



# THE HUTCHINS SCHOOL

Information  
for parents &  
carers 2025



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# THE HUTCHINS SCHOOL

## Information for parents & carers 2025

### 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](mailto:info@hutchins.tas.edu.au)

[www.hutchins.tas.edu.au](http://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.

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*'Developing character in boys lies at the heart of what we do.'*

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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.



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# 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 caters for boys from Pre-Kindergarten to Year 5, providing a nurturing environment where young learners embark on their educational journey. With a focus on fostering the School's core values of respect, kindness, courage and humility, the Junior School helps students grow into confident, capable individuals prepared to make meaningful contributions locally, nationally, and globally.

The Junior School curriculum is built upon the Early Years Learning Framework (EYLF) for Pre-Kindergarten and Kindergarten, while the Australian Curriculum Version 9 (AC V9) guides teaching from Prep to Year 5. These frameworks ensure high-quality, tailored learning experiences designed specifically for boys. Differentiated instruction addresses the unique needs of individuals and groups, supported by stimulating environments, small class sizes, and dedicated teaching teams.

In addition to academic success, the Junior School program emphasises the holistic development of students, nurturing their social, emotional, physical, spiritual, artistic, and academic growth. Through these experiences, students build a strong sense of self and understand their role as active contributors to modern society.

Additional information can also be found in the [Pre-Kindergarten and Kindergarten additional information for parents of 3 and 4 year old boys](#) publication.

# The Junior School program

## Leap into Learning (birth to 4 years)

For further information visit  
[hutchins.tas.edu.au/leap-into-learning](http://hutchins.tas.edu.au/leap-into-learning)

## Pre-Kindergarten

- Library
- Music
- Physical Education
- Pre-literacy and numeracy
- Religious and Values Education (RAVE)
- Social and Emotional Learning (SEL)

## Kindergarten

- Chinese
- Early literacy
- Library
- Music
- Numeracy and early Mathematics
- Physical Education
- Religious and Values Education (RAVE)
- Social and Emotional Learning (SEL)

## Prep and Year 1

- Art
- Chinese
- Digital Technologies
- English
- Humanities and Social Sciences (HASS)
- Library
- Mathematics
- Music
- Health and Physical Education
- Religious and Values Education (RAVE)
- Science
- Social and Emotional Learning (SEL)

## Years 2–5

- Art
- Chinese (Years 2, 3 and 5)
- Digital Technologies
- English
- French (Years 4 and 5)
- Health and Physical Education
- Humanities and Social Sciences (HASS)
- Library
- Mathematics
- Music (theory and instrumental)
- Outdoor Education  
(Year 2 – Southport Day Trip,  
Years 3–4 – Southport Camp,  
Year 5 – Spring Beach Camp)
- Religious and Values Education (RAVE)
- Science
- Social and Emotional Learning (SEL)

## Years 2–5

### Co-curricular activities

- Choir
- Debating
- Dance
- Orchestra
- Mandarin Club
- Winter and Summer Sports
- Individual instrumental  
music lessons are also  
available at a cost

# 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](mailto:natassia.smith@hutchins.tas.edu.au)

All staff can be contacted by email at  
[firstname.lastname@hutchins.tas.edu.au](mailto:firstname.lastname@hutchins.tas.edu.au)  
or by phoning Junior School Reception.

## Head of Junior School

Mr Stephen Coventry  
T 6221 4269  
[stephen.coventry@hutchins.tas.edu.au](mailto:stephen.coventry@hutchins.tas.edu.au)

## Deputy Head of Junior School

Mrs Emma Nuttall  
T 6221 4269  
[emma.nuttall@hutchins.tas.edu.au](mailto:emma.nuttall@hutchins.tas.edu.au)

## Executive Assistant to the Head of Junior School

Mrs Kate Woods  
T 6221 4335  
[kate.woods@hutchins.tas.edu.au](mailto: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).



<b>ROLE</b>	<b>STAFF NAME</b>
Deputy Head of Junior School	Mrs Emma Nuttall
Head of Student Engagement	Mrs Rebecca Terry
Instructional Coach	Ms Joanne French
Director of Kindergarten and Children's Services	Ms Naomi Pritchard-Tiller
Head of Junior Years Sport (Prep to Year 5)	Mr Greg Rowlings
ELC Sport Teacher	Mrs Ellie Thurlow
School Counsellor	Mr Shane McAloon
Head of Library	Miss Anna Davidson
Library Technicians	Mrs Gaye McEwan and Miss Bonnie Jones
Art Teachers	Mrs Alice Harris and Mrs Rebecca Terry
Chinese Teacher	Ms Doreen Liang
French Teacher	Mr Jean-Yves Theron
Music Teachers	Mr Scott Cashion and Mr Simon Reid
Chaplain and RAVE (Religious and Values Education) Teacher	Rev Mark Holland
EALD Teachers	Mr Dean Eddington and Mrs Jane Kabalan
Bilingual Teacher Aide	Mrs Nancy Tung
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 Kylie Browne, Mrs Meg Watson-Thorbury, Mrs Melissa Smith, Mrs Jacqui Wills, Miss Grace Wickham, Mr Liam Stoddart
Outside School Hours Care Co-ordinator	Miss Samantha Clark

CLASS	TEACHER
Pre-Kindergarten F	Miss Kate Foster
Pre-Kindergarten M	Mr Scott Marriott and Ms Naomi Pritchard-Tiller
Kindergarten K	Mrs Ella King
Kindergarten TW	Mrs Pamela Tonelli-Pirie and Mrs Kylie White
Prep B	Mrs Maria Blight
Prep D	Mrs Stella Daglas
Year 1C	Miss Sophie Cleaver
Year 1S	Mrs Melissa Schramm and Miss Zoe Clark
Year 2C	Miss Anna Clark
Year 2S	Mrs Terri Stokes
Year 2W	Miss India Watchorn
Year 3C	Mrs Emma Crawford
Year 3R	Mr Paul Robinson
Year 4A	Ms Erin Barnes and Mr Andrew Allison
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](mailto: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](mailto:stephen.coventry@hutchins.tas.edu.au) well in advance for any planned period of absence. Full fees will be payable for any leave period.

If your child arrives late to school, they are required to report to a Reception point 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. Junior School students will not be permitted to leave the School grounds to meet their parents/carers during the school day. On return to school, your child must report to a Reception point to sign in with a member of staff.

# Behaviour

The Junior School strives to provide a secure and positive environment which highly values self-respect, self-discipline and co-operation. Generating a positive and supportive environment for teaching and learning is at the core of our approach. The strategies implemented align with a Positive Behaviour Support (PBS) model and are directed at encouraging students to give their best, have a sense of achievement and feel valued.

The School aims for consistency, fairness and predictability where students have a clear understanding of structures and routines, designed to build a sense of community and encourage appropriate behaviours. Our approach to behaviour management is to be proactive in establishing relationships with students and putting appropriate supports in place. Our Social and Emotional Learning (SEL) program aims to explicitly teach our learners self and social awareness.

In instances of ongoing, or high level, inappropriate behaviour, families will be contacted to discuss the next steps. It is our intention to provide a collaborative approach to supporting student needs, where the School and families can work together.

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. The means of dealing with inappropriate behaviour may include discussion, mediation or lunch time reflection, all with a strong focus on reflective and restorative practices.

Lunchtime reflection involves talking to a teacher about what caused the problem and how they can make amends. Students may use a reflection tool which assisting accepting responsibility for their actions; building a sense of empathy through understanding the potential impact on others and the associated emotions; and finally to identify regulation strategies that may prevent the issue from reoccurring.

## 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, Prep to Year 5 students should not be dropped off at school before 8.00am and Pre-Kindergarten and Kindergarten before 8.25am. If any students arrive before this time they will be sent to Outside School Hours Care (OSHC, which opens at 7.45am) 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)
2.15pm	Dismissal (Pre-Kindergarten)
2.30pm	Dismissal (Kindergarten)
3.00pm	Dismissal (Prep to Year 2)
3.15pm	Dismissal (Years 3–5)

# Bicycles

All students riding to school must complete a bike contract. This is available from Junior School Reception. Bicycles can be stored in the Junior School bicycle rack. Bicycles are not to be ridden in the school grounds, students must dismount and walk them to the racks.

# Buses

School buses are offered for pick-up in the morning and/or return trips in the afternoons for students from Prep to Year 5 and must be pre-booked. Information about bus bookings 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 School to ensure that more areas can be serviced. Hutchins students may be picked up or dropped off by a Collegiate bus and vice versa.

**City and Kingborough:** Blackmans Bay, Kingston, Tarroona, 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.

[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 pre-order lunch from the canteen online using Flexischools via the Rory App (see setup instructions in next section). 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 contact families directly.

## 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](mailto:help@flexischools.com.au).

## Chapel

All students from Pre-Kindergarten to Year 5 attend regular [Chapel](#) services as part of their school life. Through Bible stories and song, focused on our school values, chapel services are a further opportunity to strengthen our community and build a connection. Each year the Chaplains also 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](mailto:mark.holland@hutchins.tas.edu.au)

# Co-curricular

A selection of summer and winter activities are offered to Junior School students. All students are expected to honour any commitments they have through membership of orchestras, choirs, debating teams, drama groups, the Chess Club, representative sporting teams, and all other activities on offer at the School.

## 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).

## 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

- Mini Paganini Stings
- Paganini Strings
- Junior Orchestra

### Bands

- Junior Band

## SPORT

Participation in Hutchins representative sport teams and groups is optional for Kindergarten to Year 5. Students may participate in outside club community teams provided that such participation does not prevent them from meeting school commitments. Information about sport and co-curricular choices will be issued via EdSmart throughout 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:

## 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](mailto:jacquie.coad@hutchins.tas.edu.au).



## 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). 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

For 2025, the School is in the process of appointing a new tennis coach. Further details, including costings and booking forms for private and group lessons, as well as Holiday Clinics will be sent via EdSmart early 2025.

# Communication

The first point of contact for parents/carers with general enquiries is Junior School Reception. Appointments can be arranged with class teachers at a mutually convenient time, as well as student-led conferences and parent/teacher learner conferences throughout the year. Teachers and members of the Junior School Leadership Team may also be contacted by email or through Junior School Reception staff.

## 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](mailto: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/communique](http://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 'Parent Communication (EdSmart)' tile 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 via 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 (Years 6–12), 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. For academic feedback for Pre-Kindergarten to Year 5, see information re Seesaw.

## 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.

Please note, Junior School students are not permitted to use personal devices during the School day.

## 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 through the library Book Chat commitments and may 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](http://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](http://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. We encourage families to complete this together to ensure students have a clear understanding of their responsibilities.

# 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–3.45pm, 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. Unnamed items will be donated after a period of time.

## Mobile phones and personal electronic devices

Mobile phones and smart watches are not allowed for student use in Pre-Kindergarten to Year 2. Permission for use of these devices is granted to children in Years 3–5 for travel or medical purposes only. Phones must remain in student bags or be handed to the class teacher during the School day.

An EdSmart will be sent home in early 2025 requiring a parent/carer to complete permission for their child to bring a mobile phone and/or smart watch to school. Parents/carers and students must agree and adhere to the rules of their use. Smart watches must be set to 'School Mode' during school hours. If parents/carers need to contact students throughout the School day, this must only be done by phoning Junior School Reception.

## 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 also welcome.

For enrolment and fee information please visit [www.hutchins.tas.edu.au/oshc](http://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 on Nelson Road and parking is not permitted in these areas.

Staggered finish times allow for shared use of the limited parent/carer parking in the Early Years car park. This car park is for Prep to Year 1 parents/carers for drop off from 8.00am–8.30pm and pick up 3.00pm–3.30pm. Cars are not to be left unattended during these times. From 8.30am–9.00am and 2.15pm–2.45pm the space is for Pre-Kindergarten and Kindergarten parents/carers only.

All uses of this car park are expected to uphold our school commitment to kindness.

## School Nurse

The School Nurse is available at school from 8.00am–4.00pm.

Any health concerns or injuries are reported to Junior 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 Junior School Counsellor, Mr Shane McAloon is available to students and their families. The Junior School Chaplain, Head of School and classroom teachers are also available to assist with student welfare needs.

If you require the School Nurse (Mrs Anna Nicholas), she 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 and Year 1 students require a House top for Sport/PE. 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 event where students 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.

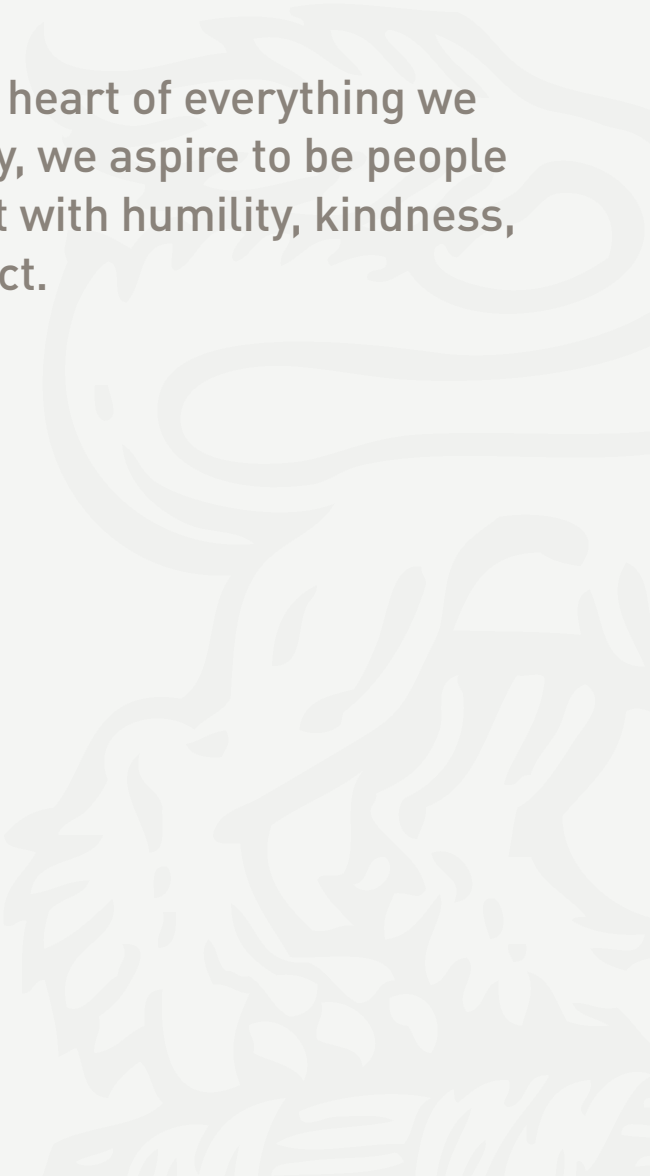
## Withdrawing a student

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.

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](mailto: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.



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# 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 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 \(Years 6–8\) Course Handbook 2025](#) 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 Year 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](mailto:lucas.gorringe@hutchins.tas.edu.au)

## Head of Middle School

Mrs Fiona Moroney

T 6221 4235

[fiona.moroney@hutchins.tas.edu.au](mailto: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](mailto: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	TBA
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 and Mr David McCarthy
Year 7 mentors	Mr Justin Bowman-Shaw, Mrs Kendal King, Mrs Samantha Lelong, Mr Damien Marwood and Mr Lucas Simpson
Year 8 mentors	Ms Kate Bridge, Mr Nick Corkhill, 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](mailto:absentees@hutchins.tas.edu.au) or SMS 0428 965 941 (receives text only).

## 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 Head of Middle School, [Mrs Fiona Moroney](#). Full fees will be payable for any leave period.

# 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 morning and/or afternoon trips for Year 6 students on a case by case basis. 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, Tarooma, 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](mailto: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.

## 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](mailto: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 Shaun Killian, Head of Middle Years Sport at [shaun.killian@hutchins.tas.edu.au](mailto:shaun.killian@hutchins.tas.edu.au).

Year 6 students participate in the SSATIS Sport roster as part of their co-curricular program. Sports are played on a Friday afternoon during school time or on a Saturday morning.

## 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](mailto: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](http://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, Year Heads 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**.

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, Year 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 0417 321 562.

# Information Technology (IT)

Information for parents and carers regarding ICT can be found at

[www.hutchins.tas.edu.au/learning-with-ict](http://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](http://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 8.00am–4.00pm, Monday to Friday.

## 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 and personal electronic devices

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.

Smart watches must be set to 'school mode' during school hours.

## 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 – drop off and pick up

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/cares are also asked to note that there are two bus stops in Nelson Road and parking is not permitted in these areas.

### DROP OFFS

We strongly encourage families to arrange designated drop off and pick up areas not in bus zones outside Middle School. Earl Street and Peel Street are suitable alternatives.

# 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. Each student has a class mentor within Middle School who is responsible for overseeing student's wellbeing and school life. The mentor's role includes ensuring that each student feels safe, known and connected to the School community, nurturing personal growth to reach their potential.

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 good 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 recognition from their Year Head with appropriate certificates and prizes. Behaviour which reflects poorly on the student receives a carefully considered response, from a quiet word to a reflective chat and if needed, contact home.

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. All interactions at Hutchins are an educational experience and as such, we hope that students will grow with their experience.

We encourage parents/carers to keep the channels of communications open with their child's mentor.

## 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'.

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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.

## 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 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 regularly to 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 from which they can gain experience. Leaders can also join Years 6–12 student-led committees.

Year 8 students also have the opportunity to nominate themselves for House leadership positions at the start of each school 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 Rory calendar.

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.

## 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 worn with sneakers.

Blazers are to be worn to and from school each day as part of formal uniform.

Sport uniform in Middle School includes both a black Hutchins polo top and a coloured House polo top. Students change into the House polo top for weekly sport lessons and also wear this top for House events and carnivals.

## 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](mailto:emma.griffiths@hutchins.tas.edu.au).

\* If you have concerns about your child or are considering withdrawing them, please contact Head of Middle School, Mrs Fiona Moroney, or the Year head.

- Year 6 – Mrs Kate Nunn
- Year 7 – Mr Ivor Leonard
- Year 8 – Mr Mike Webster



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# 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 2025](#) or the [Senior School \(Years 10–12\) Course Handbook 2025](#) 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](mailto:ken.kingston@hutchins.tas.edu.au)

## Deputy Head of Senior School

Dr Adam James

T 6221 4205

[adam.james@hutchins.tas.edu.au](mailto: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](mailto: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](mailto:claire.taylor@hutchins.tas.edu.au)

## Dean of Studies and Learning Analytics

Mr James Seddon

T 6221 4319

[james.seddon@hutchins.tas.edu.au](mailto:james.seddon@hutchins.tas.edu.au)

## Senior School Academic Assistant

Ms Katie Richardson

T 6221 4218

[katie.richardson@hutchins.tas.edu.au](mailto:katie.richardson@hutchins.tas.edu.au)

## Chaplain

Reverend Dr Lee Weissel

T 6221 4256

[revlee.weissel@hutchins.tas.edu.au](mailto:revlee.weissel@hutchins.tas.edu.au)

## School Counsellor

Mr Matt Magnus

T 6221 4336

[matt.magnus@hutchins.tas.edu.au](mailto:matt.magnus@hutchins.tas.edu.au)

## Director of Sport

Mr Jason Berry

T 6221 4241

[jason.berry@hutchins.tas.edu.au](mailto:jason.berry@hutchins.tas.edu.au)

## Head of Music

Mr Gregory Stanton

T 6221 4320

[gregory.stanton@hutchins.tas.edu.au](mailto:gregory.stanton@hutchins.tas.edu.au)

## Power of 9 Co-ordinator

Mrs Caitlyn Tulk

T 6223 6450

[caitlyn.tulk@hutchins.tas.edu.au](mailto:caitlyn.tulk@hutchins.tas.edu.au)

## Head of House – Buckland

Mr Matthew Sayers

T 6221 4280

[matthew.sayers@hutchins.tas.edu.au](mailto:matthew.sayers@hutchins.tas.edu.au)

## Head of House – School

Mr Martin Chambers

T 6221 4278

[martin.chambers@hutchins.tas.edu.au](mailto:martin.chambers@hutchins.tas.edu.au)

## Head of House – Stephens

Mrs Giovanna Padas

T 6221 4243

[giovanna.padas@hutchins.tas.edu.au](mailto:giovanna.padas@hutchins.tas.edu.au)

## Head of House – Thorold

Ms Lauren Carr

T 6221 4240

[lauren.carr@hutchins.tas.edu.au](mailto:lauren.carr@hutchins.tas.edu.au)

## Career Education & Vocational Learning Officer

Mr Paul Bonnitcha

T 6221 4271

[paul.bonnitcha@hutchins.tas.edu.au](mailto: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](mailto: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](mailto: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. Full fees will be payable for any leave period.

# 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](mailto: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](mailto: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](mailto: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](mailto: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](http://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 Senior 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 Senior School Counsellor, Mr Matt Magnus, is available to students and their families. The 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 0417 321 562.

## 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](http://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](http://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 Friday, 8.00am–4.00pm.

## 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](mailto:emma.griffiths@hutchins.tas.edu.au).

Parents and carers of Year 12 students leaving at the end of 2025 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 the School's Community Code of Conduct;
- 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](http://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

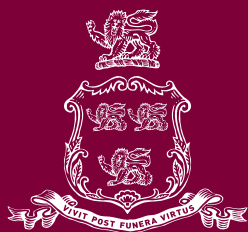
Our staff and volunteers are required to maintain the highest standards of professional conduct towards children and young people. We have developed Practice and Behaviour Standards to identify and prevent behaviour that may be harmful to the children and young people in our care.

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](http://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

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Tasmania 7005 Australia

T (03) 6221 4200

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[hutchins.tas.edu.au](http://hutchins.tas.edu.au)

Follow us



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

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