



THE HUTCHINS SCHOOL

Information
for parents &
carers 2024



Principal's welcome	4	Counselling	34
Our Guiding Statements	7	E-scooters	35
JUNIOR SCHOOL Pre-Kindergarten to Year 5	8	Hats and sun care	35
Staff	10	Health services	35
Absence	13	Information Technology (IT)	35
Behaviour	13	Library	36
Bell times	15	Lost property	36
Bicycles	16	Mobile phones	36
Buses	16	Outdoor Education	36
Canteen	16	Parking	36
Chapel	17	Pastoral care and expectations	37
Co-curricular	18	Student leadership	37
Communication	19	Student organisation	38
Counselling	20	Student progress	38
Hats and sun care	20	Virtual Learning Environment – Rory	38
Homework	21	Withdrawing a student	38
Information Technology (IT)	21	SENIOR SCHOOL Years 9–12	40
Jewellery	21	Senior School key staff	42
Library	21	Absences	43
Mobile phones and personal electronic devices	22	Behaviour management	44
Outdoor Education	22	Bell times	45
Outside School Hours Care	22	Buses	45
Parking	23	Canteen	45
School Nurse	23	Careers counselling	46
Uniform	23	Co-curricular	47
Valuables	23	Communication	48
Virtual Learning Environment – Rory and Seesaw	24	Counselling	49
Withdrawing a student	24	Family/Teacher Conferences	49
MIDDLE SCHOOL Years 6–8	26	Health services	49
Staff	28	House mentors and pastoral care	50
Absence	30	Information Technology (IT)	50
Bell times	30	Library	50
Bicycles	31	Parking	51
Buses	31	Road safety procedures	51
Canteen	31	Student lockers and bag racks	52
Chapel	32	ADDITIONAL INFORMATION	53
Co-curricular	32	Information regarding the Guidelines for Parents and Carers	54
Communication	34	Information for parents and carers about safeguarding children and young people	55



THE HUTCHINS SCHOOL

Information for parents & carers 2024

THE HUTCHINS SCHOOL

71 Nelson Road, Sandy Bay, Tasmania 7005 Australia

PO Box 254, Sandy Bay, Australia 7006

T (03) 6221 4200

info@hutchins.tas.edu.au

www.hutchins.tas.edu.au

The Hutchins School Board as established by The Christ College Act 1926

ABN 91 133 279 291 CRICOS 00478F



HUTCHINS
ESTABLISHED 1846

Principal'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 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.

‘Developing character in boys 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
Principal



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 student strives to achieve their personal best and is willing to serve their community as an informed and active citizen.

Our Mission

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

Our Values

As a community, we aspire to be people of integrity who act with humility, kindness, courage and respect.

Our Faith

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

Our Motto

Vivit Post Funera Virtus – *Character Lives on After Death* – What you do matters.

JUNIOR SCHOOL

Pre-Kindergarten
to Year 5

BEING A GLOBAL CITIZEN

Being **aware** of our
wider world and how
it works.

Seeing **ourselves**
as **citizens** of this
world.

g and **respe**
nces.

nsibi

The Junior School at The Hutchins School comprises the year groups ranging from Pre-Kindergarten to Year 5. 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 5 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 [Junior School Course Handbook 2023](#) 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

Junior School Reception

Mrs Natassia Smith, Junior School
Receptionist and Administration Assistant
T 6221 4269 (8.00am–4.00pm)
natassia.smith@hutchins.tas.edu.au

Head of Junior School

Mr Stephen Coventry
T 6221 4237
stephen.coventry@hutchins.tas.edu.au

Executive Assistant to the Head of Junior School

Mrs Kate Woods
T 6221 4335
kate.woods@hutchins.tas.edu.au

School holidays

If you have an enquiry during school
holidays, please contact Senior School
Reception on 6221 4200 (8.00am–4.00pm).

ROLE	STAFF NAME
Deputy Head of Junior School – Teaching and Learning	Ms Cath Hogan
Deputy Head of Junior School – Wellbeing	Mrs Emma Nuttall
Director of Kindergarten and Children’s Services	Ms Naomi Pritchard-Tiller
ELC Sport Teacher	Mrs Ellie Thurlow
Head of Junior Years Sport (Prep to Year 5)	Mr Greg Rowlings
School Counsellor	Mr Shane McAloon
Teacher Librarian	Miss Anna Davidson
Library Technicians	Mrs Michelle Davies and Mrs Gaye McEwan
Art Teacher	Mrs Rebecca Terry
Chinese Teacher	Ms Doreen Liang
French Teacher	Mr Jean-Yves Theron
Music Teachers	Mrs Anna Maguire, Mr Gregory Stanton and Ms Lauren Carr
EALD Teachers	Mr Dean Eddington and Mrs Jane Kabalan
Bilingual Teacher Aide	Mrs Nancy Tung
Chaplain and RAVE (Religious and Values Education) Teacher	Rev Mark Holland
Teacher Assistants (Prep to Year 2)	Mrs Kylie Brown, Mrs Melissa Smith, Miss Zoe Clark and Miss Annie Thurlow
Pre-Kindergarten and Kindergarten Educators/Teacher Assistants	Mrs Jacqui Wills, Mrs Karen Donohoe, Miss Samantha Clark, Mrs Megan Watson-Thornbury, Miss Grace Wickham and Mr Liam Stoddart
Outside School Hours Care	Miss Louise Kaden and Miss Samantha Clark

All staff can be contacted by email at firstname.lastname@hutchins.tas.edu.au or by phoning ELC or Junior School Reception.

CLASS	TEACHER
Pre-Kindergarten MW	Mr Scott Marriott and Mrs Kylie White
Pre-Kindergarten F	Miss Kate Foster
Kindergarten K	Ms Ella King
Kindergarten S/P	Mrs Melissa Schramm and Ms Naomi Pritchard-Tiller
Kindergarten T	Mrs Pamela Tonelli-Pirie
Prep B	Mrs Maria Blight
Prep D	Mrs Stella Daglas
Year 1S	Mrs Terri Stokes and Mrs Bec Terry
Year 1 J	Mrs Emma Jacobson
Year 2A	Miss Anna Clark
Year 2S	Miss Sophie Cleaver
Year 3C	Mrs Emma Crawford
Year 3R	Mr Paul Robinson
Year 3WE	Miss India Watchorn and Mr Dean Eddington
Year 4B	Ms Erin Barnes
Year 4G	Mrs Charlene Gordon
Year 4M	Mrs Caroline McCreary
Year 5AB	Miss Kaitlyn Atkins and Miss Amanda Berry
Year 5S	Mr Mark Stewart
Year 5T	Mr Edward Thompson

Absence

Full attendance at school is important to the wellbeing of all students 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.

For boys in Pre-Kindergarten to Year 5, please email absentees@hutchins.tas.edu.au or notify us via the Hutchins app 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 an SMS at 9.30am.

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 Junior School, Mr Stephen Coventry. Please email stephen.coventry@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 Early Years or Main 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/carers and signed out. Junior School students will not be permitted to leave the School grounds to meet their parents/carers during the school day. This also applies if your son is returning to school so we are able to sign him back in.

Behaviour

The Junior School strives to provide secure and positive environments which highly value self-respect, self-discipline and co-operation. Generating an encouraging and supportive environment for teaching and learning, and is at the core of our approach. The great majority of strategies are 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.

Inappropriate behaviour at school can result in a phone call or email home, and occasionally a meeting with parents/carers.

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 5 student. There are several means of dealing with inappropriate behaviour including discussion, mediation or lunchtime reflection, with a strong focus on reflective and restorative practices in each instance.

Lunchtime reflection involves talking to a teacher about what caused the problem and how they can make amends. Older students complete a reflection sheet by filling in details of the problem, what they would do next time to avoid it, identifying how the other people felt and how they rectify the situation. Parents/carers are notified of student attendance at reflection. Age appropriate reflection sheets may also be completed by younger age appropriate students.

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.

Our commitment to kindness comes from our desire to treat others as we would have them treat us (Matthew 7:12). An attitude of goodwill to all people, not seeking self-gratification, but seeking to build up others is at the heart of kindness and of love. We see this best modelled by Jesus in John 13:34, 'Love one another. As I have loved you, so you must love one another'.

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

Every member of The Hutchins School community has a collective responsibility to be kind to every other member and to all members of the public.

To view the responsibilities of the [Commitment to Kindness](#) please view the full version.

Bell times

Please note that due to our duty of care 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 (OSHC) and parents/carers will be charged. If students are not picked up by the times listed below at the end of the school day, they will be sent to OSHC and parents/carers will be charged:

- Pre-Kindergarten and Kindergarten must be collected by 2.45pm
- Prep to Year 2 must be collected by 3.30pm
- Years 3–5 must be collected by 3.45pm

TIME	SESSION
8.25am	Classrooms open (Pre-Kindergarten to Year 5)
8.30am	Start (Prep to Year 5)
10.25am–10.50am	Recess (Pre-Kindergarten to Year 5)
11.40am–12.40pm	Lunch (Pre-Kindergarten and Kindergarten)
12.40pm–1.30pm	Lunch (Prep to Year 5)
1.35pm–2.00pm	Afternoon Recess (Pre-Kindergarten and Kindergarten)
2.15pm	Dismissal (Pre-Kindergarten)
2.30pm	Dismissal (Kindergarten)
3.00pm	Dismissal (Prep to Year 2)
3.15pm	Dismissal (Years 3–5)

Bicycles

Students in Years 4–5 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. All students riding to school must complete a Bicycle Contract (available from Junior School Reception).

Buses

School buses are offered for pick-up in the morning and/or return trips in the afternoons for students from Prep to Year 6. Information about the buses may be obtained from Senior School Reception or the Head Bus Driver, Mr Lyle Turnbull 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, Tarooma, 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 Junior School students for lunch only. Parents/carers need to order lunch from the canteen online using Flexischools. Junior School students do not access the canteen for direct purchasing at break times and orders are delivered to the classrooms. The Junior School canteen is cashless.

In the event that students forget their lunch, or their parent/carer misses the cut off time for ordering, Reception will arrange a sandwich for them and you will receive a payment request for this from our Reception staff.

Online canteen ordering and purchasing information (Flexischools)

Flexischools is our online canteen ordering system (Pre-Kindergarten to Year 8) and also enables students to purchase from the canteen using their student ID cards (Years 7–12).

If you are already using Flexischools, you only need to click 'add new student' and follow the steps on the app. If you are new to Flexischools, please follow the steps below:

- **Step 1:** Go to The Hutchins School App and click 'Canteen'
- **Step 2:** Click Register
- **Step 3:** Enter your email
- **Step 4:** Check your email and complete your registration, then go back to the app on your device
- **Step 5:** Add your children and their classes (you will need their student number to do this) this can be obtained from Rory by clicking on your child's photo or from your child's student ID card
- **Step 6:** To top up your account go to account, enter in payment details, click next (top right button)
- **Step 7:** From the accounts screen you can also set up automatic top-ups

Once Flexischools has been set up, it is available to use via The Hutchins School App.

Note: Daily limits can be set per student. In the home screen click on additional settings under your child's name, select daily student spend limit.

The cut off time for Flexischool orders is 8.30am. Please ensure you place your child's order before this time. For any support in creating an account, you can contact Flexischools directly via phone 1300 361 769 or email help@flexischools.com.au.

Chapel

All students from Pre-Kindergarten to Year 5 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. For more information please contact Rev Mark Holland at mark.holland@hutchins.tas.edu.au

Co-curricular

A wide selection of summer and winter sports and activities are offered. All students are expected to honour any 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.

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.

DEBATING

Interschool debating takes place in Term 2, and is for Years 5 and 6 only. It is held after school at various primary school locations once a fortnight (4.00pm–5.00pm). For more information please contact Mrs Kate Reid at kate.reid@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. Contact the Music Faculty on 6221 4294 for further information.

Choral

- Years 3–5 Pride

Strings

- Beginner Paganini Strings
- Junior Orchestra

Bands

- Junior Band

SPORT

Participation in Hutchins representative sport teams and groups is compulsory for students in Years 5 and is optional for Kindergarten to Year 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 which activities are currently available:

MUSIC LESSONS

Private instrumental tuition is available for Kindergarten to Year 5 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. 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 with general enquiries is Reception. Appointments can be arranged with class teachers at a mutually convenient time, as well as student-led conferences and parent/teacher meetings throughout the year. Teachers and members of the Junior School Leadership Team may also be contacted by email.

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. EdSmart messages will be received via the Hutchins School App and email. Please contact the Communications Officer at communications@hutchins.tas.edu.au, if you have any queries regarding EdSmart.

COMMUNIQUÉ

The whole school newsletter, Communiqué 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 for the current year please visit www.hutchins.tas.edu.au/communiqué.

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). These notices are also available by clicking on the EdSmart tile in the Hutchins App.

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 Junior School Reception.

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 Shane McAloon is available during school hours on 6221 4261. The Deputy Head of Junior School – Wellbeing and class teachers are also available to assist with welfare needs.

Hats and sun care

Hats are to be worn outside in Terms 1 and 4 to coincide with daylight savings 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

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

Students in Years 3–5 also have regular home reading requirements and may have age-appropriate homework tasks.

Information Technology (IT)

Information for parents and carers regarding ICT can be found at www.hutchins.tas.edu.au/learning-with-ict. Information regarding resetting your Rory password can be found at www.hutchins.tas.edu.au/rory-password-reset. If you have any other Hutchins IT queries, please email the [IT Service Desk](#).

Students are required to agree to the use of devices through the ICT personal agreement provided at the start of the school year

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.

Watches are permitted, including smart watches (see restrictions in mobile phones and personal electronic devices).

Library

The [Stephens Library](#) caters for students in Pre-Kindergarten to Year 8. All ELC and Junior School students have a weekly library lesson with the Teacher Librarian. Students in Years 3–5 also participate in Book Chat each term, a Book Club style program. The library has an extensive collection of fiction and non-fiction material as well as digital services such as ebooks, audio books and access to databases for research. The Stephens Library is open from 8.00am–4.00pm, Monday to Friday. The library is open at recess and lunchtime for students to read, borrow books, create with Lego, build marble runs and play board games.

Lost property

All belongings must be named, including socks and shoes. Unnamed belongings are kept in chests in the Early Years corridor by the School Nurse's office, and the main 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.

Mobile phones and personal electronic devices

Mobile phones are not allowed for student use in Pre-Kindergarten to Year 2. Permission for use of mobile phones is granted to students in Years 3–5 for travel or medical purposes only. Phones must be kept by the class teacher during the school day. Students wishing to bring a mobile phone to school must complete a mobile phone contract available at Junior School Reception and agree to the rules of their use. These rules also extend to smart watches, which are required to be set to 'School Mode' during school hours. 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 capabilities, 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 start 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 day trips and annual camps at a variety of locations for a duration of three days and two nights. Please direct enquires to Mr Matthew Groves, Director of Outdoor Education on 6221 4279.

Outside School Hours Care

Hutchins Outside School Hours Care (OSHC) is based in the Early Learning Centre. We offer Before School Care from 7.45am, After School Care until 6.00pm and Vacation Care from 7.45am–6.00pm. It caters for boys between 3 and 12 years of age, 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.

For enrolment and fee information please visit www.hutchins.tas.edu.au/oshc or call the Co-ordinator of OSHC on 6221 4212.

Parking

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

The Early Years car park is for Pre-Kindergarten to Year 1 parents/carers only for drop off from 8.00am–8.30am and pick up 3.00pm–3.30pm. Cars are not to be left unattended. From 8.30am–9.00am and 2.15pm–2.45pm the spaces are for Pre-Kindergarten and Kindergarten parents/carers only.

School Nurse

The School Nurse is available at school from 7.45am–3.45pm, generally in the ELC, and can be contacted on 0417 321 562.

Uniform

Uniform requirements are detailed on the Hutchins website. Formal uniform and sports/PE uniform must not be combined, for example formal uniform must not be worn with sneakers. Prep students require a House top for Sport/PE, Year 1 require the Sport/PE uniform. For Years 2–5, the sports/PE uniform includes both a black Hutchins polo top and a House coloured polo top. The House coloured polo top is worn for weekly PE lessons and House events such as school carnivals. The black polo is worn for afternoon sport blocks, excursions and any other even where the boys are representing the School.

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.

Virtual Learning Environment – Rory and Seesaw

Rory is the School's online portal where parents/carers can access their son's Reports, as well as EdSmart notices, the School Calendar and other information.

In the Junior School we also use Seesaw from Pre-Kindergarten to Year 5 as a digital portfolio of the boys' work. More detailed information regarding accessing and using Seesaw will be provided to you via EdSmart at the beginning of the school year.

Please note that from Year 6 onwards, the students use Rory as their digital portfolio.

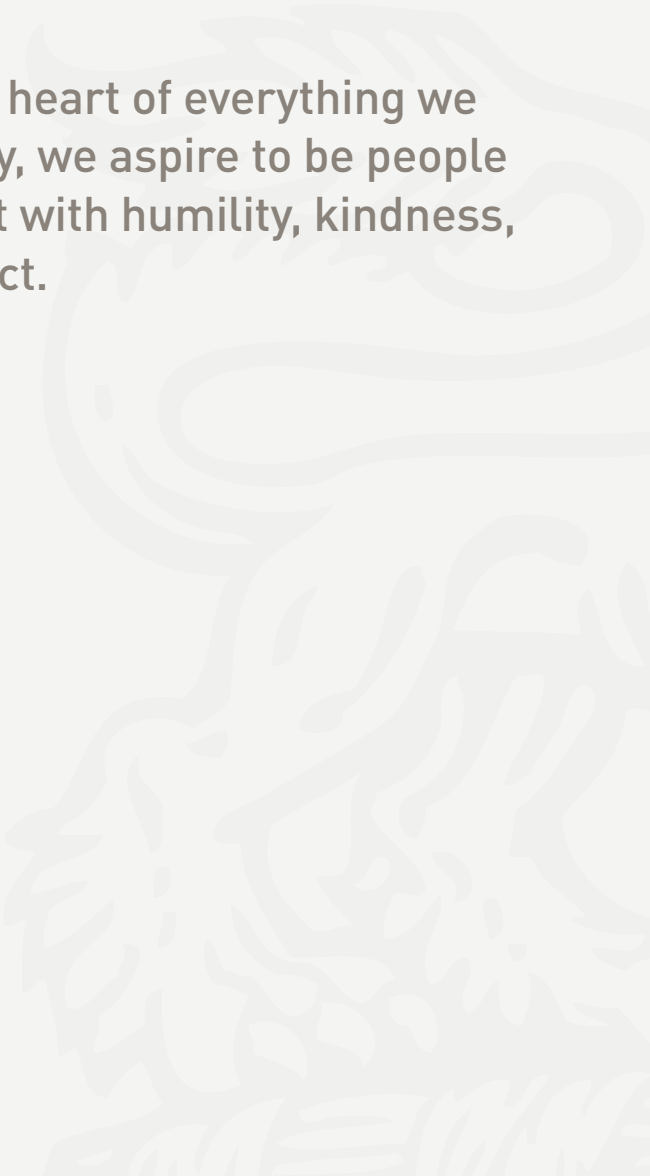
Withdrawing a student

If you have concerns about your son or are considering withdrawing him, please contact the Head of Junior School, Mr Stephen Coventry in the first instance, or Mrs Emma Nuttall, Deputy Head of Junior School – Wellbeing.

A full term's written notice of intention to withdraw a student from the School must be provided. If the School does not receive a full term's written 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.



Character is at the heart of everything we do. As a community, we aspire to be people of integrity who act with humility, kindness, courage and respect.

MIDDLE SCHOOL

Years 6–8



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 Assistant 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 \(Years 6–8\) Course Handbook 2024](#) for further information.

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 Assistant Head, and broader concerns to the Head of Middle School.

Middle School Reception

Mr Lucas Gorringe

T 6221 4264 (8.30am–3.30pm)

lucas.gorringe@hutchins.tas.edu.au

Head of Middle School

Mrs Fiona Moroney

T 6221 4235

fiona.moroney@hutchins.tas.edu.au

Personal Assistant to the

Head of Middle School

Mrs Donna Brown

T 6221 4339 (8.15am–4.00pm)

donna.brown@hutchins.tas.edu.au

School holidays

If you have an enquiry during school holidays, please contact Senior School Reception on 6221 4200 (8.00am–4.00pm).

ROLE	STAFF NAME
Chaplain	Rev Mark Holland
Head of Middle Years Sport (Years 6–8)	Mr Shaun Killian
School Counsellor	Mr Shane McAloon
Head of Library	Mrs Kate Reid
Teacher Librarian	Miss Anna Davidson
Head of Music	Mr Gregory Stanton
Head of Year 6	Mrs Kate Nunn
Head of Year 7	Mr Ivor Leonard
Head of Year 8	Mr Mike Webster
Year 6 mentors	Mr Cameron Greenhill, Ms Kate Nunn, Mr David McCarthy, Mr Lucas Simpson and Mr Andrew Wirtz
Year 7 mentors	Mr Justin Bowman-Shaw, Ms Lilli Hyatt, Mrs Samantha Lelong, Mrs Anne Mather and Mr Damien Marwood
Year 8 mentors	Ms Kate Bridge, Mr Nick Corkhill, Mr Anthony Hyland, Mr Shaun Killian and Miss Gemma Leonard

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, via the absentee tile on the Hutchins App, email absentees@hutchins.tas.edu.au or SMS 0428 965 941 (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

TIME	SESSION
8.25am	Gather books for Period 1 and 2, and move to mentor rooms
8.30am	Start (Years 6–8)
8.45am–9.35am	Period 1
9.35am–10.25am	Period 2
10.25am–10.50am	Recess
10.55am–11.40am	Period 3
11.40am–12.30pm	Period 4
12.30pm–1.20pm	Lunch
1.20pm–1.50pm	After lunch program
1.50pm–2.40pm	Period 5
2.40pm–3.30pm	Period 6

Please note that Year 6 finish at 3.20pm on Friday due to Sport.

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, bicycles should be locked with a sturdy bicycle lock.

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

School buses are offered for pick-up in the morning and/or return trips in the afternoons for students for Year 6 students. Information about the buses may be obtained from Senior School Reception or the Head Bus Driver, Mr Lyle Turnbull on 0407 256 169. Hutchins combines bus routes with St Michael's Collegiate, therefore boys may be picked up or dropped off by a Collegiate bus.

- **City and Kingborough:** Blackmans Bay, Kingston, Taroona, Sandy Bay, City, West Hobart
- **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

Canteen

The Middle School canteen is Roary's Den. Parents/carers need to order lunch from the canteen using Flexischools.

Students may visit the canteen to purchase smaller items during their break time using EFTPOS or their student ID card (Flexischools). The Middle School canteen is cashless.

Online canteen ordering and purchasing information (Flexischools)

Flexischools is our online canteen ordering system (Pre-Kindergarten to Year 8) and also enables students to purchase from the canteen using their student ID cards (Years 6–12).

If you are already using Flexischools, you only need to click 'add new student' and follow the steps on the app. If you are new to Flexischools, please follow the steps below:

- **Step 1:** Go to The Hutchins School App and click 'Canteen'
- **Step 2:** Click Register
- **Step 3:** Enter your email
- **Step 4:** Check your email and complete your registration, then go back to the app on your device
- **Step 5:** Add your children and their classes (you will need their student number to do this) this can be obtained from Rory by clicking on your child's photo or from your child's student ID card
- **Step 6:** To top up your account go to account, enter in payment details, click next (top right button)
- **Step 7:** From the accounts screen you can also set up automatic top-ups

Once Flexischools has been set up, it is available to use via The Hutchins School App.

Note: Daily limits can be set per student. In the home screen click on additional settings under your child's name, select daily student spend limit.

The cut off time for Flexischool orders is 8.30am. Please ensure you place your child's order before this time. For any support in creating an account, you can contact Flexischools directly via phone 1300 361 769 or email help@flexischools.com.au.

Chapel

Middle School students attend [chapel](#) on a weekly basis. Chaplains also offer preparation courses for any students who would like to participate in Confirmation. Parents and carers are invited to the Easter Service at St David's Cathedral, as well as Confirmation services.

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.

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 Vocal Group

Strings

- Middle School Strings
- Chamber Strings
- Senior Strings

Bands

- Intermediate Concert band
- Middle School Stage Band
- Senior Concert Band
- Senior Jazz Band

SPORT

Middle School students in Years 7–8 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 enquires to Mr Dion Hughes, Head of Middle Years Sport at dion.hughes@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 general matters relating to your son is his mentor. Please feel free to contact his mentor, or any of his subject teachers, at any time throughout the year. Middle School Reception and the Head of Middle School may also be contacted at any time.

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 the Communications Officer at communications@hutchins.tas.edu.au, if you have any queries regarding EdSmart.

NEWSLETTER

The School newsletter, Communiqué 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 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). These notices are also available by clicking on the EdSmart tile in the Hutchins App.

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 Shane McAloon is available during school hours on 6221 4261. Head of School and mentors are also available to assist with welfare needs.

E-scooters

(Hobart City Council)

Middle School students are all under the required ages to ride/hire the scooters. Students are asked not to use the scooters for transport to and from school.

- Beam Scooters – you need to be **at least 16 years of age.**
- Neuron Scooters – you need to be **at least 18 years of age.**

Personal scooters used safely with helmets are permitted to and from school. They cannot be used on school grounds.

Hats and sun care

All students are required to have a Hutchins hat which must be worn outdoors in Terms 1 and 4. We encourage students to bring their own sunscreen to school, however, it is also available at 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 the School Nurse 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 Shane McAloon is available to students and their families. The Middle School Chaplain, Head of School, Assistant Heads and mentors are also available to assist with student welfare needs.

If you require the School Nurse (Mrs Anna Nicholas), she can be contacted on 6221 4230.

Information Technology (IT)

Information for parents and carers regarding ICT can be found at

www.hutchins.tas.edu.au/learning-with-ict.

Information regarding resetting your Rory password can be found at

www.hutchins.tas.edu.au/rory-password-reset.

If you have any other Hutchins IT queries, please email the [IT Service Desk](#).

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 the Middle School. We encourage students to take great care of their belongings and we ask that all student clothing and belongings are named.

Mobile phones

Students may 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.

Outdoor Education

The Middle School [Outdoor Education](#) program consists of two rigorous and challenging adventure camps that assists students through a Character Development program and prepare them for the [Power of 9](#) program. Year 6s have an outdoor leadership experience, as well as Year 7s who spend four 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 Matthew Groves, Director of Outdoor Education on 6221 4279.

Parking

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

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 management. 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 contact with parents/carers, 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 Heads 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 across year groups who have undertaken an intensive leadership program and 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. Leaders can also join Years 6–12 student-led committees.

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/carers.

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/carers, 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/carers are also encouraged to email or phone staff to discuss their son's progress or any aspect of their program.

Virtual Learning Environment – Rory

Rory is the School's online portal where parents/carers can access their son's Reports, as well as EdSmart notices, the School Calendar and other information.

Further information about Rory will be provided to you in Term 1.

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 a full term's written 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

Years 9–12



Life in the Senior School should be a natural progression from Year 8. We continue to work with the students pastorally, academically and also explicitly outside the classroom in the co-curricular and Outdoor Education program, but ultimately all this is with the aim to support them on their path to becoming a good man.

The House system provides the hub for each student's life at school. Each student is assigned to a mentor group, and their mentor will be the first port of call for both student and parent/carer, should any questions or issues arise. Mentors within the Senior School are responsible for overseeing the total wellbeing of their students and for being aware of all aspects of the students' school life. The mentor's role includes ensuring that each student feels safe, known and connected to the School community so that their potential may be reached.

Academically, students will be exposed to a number of different subject areas in Year 9 alongside the [Power of 9](#) which means that in subsequent years they can select the more specific areas they want to specialise in. To this end we offer over 100 courses alongside our co-operating schools, St Michael's Collegiate and Fahan School in Years 11 and 12 to cater to every student's passions.

Every student will be asked to select at least two co-curricular areas they want to be involved in. These include an extensive range of winter and summer sports, debating and performing arts disciplines such as dance, drama, lighting, audio, set design, singing, acting or playing a musical instrument either individually or as part of the plethora of bands and orchestras that run throughout the school year.

We also work with students on their leadership, whether this be purely on an individual level, an academic or pastoral level, or with a young man who is aiming to become a school leader. There are formal opportunities in each year to serve on House leadership groups, and in Years 11 and 12 there is the possibility of serving on numerous leadership groups and in Year 12 the School Prefect body. Again though, we want every student to be a leader in all that they are involved in, seeking to serve all with whom they come into contact.

You may also like to explore the [Power of 9 \(Year 9\) Course Handbook 2024](#) or the [Senior School \(Years 10–12\) Course Handbook 2024](#) for further information.

Senior School key staff

Deputy Principal/Head of Senior School

Mr Ken Kingston

T 6224 4235

ken.kingston@hutchins.tas.edu.au

Deputy Head of Senior School

Dr Adam James

T 6221 4205

adam.james@hutchins.tas.edu.au

Executive Assistant to the Deputy Principal/Head of Senior School

Mrs Allison Brooks

T 6221 4270

allison.brooks@hutchins.tas.edu.au

Senior School Reception

T 6221 4200 (8.00am–4.00pm)

Head of Teaching and Learning (Years 6–12)

Mrs Claire Taylor

T 6221 4307

claire.taylor@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

revlee.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

Mr Gregory Stanton

T 6221 4320

gregory.stanton@hutchins.tas.edu.au

Power of 9 Co-ordinator

Mrs Caitlyn Tulk

T 6223 6450

caitlyn.tulk@hutchins.tas.edu.au

Head of House – Buckland

Mr Matthew Sayers

T 6221 4280

matthew.sayers@hutchins.tas.edu.au

Head of House – School

Mr Martin Chambers

T 6221 4278

martin.chambers@hutchins.tas.edu.au

Head of House – Stephens

Mrs Giovanna Padas

T 6221 4243

giovanna.padas@hutchins.tas.edu.au

Head of House – Thorold

Ms Lauren Carr

T 6221 4240

lauren.carr@hutchins.tas.edu.au

Career Education & Vocational Learning Officer

Mr Paul Bonnitcha

T 6221 4271

paul.bonnitcha@hutchins.tas.edu.au



Absences

Absences from school for one full day or longer

All absences must be advised via one of the options below only. Absences are required to be entered into the School's management system by 9.00am.

Phone 6221 4200

Email absentees@hutchins.tas.edu.au

SMS 0428 965 941 (receives texts only)

The Hutchins School App

Short term absences for part of a school day

Parents/carers are asked to provide notification of short term absences from class via SMS, the Hutchins App or email to absentees@hutchins.tas.edu.au.

We request that this notification is provided by 9.00am to enable timely entry into the School's management system.

Students will only be allowed to sign out and leave the School grounds if staff can verify an entry in the School's management system. Once entered, all teaching staff will be able to verify a student's request to leave class.

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, or via Reception. This same process applies to Senior School students who are late to school.

Early bus leaver permit

An early bus leaver permit is provided to students who need to leave early each day or on a particular day/s due to limited bus availability to their place of residence. The student or parent/carer should enquire about this with the Senior School Academic Assistant.

Planned absence during term time

The *Education Act 2016* and Ministerial instructions has very specific categories for justified student absence from school. Any request for a student to miss all or part of a term, should be made in writing to the Deputy Principal/ Head of Senior School. 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 student's mentor and their Head of House to allow for support mechanisms to be put in place. All interactions at Hutchins are an educational experience and as such we hope that students will grow with their experiences.

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.

Our commitment to kindness comes from our desire to treat others as we would have them treat us (Matthew 7:12). An attitude of goodwill to all people, not seeking self-gratification, but seeking to build up others is at the heart of kindness and of love. We see this best modelled by Jesus in John 13:34, 'Love one another. As I have loved you, so you must love one another'.

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

Every member of The Hutchins School community has a collective responsibility to be kind to every other member and to all members of the public.

To view the responsibilities of the [Commitment to Kindness](#) please view the full version.

Bell times

The daily program for the Senior School is:

TIME	SESSION
8.30am–8.40am	Mentor
8.45am–9.35am	Period 1
9.35am–10.25am	Period 2
10.25am–10.50am	Recess
10.50am–11.40am	Period 3
11.40am–12.30pm	Period 4
12.30pm–1.15pm	Lunch
1.15pm–1.50pm	Pastoral time
1.50pm–2.40pm	Period 5
2.40pm–3.30pm	Period 6

Buses

Public transport to and from the School is available. For more information about these services please 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 Senior School canteen, Stop 71, sells food and drinks at both recess and lunchtime. Students are to pay using EFTPOS or their student ID card (Flexischools). The Senior School canteen is cashless.

Online canteen ordering and purchasing information (Flexischools)

Flexischools is our online canteen ordering system (Pre-Kindergarten to Year 8) and also enables students to purchase from the canteen using their student ID cards (Years 7–12).

If you are already using Flexischools, you only need to click ‘add new student’ and follow the steps on the app. If you are new to Flexischools, please follow the steps below:

- **Step 1:** Go to The Hutchins School App and click ‘Canteen’
- **Step 2:** Click Register
- **Step 3:** Enter your email
- **Step 4:** Check your email and complete your registration, then go back to the app on your device
- **Step 5:** Add your children and their classes (you will need their student number to do this) this can be obtained from Rory by clicking on your child’s photo or from your child’s student ID card

(continues over page)

- **Step 6:** To top up your account go to account, enter in payment details, click next (top right button)
- **Step 7:** From the accounts screen you can also set up automatic top-ups

Once Flexischools has been set up, it is available to use via The Hutchins School App.

Note: Daily limits can be set per student. In the home screen click on additional settings under your child's name, select daily student spend limit.

The cut off time for Flexischool orders is 8.30am. Please ensure you place your child's order before this time. For any support in creating an account, you can contact Flexischools directly via phone 1300 361 769 or email help@flexischools.com.au.

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 recognises that one glove does not fit all supporting 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.

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.

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

- Senior Vocal Ensemble
- Barbershop Ensemble

Strings

- Senior Strings
- String Quartets
- Chamber Ensembles

Bands

- Senior Concert Band
- Senior Jazz Band
- Blue Note Ensemble

SPORT

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 enquires to Mr Jason Berry, Director of Sport at jason.berry@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

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 the Communications Officer at communications@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). These notices are also available by clicking on the EdSmart tile in the Hutchins App.

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 directly. The School Chaplain, Assistant Heads of Senior School and mentors are also available to assist with student welfare needs.

Family/Teacher Conferences

Parents and carers are always welcome to make contact with relevant staff to discuss their child'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. 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 the School Nurse. When necessary parents/carers are contacted. The Senior School Counsellor, Mr Matt Magnus is available to students and their families.

House mentors and pastoral care

As a learning community and through the [House system](#) we strive to encourage boys to develop a realistic knowledge of self, be of sound spiritual and moral value, show tolerance and demonstrate respect for others, build and maintain lifelong friendships, display qualities such as integrity, flexibility, reliability and empathy, develop skills in independence, self-motivation, leadership and co-operation and participate in a range of enjoyable physical and age appropriate risk taking activities and are responsible for their own health and safety. The House system reinforces these principles. We encourage parents/carers to keep the channels of communication open with mentors.

MENTOR

Mentor groups in each House serve as an opportunity for a smaller, vertical grouping of students from Years 9–12 to get to know one another under the guidance and direction of a mentor. Mentors within the Senior School are responsible for overseeing students' wellbeing and school life. The mentor's role includes ensuring that each student feels safe, known and connected to the School community so that their potential may be reached.

Information Technology (IT)

Information for parents and carers regarding ICT can be found at www.hutchins.tas.edu.au/learning-with-ict. Information regarding resetting your Rory password can be found at www.hutchins.tas.edu.au/rory-password-reset. If you have any other Hutchins IT queries, please email the [IT Service Desk](#).

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 – Miss Bonnie Jones

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. This includes sitting in your vehicle in the School car park, this area is not for parents/carers to wait for their children. Parents/carers 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 Deputy Principal/Head of Senior School via an Application to Drive to 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. Students are not to drive to co-operating schools for lessons between recess and lunch without the express permission of the Deputy Principal/Head of Senior School. Similarly, cars are not to be used during the day 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 and parents/carers 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 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.

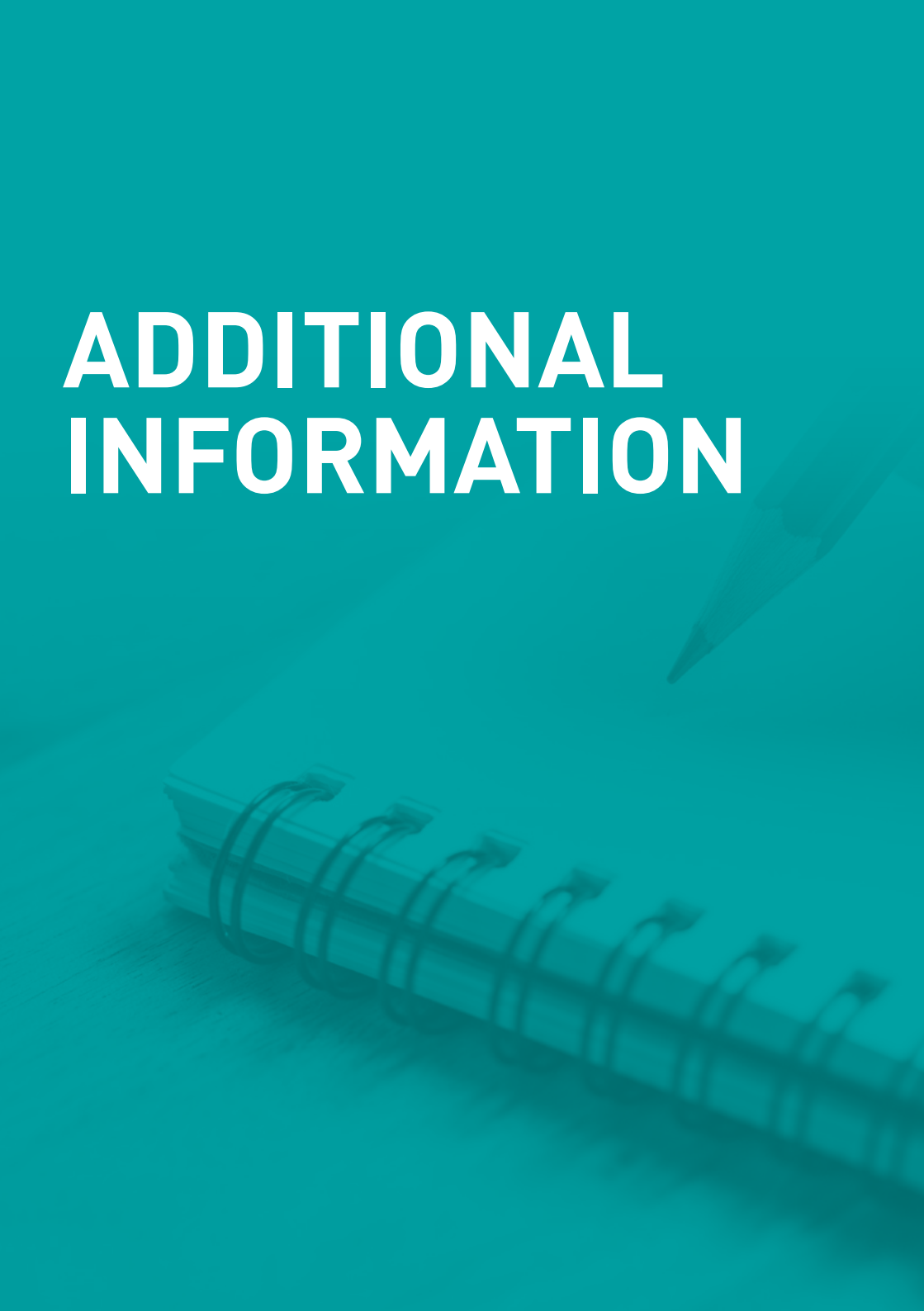
Withdrawing a student

A full term's written notice of intention to withdraw a student from the School must be provided. If the School does not receive a full term's written 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 2024 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

The School's first priority is students' safe participation in and enjoyment of their time in School activities, programs and events.

As parents and carers your role is to support these outcomes by:

- acting in line with our key values of humility, kindness, courage and respect;
- 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 their schooling so that we can assist in their safe participation in our activities, programs and events;
- 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 children and young people to be our highest priority. We support the safety and wellbeing of children and young people through our Safeguarding Children and Young People Policy.

Our Safeguarding Children and Young People Policy has been endorsed by the School Board. It underpins a set of policies and procedures that are likewise designed to support the protection of children and young people, by informing:

- The screening and recruitment of staff;
- The behaviour of staff, volunteers and contractors toward children and young people;
- The induction and training of staff in respect to safeguarding children and young people;
- Open and effective communication with children, young people and their parents;
- The School's response to allegations or incidents of abuse or neglect of children and young people; and
- The School's safeguarding culture, as expressed throughout the organisation.

Our staff 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.

The School is dedicated to the protection of children and young people, and supports its staff, contractors and volunteers with training and policy development through the Australian Childhood Foundation's Safeguarding Children program.

Responding to child abuse reports and allegations

We consider any form of child abuse, including (but not limited to) emotional, physical, and sexual abuse, family violence, grooming, and neglect, to be intolerable and inexcusable under any circumstances.

The School has a legal, moral and mission-driven responsibility to protect children and young people from harm, and to ensure that incidents of suspected child abuse or neglect are promptly and appropriately managed. The School's staff (including contractors and volunteers) are required to report suspected child abuse to their direct manager or supervisor, and to Strong Families, Safe Kids, the Reportable Conduct Scheme, and (where a child is at risk of immediate harm) to Tasmania Police.

The School will cooperate with all of the relevant authorities to support children and young people and their safety, as required by law.

The Hutchins School Practice and Behaviour Standards

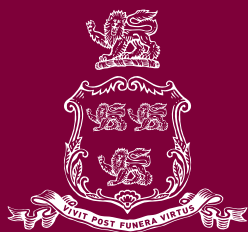
Our staff and volunteers are required to maintain the highest standards of professional conduct towards children and young people. We have developed Practice and Behaviour Standards to identify and prevent behaviour that may be harmful to the children and young people in our care.

The document covers:

- Supporting a positive culture
- Supervision
- Working alone with students
- Use, possession or supply of alcohol or drugs
- Dress code and ID cards
- Giving gifts
- Physical contact with children and young people
- Professional boundaries and intimate relationships
- Reporting concerning behaviours
- Investigations and disciplinary action
- Social media
- Photographs of children and young people
- Storage and retention of photographs
- Transporting students
- Expectations for routine student transport
- Overnight stays and sleeping arrangements
- Change room arrangements

The complete Practice and Behaviour Standards are available online at www.hutchins.tas.edu.au/policies.

Our vision is to provide an inspirational education where each student strives to achieve their personal best and is willing to serve their community as an informed and active citizen.



HUTCHINS
ESTABLISHED 1846

THE HUTCHINS SCHOOL

71 Nelson Road, Sandy Bay

Tasmania 7005 Australia

T (03) 6221 4200

info@hutchins.tas.edu.au

hutchins.tas.edu.au

Follow us



The Hutchins School Board as established by The Christ College Act 1926

ABN 91 133 279 291 CRICOS 00478F