not have homework except for their regular home reading.

JUNIOR SCHOOL

In the Junior School a home study program called the ‘This Matters Challenge’ is offered to help engender an ongoing love of learning in each student and his family. It seeks to bring together a variety of home study options with all that a student does beyond the School gate and provides opportunities for rich family time interactions. On Year 6, the Challenge is modified to help the boys transition to the more traditional homework model in the Middle School.

Jewellery

Students may not wear ear studs, rings, bracelets or any form of jewellery while in school uniform or when participating in any school-based activity.
Library

The Stephens Library caters for students in Years 3–8. All Junior School students have regular library lessons; Years 3 and 4 have one lesson each week with the Teacher Librarian, and Years 5 and 6 have two terms of lessons co-taught by their class teacher and the Teacher Librarian. The library has an extensive collection of fiction and non-fiction material. Library services also include ebooks, audiobooks and access to databases for research tasks. The Stephens Library is open 8.10am–4.00pm, Monday to Friday, except for recess on Tuesdays.

A small library is also located in the ELC for students in Pre-Kindergarten to Year 2; all ELC students have at least one lesson with borrowing time per week in the library.

Lost property

All belongings must be named, including socks and shoes. Named belongings found are returned to the owner with a reminder about taking care. Unnamed belongings are kept in chests near ELC Reception and Junior School Reception. Students may ask to check the contents if they are missing something. Sometimes items end up in Middle or Senior School and students may also have to check there.

Matron

The Sick Bay is located next to Burbury House and it operates 7.45am–3.45pm, Monday to Friday. Matron can be contacted on 0417 321 562. Matron is located in Junior School Reception from 12.00pm–2.00pm Monday to Friday during term time.

Mobile phones and personal electronic devices

Mobile phones are not allowed for student use in the ELC. Permission for use of mobile phones in Junior School is granted to students in Years 5–6 for travel purposes only. Requests must be put in writing to the Head of School. Other personal electronic devices such as iPods are allowed in the ELC and Junior School with permission from the Head of School. These devices may be used on school buses while travelling to and from school. Students can contact parents or carers at ELC or Junior School Reception if necessary during the day.
Outdoor Education

The Junior School Outdoor Education program consists of outdoor adventure based learning opportunities which emphasise personal and social capability, as well as skill acquisition through the camp program. Camps also explore critical and creative thinking, connection with the natural world and safety. The experiences starts in Year 2 with an introductory orientation day at our Outdoor Education Facility in Southport. The overnight camp program commences in Year 3. Students progress through annual camps and day trips at a variety of locations for a duration of three days and two nights. Please direct enquires to Mr Todd Blackhall, Director of Outdoor Education on 6221 4279.

Outside School Hours Care

Hutchins Outside School Hours Care (OSHC) is based in the Early Learning Centre. It caters for boys between 3 and 12 years, and operates on ratios of one staff member per 10 children for ages 3–5, and one staff member per 15 children for ages 6–12. Girls are welcome to attend Vacation Care. The service is operated by a team of staff with both qualifications and years of experience in Children’s Services. Hutchins offers Before School Care, After School Care (including a bus only session) and Vacation Care.

For enrolment and fee information please visit www.hutchins.tas.edu.au/oshc or call Mr Benjamin Searle, Director of Child Care on 6221 4212 or 0409 001 894.
Parking

The School car park is for use by staff only. Parents/carers who are delivering their children to school or collecting them after lessons are asked not to use the car park. Parents are also asked to note that there are two bus stops in Nelson Road and parking is not permitted in these areas.

The ELC parking spaces are for ELC parents/carers for drop off only from 8.00am–8.30am and pick up 3.00pm–3.30pm. From 8.30am–9.00am and 2.15pm–2.45pm the spaces are for Pre-Kindergarten and Kindergarten parents/carers. The bus lane must be kept clear from 8.00am–8.30am and 3.00pm–3.30pm.

Valuables

Students are strongly advised not to bring valuables or substantial sums of money to school. If it is necessary to do so, students are advised to hand the item to Reception or to a member of staff for safekeeping.

Withdrawing a student

A full term’s written notice of intention to withdraw a student from the School must be provided. If the School does not receive this notice, a half term’s tuition fee may be charged.

Notice in writing can be directed to Mrs Emma Griffiths, Enrolments Assistant, by post or email to emma.griffiths@hutchins.tas.edu.au.
MIDDLE SCHOOL
Years 7–8
The Middle School provides a positive, encouraging, safe and stimulating environment for students as they transition from primary education into secondary schooling. We provide a comprehensive and challenging curriculum designed for boys at their particular age and stage of development. A curriculum designed to encourage students to reach their potential academically, socially, spiritually and creatively.

The move from primary into secondary education is an important stage of life for all students. It is at this time that they move from very familiar environments to a new beginning where much more is expected of them as we promote individual independence and associated responsibilities. We work closely with all our students, encouraging independence and the development of organisational skills and build in them a concern for others. We ask our students to be risk takers with their learning, work to their ability and take responsibility for their learning.

Helping students develop a ‘connectedness’ with their school enables them to develop resilience. Our students build this connection through their extended involvement with the School program. We want our students to experience art, drama, languages, sport, Outdoor Education and to find interests and develop passions that will stay with them for life.

We appreciate that all students have different skills and abilities that need to be catered for. The curriculum we offer is what binds our school together. A curriculum that is challenging and relevant with engaging and informative assessments.

Our pastoral program is of prime importance, as only when a student feels happy, safe and connected can they fully engage with a curriculum. We have a multi-layered pastoral care program that is led by a mentor and the Year Heads. Pastoral care is part of every interaction that our students have with every teacher, every day.

You may also like to explore the Middle School (Years 7–8) Course Handbook 2019 for further information. Please note that the 2020 handbook will be available shortly.
Staff

In Middle School the first point of contact is the mentor for day-to-day concerns and general progress. Other matters are referred to the Year Head, and broader concerns to the Head of Middle School.

Middle School Reception
Mrs Donna Brown, Middle School
Academic Assistant
T 6221 4264 (8.30am–3.00pm)
donna.brown@hutchins.tas.edu.au

<table>
<thead>
<tr>
<th>ROLE</th>
<th>STAFF NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chaplain</td>
<td>Rev Mark Holland</td>
</tr>
<tr>
<td>Director of Character Development (Years 6–8)</td>
<td>Mr Ken Kingston</td>
</tr>
<tr>
<td>Head of Middle Years Sport (Years 5–8)</td>
<td>Mr Sam FitzGerald</td>
</tr>
<tr>
<td>School Counsellor</td>
<td>Mr Dean Docking</td>
</tr>
<tr>
<td>Learning Support</td>
<td>Mrs Natalie Wren</td>
</tr>
<tr>
<td>Head of Library</td>
<td>Mrs Kate Reid</td>
</tr>
<tr>
<td>Library Technicians</td>
<td>Mrs Susan Hall and Mrs Gaye McEwan</td>
</tr>
<tr>
<td>Head of Music</td>
<td>Ms Judith Mann</td>
</tr>
<tr>
<td>Head of Year 8</td>
<td>Mrs Fiona Moroney</td>
</tr>
<tr>
<td>Year 8 mentors</td>
<td>Mr Anthony Hyland, Rev Mark Holland, Miss Mikaela Campbell and Miss Samantha Lelong</td>
</tr>
<tr>
<td>Head of Year 7</td>
<td>Mr Ivor Leonard</td>
</tr>
<tr>
<td>Year 7 mentors</td>
<td>Ms Lucianne Watson, Mr Damian Green, Mr Richard Gard, Mrs Natalie Wren and Mr Justin Bowman-Shaw</td>
</tr>
</tbody>
</table>

Head of Middle School
Mr Ken Kingston
T 6221 4235
ken.kingston@hutchins.tas.edu.au

School holidays
If you have an enquiry during school holidays, please contact Senior School Reception on 6221 4200 (8.30am–4.00pm).
Absence

The Middle School is open from 8.10am, and students are expected in their mentor room by 8.25am. Students who arrive after 8.30am or who need to leave early are to sign in/out at Middle School Reception. If a student is going to be late or absent, parents/carers are asked to either telephone 6221 4200, email absentees@hutchins.tas.edu.au or SMS 0428 620 861 (receives text only).

Planned absence during term time

Parents and carers are especially asked not to take their sons out of school during term time. Where it is unavoidable, a written request should be made to Mr Ken Kingston. A holding fee will apply for absences greater than four consecutive weeks, see the website for full details.

Bell times

<table>
<thead>
<tr>
<th>TIME</th>
<th>SESSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.25am</td>
<td>Gather books for Period 1 and 2, and move to mentor rooms</td>
</tr>
<tr>
<td>8.30am</td>
<td>Administration in mentor rooms</td>
</tr>
<tr>
<td>8.45am-9.35am</td>
<td>Period 1</td>
</tr>
<tr>
<td>9.35am-10.25am</td>
<td>Period 2</td>
</tr>
<tr>
<td>10.25am-10.50am</td>
<td>Recess</td>
</tr>
<tr>
<td>10.55am-11.40am</td>
<td>Period 3</td>
</tr>
<tr>
<td>11.40am-12.30pm</td>
<td>Period 4</td>
</tr>
<tr>
<td>12.30pm-1.20pm</td>
<td>Lunch</td>
</tr>
<tr>
<td>1.20pm-1.50pm</td>
<td>After lunch program</td>
</tr>
<tr>
<td>1.50pm-2.40pm</td>
<td>Period 5</td>
</tr>
<tr>
<td>2.40pm-3.30pm</td>
<td>Period 6</td>
</tr>
</tbody>
</table>
Bicycles

Students are allowed to ride their bicycles to school. Helmets must be worn and bicycles must be ‘walked’ once on school grounds. A bicycle rack is available. For security reasons it is preferable that particularly expensive bicycles are not left unattended throughout the day.

Buses

Public transport to and from the School is available. For more information about these services you will need to visit the service provider’s website or call them directly.

Below is a list of some of the service providers. Please note that this is not a full list and if you cannot find a suitable service you will need to do your own research into services in your residential area.

- **Metro Tasmania** – 13 22 01
- **Tassielink** – 1300 300 520
- **Redline** – 1300 360 000

Canteen

The Middle School canteen is Roary’s Den. Parents and carers need to order from the canteen using Flexischools (once set up this can be accessed via The Hutchins School app). An information sheet about how to set up Flexischools is available from Middle School Reception.

Chapel

Middle School students attend chapel on a weekly basis and families are invited to our Easter and Christmas services. Chaplains also offer preparation courses for any students who would like to participate in confirmation.
Co-curricular

A wide selection of summer and winter sports and activities are offered. All students are expected to give absolute priority to commitments they have through membership of orchestras, choirs, debating teams, drama groups, Dance Troupe, the Chess Club, representative sporting teams, and all other activities on offer at the School.

CHESS CLUB

Chess Club is run on Thursday afternoons in the Stephens Library in Terms 2 and 3. It is available to all students in Years 3–12. New players are always welcome. For more information please contact Dr Nick Eaves at nick.eaves@hutchins.tas.edu.au.

DANCE

Hutchins offers participation in Dance Troupe for students from Years 1–12. Dance Troupe is very popular and has limited numbers. Interested boys and parents/carers need to talk to Mrs Jacquie Coad for details and availability. Mrs Coad can be contacted at jacquie.coad@hutchins.tas.edu.au.

MUSIC

In addition to classroom Music, a range of ensembles are offered. Students taking private instrumental lessons are strongly encouraged to participate in an ensemble at an appropriate level. Please note that additional groups may be added depending on student interest.

Choral
• Middle School Choir

Strings
• Middle School Strings
• Chamber Strings
• Senior Strings

Bands
• Intermediate Concert band
• Middle School Stage Band
• Senior Concert Band
• Senior Stage Band

SPORT

All Middle School students choose from our wide selection of summer, winter and spring sport and co-curricular options. Students practice with their team and compete in community or school rosters. Please direct all enquiries to Mr Sam Fitzgerald, Head of Middle Years Sport at sam.fitzgerald@hutchins.tas.edu.au.
Co-curricular activities at an additional cost

Hutchins offers some activities at the School which are paid for by parents/carers. Students are taught by specialist teachers and coaches. See below for what activities are currently available:

**MUSIC LESSONS**

Private instrumental tuition is available to all students. Tuition occurs on a one-to-one basis with a qualified music tutor during normal school time (teaching may also occur before or after school). Each lesson lasts for 30 minutes. Lessons are on a rotating timetable or can be fixed depending on individual needs. The Instrumental Tuition form is available online. For further details please contact the Music Faculty on 6221 4294.

**TENNIS**

Ray Harrison, a qualified Club Coach, offers tuition to students from Years 1–12. Lessons are held before school, at lunchtime and after school with Tennis Clinics conducted during the school holidays. The tennis pathway starts from red/orange ball to green ball depending on the level of player. Application forms are electronically distributed via EdSmart to all students at the beginning of each term. Clinic forms are sent via EdSmart four weeks before the clinic begins.

Communication

The first point of contact for parents/carers is Middle School Reception. Teachers may be contacted by email and the Head of Middle School is also available to speak to.

**EDSMART**

EdSmart is an online permission slip and general notice software platform that enables the School to communicate with parents/carers electronically. Parents/carers are able to directly submit their responses electronically to the notices (if required). This system is used from Pre-Kindergarten to Year 12 and is the School’s official email parental communication method. Please contact Ms Katie Richardson, Communications and Records Officer at katie.richardson@hutchins.tas.edu.au, if you have any queries regarding EdSmart.

**NEWSLETTER**

The School newsletter, Communiqué, is published fortnightly and informs the School community of coming events and reflects past activities. The newsletter is emailed to all who have subscribed and copies may be viewed on the School’s website. To sign up to receive Communiqué or view past editions please visit www.hutchins.tas.edu.au/communique.
An EdSmart notice repository can be accessed through Rory. It is accessed by clicking on the orange tile ‘Parent Communication (EdSmart)’ under your name when you login and you will be able to see all current notices sent from the School. Please note that all notices are directly related to your son(s).

The Hutchins School App

The Hutchins School App is designed for parents and carers as a one-stop shop to access school information. We encourage you to download the free app to access EdSmart notices, sport fixtures, timetables, academic feedback, canteen ordering, absence notifications, links to school websites and social media, school contact information, finance details, online payments and much more. The app is available for iPhone, iPad and Android.

Counselling

The School Counsellors are available for consultation, mediation or direct counselling to students and their parents/carers from Pre-Kindergarten to Year 12. Mr Dean Docking is available during school hours on 6221 4261. Head of School and mentors are also available to assist with welfare needs.

Hats and sun care

All students are required to have a Hutchins hat which must be worn outdoors in Terms 1 and 4. Sunscreen is also available from Middle School Reception throughout the year.

Health services

Any health concerns or injuries are reported to Middle School Reception. Minor ailments may be managed at this stage or they may be referred to Matron for further treatment. When necessary parents/carers are contacted and students may be signed out by parents/carers to return home. The Middle School Counsellor, Mr Dean Docking is available to students and their families. The Middle School Chaplain, Head of School, Year Heads and mentors are also available to assist with student welfare needs.

Information technology and student devices

Hutchins is a BYOT school and we ask students to supply, manage and take responsibility for their own computers/tablets for use within the classroom. Students may also bring a mobile phone (which is to remain in their locker throughout the day), however this is not a requirement and a telephone is always available for students at Middle School Reception.
Library

The Stephens Library caters for Middle School students. There is an extensive range of fiction and non-fiction material available, digital resources such as ebooks and audiobooks, and Teacher Librarian support. The Stephens Library is open 8.10am–4.00pm, Monday to Friday, except for recess on Tuesdays.

Lost property

Lost property is stored in one of the Year 7 mentor rooms. We encourage students to take great care of their belongings. Parents/carers are welcome to inspect lost property through arrangement with Middle School Reception. We ask that all student clothing and belongings are named.

Outdoor Education

The Middle School Outdoor Education program consists of two rigorous and challenging adventure camps that assists students through a Rites of Passage program and prepare them for the Power of 9 program. Year 7s spend three days at the Hutchins Outdoor Education Facility at Southport with their mentor group in Term 1. Year 8 groups spend five days walking and rock climbing at Freycinet National Park. Please direct enquires to Mr Todd Blackhall, Director of Outdoor Education on 6221 4279.

Pastoral care and expectations

As students transition into Middle School they are required to respond to increased expectations and to take further responsibility for their actions. This transition is well supported by the student's mentor and their Year Head. The emphasis in Middle School is on increasing self-discipline, tempered by appropriate and frequent positive feedback.

Teachers set out to ensure their responses to student work and behaviour are measured, graduated, consistent and fair. Responses to good work or behaviour begin with a word of praise and extend to notes in the student planner, and at times a referral to their Year Head for appropriate certificates and prizes. Behaviour which reflects poorly on the student receives a carefully considered response, from a quiet word to a chat and if needed, a note in the planner.

If poor behaviour continues, or for serious occurrences the student will have a conversation with their Year Head and the Head of Middle School. In responding to such problems a 'restorative justice' approach is adopted where students reflect, repair and reconnect.
Student leadership

The Middle School has a Student Council drawn from students of both year groups who undertake an intensive leadership training program and who have demonstrated a commitment to working as leaders with other students. Much of the leadership training, which is available to all Middle School students, is geared towards assisting with running lunch time activities for Middle School, Junior School and ELC students. Students are recognised for their contributions at two levels of leadership. The Middle School Council meet weekly and run assemblies, plan and manage community service activities and undertake special events. The Middle School has a broad commitment to fostering leadership and service in all students, and staff take every opportunity to link students to useful tasks, great and small, from which they can gain experience. Mentor groups typically find eight to ten roles for students each term which rotate amongst students throughout the year.

Student organisation

As students transition into the Middle School we ask them to take on increasing levels of responsibility. Students manage and plan their days, including the recording of homework using their school planners which are also a means of communication between teachers and parents.

Students are also tasked with the day-to-day management of their textbooks, uniform, and equipment as they move from class to class. Each student uses a locker and has access to the change rooms throughout the day to help them arrive at each gathering appropriately equipped and attired.

Student progress

Students, alongside their parents, are encouraged to monitor and manage their academic progress. This occurs regularly via feedback from assessments available on our online system Rory, as well as through conversations with their teachers, Family/Teacher Conferences and student Reports. Parents are also encouraged to email or phone staff to discuss their son’s progress or any aspect of their program.
Withdrawing a student

A full term’s written notice of intention to withdraw a student from the School must be provided. If the School does not receive this notice, a half term’s tuition fee may be charged.

Notice in writing can be directed to Mrs Emma Griffiths, Enrolments Assistant, by post or email to emma.griffiths@hutchins.tas.edu.au.
Our learning philosophy is based on the principal that we value and celebrate the individuality of each student. At Hutchins we aim to build men who act with integrity, communicate effectively, are compassionate, creative, life-long learners, and global citizens.
Senior School life is active and fulfilling and aims to build upon experiences from Junior and Middle School. Academically, students are progressively offered a wider range of elective subject options as they move through Years 9 and 10. In Years 11 and 12, through our co-operating school arrangements with St Michael’s Collegiate and Fahan School, students are able to choose from over 100 potential courses designed to meet their interests and the needs of their future pathways.

Compulsory co-curricular opportunities include an extensive range of winter and summer sports, debating and performing arts disciplines such as drama, lighting, audio, set design, singing, acting or playing a musical instrument.

Pastorally we pride ourselves on the strength of our House system. This serves as the hub of interaction within the Senior School and provides the framework for our major inter-House competitions. More importantly, mentor groups in each House serve as an opportunity for a smaller, vertical grouping of students from Years 9 to 12 enabling them to know one another under the guidance and direction of a mentor. Mentors within the Senior School are responsible for overseeing the total wellbeing of their students and for being aware of all aspects of the boy’s school life. The mentor’s role includes ensuring that each boy feels safe, known and connected to the School community so that their potential may be reached, as such the mentor is often the first port of call for a teacher or parent.

Leadership opportunities are available to all students. Whilst not all students seek to lead others, it is our belief that all students are first and foremost leaders of self and this philosophy underpins many of the expectations we place on all students with regard to their commitments, behaviour and appearance. A number of paths are available to those who formally seek to take on positions of responsibility, this can occur through the Student Representative Council, House Executives or Prefect body.

You may also like to explore the Power of 9 (Year 9) Course Handbook 2020 or the Senior School (Years 10–12) Course Handbook 2020 for further information.
Senior School

**Head of Senior School**
Mr Roger McNamara  
T 6221 4218  
roger.mcnamara@hutchins.tas.edu.au

**Senior School Reception**
Miss Bridget Anning  
T 6221 4200 (term time 8.00am–4.30pm and school holidays 8.30am–4.00pm)

**Head of Teaching and Learning**
Mrs Louise Bender  
T 6221 4307  
louise.bender@hutchins.tas.edu.au

**Dean of Studies and Learning Analytics**
Mr James Seddon  
T 6221 4319  
james.seddon@hutchins.tas.edu.au

**Senior School Academic Assistant**
Ms Kellie O’Connor  
T 6221 4218  
kellie.o’connor@hutchins.tas.edu.au

**Chaplain**
Reverend Dr Lee Weissel  
T 6221 4256  
lee.weissel@hutchins.tas.edu.au

**School Counsellor**
Mr Matt Magnus  
T 6221 4336  
matt.magnus@hutchins.tas.edu.au

**Director of Sport**
Mr Jason Berry  
T 6221 4241  
jason.berry@hutchins.tas.edu.au

**Head of Music**
Ms Judith Mann  
T 6221 4320  
judith.mann@hutchins.tas.edu.au

**Director of Character Development (Years 9–11)**
Mr Shane McAloon  
T 6223 6450  
shane.mcaloon@hutchins.tas.edu.au

**Head of House – Buckland**
Mr Sam Manson  
T 6221 4280  
sam.manson@hutchins.tas.edu.au

**Head of House – School**
Mr Martin Chambers  
T 6221 4278  
martin.chambers@hutchins.tas.edu.au

**Head of House – Stephens**
Mr Mike Conacher  
T 6221 4243  
michael.conacher@hutchins.tas.edu.au

**Acting Head of House – Thorold**
Dr Adam James  
T 6221 4240  
adam.james@hutchins.tas.edu.au

**Co-ordinator of Power of 9**
Mr Shane McAloon  
T 6223 6450  
shane.mcaloon@hutchins.tas.edu.au

**Career Education & Vocational Learning Officer**
Mr Paul Bonnitcha  
T 6221 4271  
paul.bonnitcha@hutchins.tas.edu.au

**Head of Boarding**
Mr James Bourne  
T 6221 4278  
james.bourne@hutchins.tas.edu.au
Absences

Absences from school for one full day or longer

All absences should be advised via one of the options below only. It is not always possible for teaching staff to pass on information regarding an absence in a timely manner to the appropriate people and the absence is required to be entered into the School’s management system by a certain time of the day.

Phone 6221 4200
Email absentees@hutchins.tas.edu.au
SMS 0428 620 861 (receives texts only)

Short term absences for part of a school day

To enable our attendance records to accurately reflect where our students are at any point in time parents/carers are asked to provide notification of short term absences from class via email to absentees@hutchins.tas.edu.au just as you would if your son were sick for the entire day. We request that this notification is provided by 9.00am to enable timely entry into Synergetic.

Once entered, all teaching staff will be able to verify a student’s request to leave class. Please be aware that with staff absences it is paramount that this system of notification is centralised and does not sit with the individual classroom teacher as supervising teachers also require access to this information.

Please be aware that students will only be allowed to leave their classroom if this notification is showing on the School’s management system. Whilst trusting a student who passes on the need to attend an appointment may seem ideal, this does not enable us to meet our ethical or legal duty of care to students. As such teachers will no longer be in a position to take a student at their word should such a request be made. Once students leave their classroom they will also be required to sign out from Reception. If students return to school before the end of the day they must also sign back in at the Senior School foyer outside Ms Kellie O’Connor’s office, or via Reception if students are not in possession of their student ID card. This same process applies to Senior School students who are late to school. Parental notification of this lateness should be directed to the School through absentees@hutchins.tas.edu.au

Boys who are required to leave class a few minutes before the end of the school day due to the early departure times of specific buses will be issued with a bus pass for the relevant days following an email request from parents/carers. Where appointments require students to be off campus during recess or lunch students are again reminded of their need to sign out from Reception and to sign in at the Senior School foyer. Students will only be allowed to sign out and leave the School grounds if Reception staff can verify an entry in the School’s management system.
Planned absence during term time

Parents and carers are especially asked not to take their sons out of school during term time. Where it is unavoidable, a written request should be made to Mr Roger McNamara. A holding fee will apply for absences greater than four consecutive weeks, see the website for full details.

Behaviour management

In the Senior School we continue to develop our expectations of boys based on their developing maturity and the experiences they were exposed to in their Middle School years. Students are required to respond to increased expectations and to take further responsibility for their actions. These expectations are well supported by a boy’s mentor and their Head of House. The emphasis continues to be on increasing self-discipline and developing an understanding of the need for students to adequately communicate with relevant staff to avoid issues developing into something bigger than they need be. All interactions at Hutchins are an educational experience and as such we hope that students will learn from poor choices and misdemeanors.

At the heart of all behaviour management should be the desire to resolve issues as efficiently and positively as possible, using the opportunity to build relationships with individuals and so create a more purposeful, collaborative and long lasting environment.

1. All members of the School community are responsible;
   - for setting an example of kindness in the way they speak and act and in their attitude of goodwill to all members of the community;
   - for actively promoting kind words and deeds among the community;
   - for dealing with unkindness which is especially applicable to senior or stronger students when protecting junior or vulnerable students, and
   - for reporting any unkind behaviour they are unable to correct (students are expected to report unkindness to a member of staff or senior student).

2. All members of the School community benefit by the positive examples put before them and by extending good will throughout the community.

3. Intervention – will be necessary when the unkindness of some makes life difficult or distasteful for others. Cases of severe unkindness must be reported to the Head of Senior School.

4. Counselling – can involve both the initiators of unkindness and the victims of it and can be undertaken individually or in groups by all members of staff and leading students.

5. Professional counselling is also available from the School Counsellors.

6. Follow up – is necessary by those in authority to ensure that initiators have learned from the process and that reprisals do not occur.
7. The Anti-Bullying Policy – will be undertaken at the discretion of the Head of House or Head of Senior School. In extreme cases the Headmaster will intervene.

8. A restorative process is followed with a focus on accountability.

The word 'kindness' is derived from the notion of kinship, from the idea that people of the same family or clan are bonded together by natural affection and mutual goodwill. With the advent of Christianity, this idea was turned into a positive commandment that people should love one another.

The requirement is not that people should like one another, for liking cannot be enforced, but that they should treat each other as they would wish to be treated themselves, and that their attitude to all people should be based on goodwill. That is the true meaning of love: a source of kind activity rather than a selfish gratification.

By definition, kindness excludes unkindness in thought, word and deed.

Every member of The Hutchins School community has the duty to be kind to every other member and also to all members of the public.

Bell times

The daily program for the Senior School is:

<table>
<thead>
<tr>
<th>TIME</th>
<th>SESSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.30am–8.40am</td>
<td>Mentor</td>
</tr>
<tr>
<td>8.45am–9.35am</td>
<td>Period 1</td>
</tr>
<tr>
<td>9.35am–10.25am</td>
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</tr>
<tr>
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</tr>
<tr>
<td>12.30pm–1.15pm</td>
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</tr>
<tr>
<td>1.15pm–1.50pm</td>
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</tr>
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Below is a list of some of the service providers. Please note that this is not a full list and if you cannot find a suitable service you will need to do your own research into services in your residential area.

**Metro Tasmania** – 13 22 01
**Tassielink** – 1300 300 520
**Redline** – 1300 360 000
Canteen

The Senior School Canteen, Stop 71, sells food and drinks at both recess and lunch time. There is no lunch order system in the Senior School.

Careers counselling

Career development is more than just deciding on subject choices and what job you want to get when you graduate. The goal of career counselling is to help students make decisions and give them confidence in the knowledge and skills they have to make future career and life decisions. We model our career development process from the Australian Career Blueprint developing core skills, attitudes and knowledge individuals need to make sound choices and to effectively manage their futures. Linking student’s hopes and dreams for the future and managing their skills to transition successfully to further education or further training through traineeships and apprenticeships is our key goal. The School ensures that one glove does not fit all allowing students to make active choices that will give them the best benefits and outcomes for their future pathways.

Chapel

Chapel for Years 9–12 is an essential part of the teaching and learning that takes place at Hutchins. Using the life and work of Jesus, we seek to explore ideas about our world, about our community and about God. Students gather in Houses for chapel normally once a week. Throughout the year there are special occasions that are set aside for us to gather as a whole school in celebration and worship. The chapel is a nurturing and inclusive environment that supports the vision and work of the School.

Co-curricular

A wide selection of summer and winter sports and activities are offered. All students are expected to give absolute priority to commitments they have through membership of orchestras, choirs, debating teams, drama groups, Dance Troupe, the Chess Club, representative sporting teams, and all other activities on offer at the School.

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Chess Club is run on Thursday afternoons in the Stephens Library in Terms 2 and 3. It is available to all students in Years 3–12. New players are always welcome. For more information please contact Dr Nick Eaves at nick.eaves@hutchins.tas.edu.au.
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In addition to classroom Music, a range of ensembles are offered. Students taking private instrumental lessons are strongly encouraged to participate in an ensemble at an appropriate level. Please note that additional groups may be added depending on student interest.

Choral
- Senior Choir
- Barbershop Quartet

Strings
- Senior Strings
- String Quartets
- Chamber Ensembles

Bands
- Senior Concert Band
- Senior Stage Band
- Blue Note Ensemble
- Brass Ensemble
- Saxophone Ensemble

All Senior School students choose from our wide selection of summer, winter and spring sport options. Students practice with their team and compete in community or school rosters. Please direct all enquiries to Mr Jason Berry, Director of Sport at jason.berry@hutchins.tas.edu.au.

Co-curricular activities at an additional cost

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The School newsletter, Communiqué, is published fortnightly and informs the School community of coming events and reflects past activities. The newsletter is emailed to all who have subscribed and copies may be viewed on the School’s website. To sign up to receive Communiqué or view past editions please visit www.hutchins.tas.edu.au/communique.

PARENT COMMUNICATION (RORY)
An EdSmart notice repository can be accessed through Rory. It is accessed by clicking on the orange tile ‘Parent Communication (EdSmart)’ under your name when you login and you will be able to see all current notices sent from the School. Please note that all notices are directly related to your son(s).

The Hutchins School App
The Hutchins School App is designed for parents and carers as a one-stop shop to access school information. We encourage you to download the free app to access EdSmart notices, sport fixtures, timetables, academic feedback, canteen ordering, absence notifications, links to school websites and social media, school contact information, finance details, online payments and much more. The app is available for iPhone, iPad and Android.
Counselling

The School Counsellors are available for consultation, mediation or direct counselling to students and their parents/carers from Pre-Kindergarten to Year 12. Mr Matt Magnus is available during school hours on 6221 4336. Heads of House and mentors are also available to assist with welfare needs.

Family/Teacher Conferences

Parents and carers are always welcome to make contact with relevant staff to discuss their son’s work and progress. Parents, carers and students are also encouraged to take the opportunity to meet formally with staff at the Family/Teacher Conferences which are scheduled throughout the year and parents/carers will be notified of the dates and times available. This evening is arranged for ALL parents/carers and students and should you wish to initiate a meeting you are encouraged to do so. Students are expected to be present at the Conferences to participate in the conversation and are expected to wear full school uniform.

Health services

Any health concerns or injuries are reported to Matron. When necessary parents/carers are contacted and students may be signed out to return home. The Senior School Counsellor, Mr Matt Magnus is available to students and their families. The School Chaplain, Head of School, Heads of House and mentors are also available to assist with student welfare needs.
House mentors and pastoral care

Our House system promotes the social, spiritual, emotional and academic wellbeing of each student. Involvement in the House provides many opportunities for students to participate in the inter-House competition, the Cock House; each House also has its own traditions, charities and activities that form an integral part of the culture within the House and which aim to enhance a student’s sense of belonging. Within the House, your son’s House mentor is charged with the responsibility of best getting to know those in their mentor group. The mentor should be your first point of inquiry on most matters. Please feel free to make your son’s mentor aware of issues that could impact on his relationships and commitment to school. We encourage parents/carers to keep the channels of communication open with mentors. Through the House system the mentor and Head of House are the primary contact for each student while at Hutchins. The mentor will facilitate, where necessary, contact regarding academic progress, personal development and concerns.

Library

The Nettlefold Library is located on the first floor of the H D Baldwin Wing. The extensive collections of print and digital materials cater for the fiction and non-fiction reading needs of staff and students. The Nettlefold Library is a supervised space for students with Private Study lines, and library staff provide assistance to Senior School students with research skills and academic integrity requirements.

The Nettlefold Library is open Monday to Thursday 8.10am–5.00pm, and Friday 8.10am–4.00pm [except for recess on Mondays].

Library staff

Head of Library – Mrs Kate Reid
Library Technician – Ms Leanne Weeks
Library Assistant – Mrs Rose Seddon

Parking

The School car park is for use by staff only. Parents/carers who are delivering their children to school or collecting them after lessons are asked not to use the car park. Parents are also asked to note that there are two bus stops in Nelson Road and parking is not permitted in these areas.
Road safety procedures

**DRIVING**

Year 12 students may drive to and from school if granted permission by their parents/carers and the Head of School. Under exceptional circumstances, such permission may also be granted to Year 11 students. Students may not park in the School car park. A student may transport another student in his vehicle only with the express permission of the Head of School, his own parents/carers and his passenger’s parents/carers. The Application to Drive to School has a number of sections to be completed. Students are not to drive to co-operating schools for lessons between recess and lunch without the express permission of the Head of School. Similarly, cars are not to be used during the day once parked at school until students are leaving the Senior School campus for the day.

**DROP-OFF AND PICK-UP**

Parents may drop and collect their sons from just inside the gate to the War Memorial Oval (WMO). Parents may also drop and collect students along Churchill Avenue, Nelson Road, David Avenue or Earl Street. The School car park on the corner of Churchill Avenue and Nelson Road is for the exclusive use of staff, and parents/carers may not use it as a drop-off or pick-up area.

**PARKING**

Due to our proximity to the University of Tasmania, parking is always at a premium. Students are expected to park in the streets surrounding Hutchins and may not park on school property, this includes the School car park, the School Uniform Store and the WMO. The School car park is for the exclusive use of staff and due to drop-off and pick-up arrangements for Junior School students especially, the WMO is out of bounds to student cars.

**PEDESTRIANS**

Students are only to cross Nelson Road and Churchill Avenue by way of the underpass on each road. Students may not cross the road directly.
Student lockers and bag racks

All students in Senior School are assigned a locker in their House area at the start of the year. Correct use of the School locker ensures the security of each student’s belongings. Valuables should be locked away in the locker and not left in school bags. Boys are not allowed to take their school bag with them from class to class, bags are to remain on the bag racks in their House area during the normal school day.

Withdrawing a student

A full term’s written notice of intention to withdraw a student from the School must be provided. If the School does not receive this notice, a half term’s tuition fee may be charged.

Notice in writing can be directed to Mrs Emma Griffiths, Enrolments Assistant, by post or email to emma.griffiths@hutchins.tas.edu.au.

Parents and carers of Year 12 students leaving at the end of 2019 are not required to give notice.
ADDITIONAL INFORMATION
Information regarding the Guidelines for Parents and Carers

The Hutchins School is committed to creating an environment where all of its community can enjoy participation in our activities and events without experiencing abusive, insulting, threatening or other anti-social behaviour.

We call on all parents and carers associated with The Hutchins School to:
• observe our school’s Guidelines for Parents and Carers;
• when necessary, politely and respectfully remind others of their obligations under these guidelines; and
• in the event of serious or ongoing breaches of these guidelines by another person, to report the matter to the school so that appropriate action can be taken.

Guidelines for Parents and Carers

All children and young people’s safe participation in and enjoyment of their time at The Hutchins School are our primary consideration. As parents and carers your role is to support these outcomes by:
• acting in line with our key values of kindness, integrity, honesty, courage and humility;
• modelling respectful and transparent communication with other members of The Hutchins community: staff, students and families;
• encouraging your child’s participation in a positive and respectful manner;
• not engaging in behaviour that discriminates against any other person on the basis of gender, race, ability, colour, religion, language, politics or national or ethnic origin;
• advising the School of any special needs that your child may have, or develop, during the course of the program (for example, they may suffer from asthma or allergies, or have hearing difficulties), so that we can assist in their safe participation in the program;
• reporting any child safety concerns to the appropriate school staff; and
• advising the School of any changes in contact information for use in the event of an emergency.
Information for parents and carers about safeguarding children and young people

**OUR COMMITMENT**

At The Hutchins School we consider the health, safety and wellbeing of all children and young people to be our highest priority. We strive to ensure the safety and wellbeing of children and young people through our Safeguarding Children Policy.

Our Safeguarding Children Policy has been adopted by the Board of The Hutchins School. It underpins a set of policies and procedures in relation to the protection of children and young people which guide:

- the screening and recruitment of our people;
- the behaviour of our people towards children and young people;
- the induction and training of our people about safeguarding children and young people;
- our open and effective communication with children and young people and their parents;
- our responses to the abuse and neglect of children if it occurs; and
- our maintenance of a safeguarding culture in the organisation.

Our people are required to:

- undergo an extensive screening process including a National Criminal Record Check and/or Registration to Work with Vulnerable People;
- behave professionally and with care towards children and young people including not acting outside the boundaries of their duties or using their position with the organisation to solicit work with or initiate contact with children and young people who are students of our organisation;
- understand the important responsibility they have to protect children and young people from all forms of abuse, bullying and exploitation either by our people or that occurs outside the scope of our operations and services; and
- create and maintain a child safe culture.

The full Safeguarding Children and Young People Policy is available online at [www.hutchins.tas.edu.au/policies](http://www.hutchins.tas.edu.au/policies).
The Hutchins School is dedicated to protecting the children and young people in our community and have undertaken training and policy development with the Australian Childhood Foundation Safeguarding Children and Young People Program.

Responding to child abuse reports and allegations

We consider any form of child abuse including emotional, physical and sexual abuse, family violence, grooming or neglect as intolerable under any circumstances.

We have a legal, moral and mission driven responsibility to protect children and young people from harm and to ensure that any incident of suspected child abuse is promptly and appropriately dealt with. Our people are required to report suspected child abuse to their direct supervisor/manager and Child Safety Services or Tasmanian Police.

The Hutchins School will co-operate with the child protection authorities, police and other agencies as required by law.

The Hutchins School Practice and Behaviour Guidelines

Our people and volunteers are required to maintain the highest standards of professional conduct towards children and young people. We have developed Practice and Behaviour Guidelines to identify and prevent behaviour that may be harmful to the children and young people in our care.

The document covers:
- Adhering to professional role boundaries
- Supporting a positive culture
- Supervision
- Physical contact
- Sexual misconduct
- Use of electronic communication
- Social media
- Photographs
- Transport
- Overnight stays and sleeping arrangements
- Change room arrangements
- Use, possession or supply of alcohol or drugs
- Uniform or identity card
- Gift giving

The complete Practice and Behaviour Guidelines are available online at www.hutchins.tas.edu.au/policies.
Our vision is to provide an inspirational education where each boy strives to achieve his personal best and is willing to serve his community as an informed and active citizen; locally, nationally and globally.