

PARENT & GUARDIAN HANDBOOK 2024/2025



Warden's Welcome

Our purpose at Glenalmond is to help make the world a better place. That aim hasn't changed at all since our foundation way back in 1847, and we share Ralph Waldo Emerson's definition of success: "To laugh often and much...to appreciate beauty...to find the best in others, to leave the world a bit better...to know even one life has breathed easier because you lived."

Located in one of the most beautiful settings of any school in the world, Glenalmond is an exciting and inspirational place of learning that takes the business of education seriously; it is a place of activity, fun, warmth, and, most importantly, community. The College is holding on to what is best from our history while equipping the pupils for tomorrow with a vibrant and modern approach.

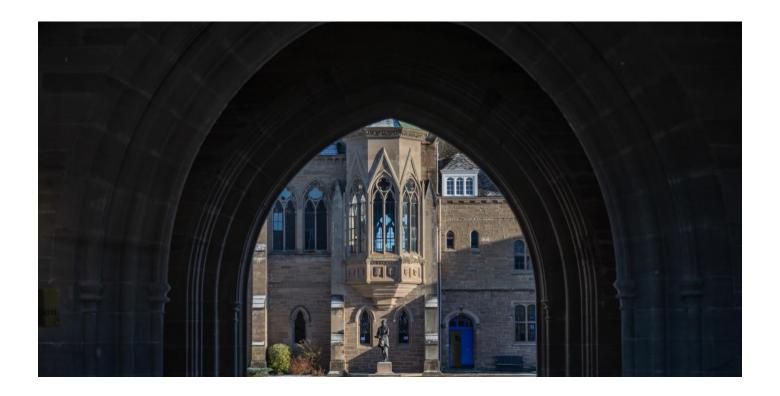
My aspiration for every pupil is to be kind, decent, to have clear values, and have the courage to stand by them. We want them to leave Glenalmond having fulfilled their potential, knowing the person they are and the impact they want to have. The pupils have the best academic education they can so that they face the future with the greatest number of choices while experiencing a rich range of opportunities.

A foundation of clear values, confidence drawn from wide-ranging competence, and sharp minds able to synthesise, interpret and evaluate complex problems, help young adults to respond with agility and lead in this ever-changing world. I am confident Glenalmond will provide this education, and I am delighted that you have chosen to be here.

Daily Programme

The College operates a two-week timetable split into Blue and White Weeks. Each fortnight has 56 periods, 55 minutes in length. Music lessons and some individual lessons, e.g., Learning Support are 35 minutes. There are four lessons in the morning on weekdays and lessons in the afternoons on Monday, Wednesday and Friday. Below is a typical daily timetable. Please note there will be variations to this, depending on sport and activities scheduled for that week. Saturdays slightly differ with 3 lessons in the morning, followed by games in the afternoon.

07.30 - 08.00	Breakfast
O8.15	Roll Call
08.30	Chapel
08.50 - 10.45	Lessons 1 & 2
10.45 - 1.10	Break
11.10 - 13.00	Lessons 3 & 4
13.00 - 14.00	Lunch
14.00 - 14.10	Tutorial (M,W,F)
14.15 - 16.10	Lessons 5 & 6
16.15 - 18.00	Activities & Help Sessions
19.00	Prep Time



School Calendar

All school events and sporting fixtures are published online in the <u>school calendar</u>. Parents can subscribe to school and sport events, and changes will automatically be shown in your calendar.

Term dates are published on the website which can be found here.

School Uniform

Stevensons are the supplier of the College uniform and sportswear. Uniforms can be purchased online or in person at the Perth branch. Alternatively, you can have school uniform delivered directly to your child at Glenalmond College.

Please refer to the <u>School Uniform</u> page on the website for the contact details of Stevensons as well as the full information on the school uniform and sportswear.

Should you have any questions, or need assistance on what your child should bring, please do contact your Housemaster/mistress in the first instance for advice.

We also have a selection of second-hand uniforms available onsite at Glenalmond. It is recommended that you arrange an appointment to view the uniform in advance by emailing preloveduniform@glenalmondcollege.co.uk.



School Holidays

The dates of our school holidays throughout the academic year are published on the website under Term Dates. Please note the start and end times of each holiday/Leave Out Weekend listed below:

Start of Michaelmas Term New pupils arrive from 14.30 Returning boarders from 18.30

Half Term / Leave Out Weekends

Starts Friday: 14.00 Ends Sunday: 21.00

End of Lent Term Ends Friday: 11.00 **Start of Lent & Trinity Terms** Returning boarders from 18.30

End of Michaelmas Term Ends Thursday: 19.00

End of Trinity Term (Commem) Ends Saturday: 15.30

We do ask that parents, where possible, adhere to the times stated. By observing these times, parents can be sure that there is adequate supervision, and that pupils are comfortable, warm, and, most importantly, safe.

Should you wish to make alternative arrangements that deviate from these dates and times, please seek permissions from the Deputy Warden by emailing deputywarden@glenalmondcollege.co.uk. This will be granted at the College's discretion and will be subject to our UKVI requirements.

Boarding pupils may spend a Leave Out at home or with friends. All arrangements must be confirmed and approved in advance by Housemaster/mistress.

For those staying in over the weekend, there is an additional charge of £250 and places will be subject to availability.

To help boarding pupils, personal belongings may be left at College during half terms and holidays but only on the strict understanding that the College is in no way liable for any damage. The House Matron will advise where items can be stored in the Boarding House.

Travel Guidance: Michaelmas 2024

Term begins on Tuesday 3 September

New pupils <u>only</u> should arrive at Glenalmond College at 14.30. If travelling to school by plane, all new boarding pupils should arrive at Edinburgh Airport by 11.00am (for arranged onward travel) or at Glenalmond by 14.30.

All returning boarders should arrive at Glenalmond by 18.30 on Monday 2 September. Travel for flights arriving at Edinburgh airport on Monday 2 September can be booked for CURRENT overseas pupils. Please note that the last bus to the College will leave the airport at 17.00.

Current pupils flying into Edinburgh airport, who are unable to arrive at Glenalmond by 18.30 on Monday 2 September should instead arrive on Tuesday 3 September. All pupils to attend 08.15am morning roll call the following morning.

Leave Out - 14.00 Friday 27 to 21.00 Sunday 29 September

Pupils should book flights that leave Edinburgh Airport after 17.30 on Friday 27 September.

Returning pupils travelling by plane should arrive at Edinburgh Airport by 19.00 on Sunday 29 September or at Glenalmond College by 21.00. Pupils who are unable to arrive within this travel window on Sunday 29 September should arrive on Monday 30 September.

Half Term begins Friday 18 October at 14.00

Flights should be booked that leave Edinburgh Airport after 17.30 on Friday 18 October.

Half Term ends on Sunday 3 November at 21.00. Flights arriving into Edinburgh by 19.00 may be booked. Pupils who are unable to arrive within this travel window on Sunday 3rd November should arrive on Monday 4 November.

Leave Out - 14.00 Friday 22 to 21.00 Sunday 24 November

Pupils should book flights that leave Edinburgh Airport after 17.30 on Friday 22 November.

Returning overseas pupils should arrive at Edinburgh Airport by 19.00 on Sunday 24 November or at Glenalmond College by 21.00. Pupils who are unable to arrive within this travel window on Sunday 24 November should arrive on Monday 25 September.

Term ends Thursday 12 December at 19.00, following the Christmas Carol Service

Flights should be booked to leave Edinburgh airport after 07.00am on Wednesday 11 December.

Please note that in order to accommodate boarders' travel arrangements, boarding houses remain open until 11.00am on Friday 13 December.



Travel Information

We can arrange transfers for pupils to and from Edinburgh Airport and Perth Railway Station. There is a school bus that transfers pupils to Waterloo Place in Edinburgh for Half Terms and Leave Outs only.

An email containing a travel form is sent out to parents at least two weeks prior to the end of each session, which must be completed. If you need more information or assistance, please email pupiltravel@glenalmondcollege.co.uk.

By air: The closest airport to Glenalmond is Edinburgh Airport, approximately a one-hour drive from the school. Please note, if your child is travelling as an unaccompanied minor to Glenalmond College, you must let Pupil Travel know.

By rail: Perth Railway Station is a mainline train station, 25 minutes from Glenalmond with regular train services to Glasgow and Edinburgh.

Accommodation for visiting families: Should you be accompanying your child back to school. Perth is very well served by hotels, self-catering, and B&Bs. Please click on the link <u>Visit Scotland - Accommodation in Perth</u>. This list is maintained by Visit Scotland.

Day Pupils

Day pupils must arrive by 08.10 on a Monday to Saturday and always report to their House for Roll Call at 08.15.

If your child is unable to attend school, please email House Staff and Matrons before 08.00. If you are phoning and a member of staff is unable to take your call, please leave a voicemail.

Please note that the daily registration of all pupils is crucial and it is essential that pupils understand the requirement of attending Roll Call when they arrive at the College each day.

If a day pupil has been absent school or is unable to attend games, please send an email to the medical department outlining the circumstances. medical@glenalmondcollege.co.uk

Day pupils are welcome to stay in their House for one-off nights, or late stays beyond the standard school day. These can be booked directly through the Housemaster/mistress on a first come first served basis.

An overnight stay is charged at £60. A late stay, which includes supper and prep, will incur a charge of £15 per evening.

Charges will be recorded by the Housemaster/mistress and invoiced to the Pupil Fee Account at the end of each term. Lunch for day pupils is Monday to Saturday, and supper on Wednesday evenings. Additional meals can be requested, and charges will apply.

In certain circumstances, day pupils will not be charged for an overnight stay. These exceptions are listed on the Fees page in the <u>Day Pupils - What Our Fees Include</u> page on the website.

If your child is going to use the Glenalmond minibus, you must discuss and confirm this with David Millar, our transport coordinator <u>davidmillar@glenalmondcollege.co.uk</u>. Parents should read the terms and conditions of the School Transport Service.

Sport

Sport is an important part of school life at Glenalmond, where an excellent programme is delivered by our team of specialists, supporting our many teams and working with pupils individually to achieve their potential, whether this is competing locally, regionally or nationally.



Pupils from Second to Fourth Form participate in weekly Games focusing on one or two major team sports each Term.

Moving between the major sports is possible, however this must be discussed and agreed with the relevant member of staff and the PE department.

	Boys	Girls
Michaelmas	Rugby	Hockey
Lent	Hockey	Lacrosse
Trinity	Cricket	Tennis

Some pupils may already be a part of a regional or International sporting programme as they come to College, while some may prove themselves capable of such achievements in their chosen sports later in their school life. Glenalmond College will support these pupils fully and will liaise closely with the relative national governing body regarding extra or external coaching that the pupil may require.

Any pupil who has a high aptitude in a sport that creates a conflict with the main sport in school may be given permission to follow the chosen sport, providing a discussion has taken place between the relevant staff involved.

The Director of Sport is Mr Paul Wilkinson. Please contact him should you wish to discuss Sports at paulwilkinson@glenalmondcollege.co.uk

We highly recommend parents access information about fixtures, team sheets and events on the <u>School Calendar</u>. Once subscribed to this service, Sports fixtures and updates will automatically display in your calendar.

The full kit list of sportswear and equipment is available from the <u>School Uniform</u> page on the website.

Music Lessons

If you would like to register your child for music tuition, you will be asked to complete the Music Lesson Request Form which is available on the Parent Portal. Instructions on how to access the Parent Portal will be shared with you before you start with us.



It is important that you complete this form before your child begins at Glenalmond to make sure lessons with the relevant visiting music teacher (VMT) have been secured in advance of your child starting at Glenalmond.

Please view the <u>music page</u> on our website for more information about the instruments and music lessons available. If you have any questions or would like assistance, please email Dr Tim Ridley, Director of Music: <u>timridley@glenalmondcollege.co.uk</u>.

End of Term Reports

All reports and internal examination results will be published in the Parent Portal.

You will be sent an email when these reports are ready to view online. Parent Meetings with teachers are usually held on Thursday afternoons before half term and leave out weekends. You will be notified by email of the date for the parent/teacher meeting for your child's year group. Meeting times with each teacher are booked via <u>glenalmondcollege.schoolcloud.co.uk</u>. If you need further assistance with your username and log-in details, please email the IT team: thelpdesk@glenalmondcollege.co.uk.

Medical Centre

At Glenalmond, we are fortunate to have an onsite Medical Centre with a team of four registered nurses on site. The Centre has six beds and is manned 24 hours a day during the school term. The Medical Centre can be contacted directly at medical@glenalmondcollege.co.uk or by calling directly on **01738 842069**. The mobile number for the duty nurse is **07712 404426**.

The nurses are:

Jill Woods, RGN Jacqui Mackintosh, RGN Hilary Webster, RGN Laina Marron, RMN

Parents <u>must</u> complete the mandatory Glenalmond Medical Information Form in advance of their child arriving with us at Glenalmond College.

Should you have any questions, please contact the Medical Team at medical@glenalmondcollege.co.uk

Guardians

Glenalmond College defines a Guardian as a person to whom the parents of a boarding pupil have delegated certain responsibilities, principally to act on behalf of the parents as the need arises. Such Boarding Guardians deputise for parents but do not take over from them, and the definition of Boarding Guardian should not be confused with the definition of 'legal guardian'. The Glenalmond College: Standard Terms and Conditions states that parents who reside outside the United Kingdom delegate parental responsibility to a suitable adult, by naming a 'Guardian' for their son or daughter (even if the pupil is over 18 years). For more information on the responsibilities of Guardians and approved Guardianships in the UK please click on this link - Guardians - Advice for Parents Living Overseas.



School Policies

At Glenalmond College, we emphasise great importance to integrity, courtesy, manners and good discipline. With this in mind, we do ask that every pupil and parent read the School Policies in full before arriving at school.

To read all the school policies please click <u>here</u>. A copy of the Glenalmond College Terms and Conditions will also be sent to you prior to signing your Offer of Acceptance letter.

Laptops and Mobile Phones

Glenalmond operates a 'bring your own device' policy. For guidance and specification on what laptops to bring, please refer to the <u>Laptop Guide</u>.

If you do have any questions regarding your child's laptop or Chromebook, please contact the IT Department at ithelpdesk@glenalmondcollege.co.uk.

If the device fails or breaks down during the pupil's stay, the IT Department is not authorised to repair personal laptops/tablets on behalf of the pupils.

Mobile phones for all pupils must not be used during the school day and must be handed in during Prep, and then also overnight to their Housemaster/mistress. Working together with the Parents' Association, Friends of Glenalmond, we have recently updated our Mobile Phone Policy and this can be found here. All parents and pupils are expected to read the policy and sign an acceptable use agreement as part of their induction.

Keeping in Touch

The first point of call for any query about your child will be the Housemaster/mistresses. Please also copy in your child's tutor when sending any correspondence.

A list of direct telephone numbers and email addresses is included on page 12.

A regular school newsletter is shared with parents during the term, with a round-up of recent news and forthcoming events. The Warden will also provide regular updates to parents with important communications as and when required.

Parents will receive access to their Parent Portal accounts before the start of the first term, where reports and other school information is stored.

You can also keep in touch with what is happening at Glenalmond College through our social media platforms:

Instagram: @glenalmondcoll

Facebook: Glenalmond College

Twitter: @GlenalmondColl

Linkedin: Glenalmond College

There are also other internal Instagram accounts for each boarding house. Further information on these will be shared by the House Staff.

All parents and guardians are automatically enrolled as members of the Parents Association, Friends of Glenalmond.

Throughout the year, the Friends of Glenalmond helps to host key events for promotional, social, and fundraising purposes. Each Boarding House has one or two representatives who sit on the Committee. These representatives are a helpful point of contact between home and House Staff and will do all they can to offer informal support with questions and concerns where appropriate. The Friends of Glenalmond can be contacted directly at friendsofglenalmondcollege@glenalmondcollege.co.uk.

Pupil Recharges

Fees cover the normal curriculum together with the expenses of games provision, membership of the CCF, use of the library, a basic stationery pack, laundry and sewing (for boarding pupils), and other charges which are common to all pupils.

Additional recharges may include books necessary for the courses which are not reusable for subsequent years and these will be advised and charged as extras, becoming the property of the pupil. Textbooks are only charged for if lost or damaged. Other external charges relate, for example, to individual costs such as examination fees, trips/activities, music lessons, and certain art materials.

Items will be charged retrospectively in the end of the Term bill. Parental consent will be sought for any costs over £30 that are to be placed on your bill. If you do have any questions regarding your Pupil Fee Account, please contact the Accounts team at accounts@glenalmondcollege.co.uk

To help us with the processing of Pupil Fee Payments, please use the pupil's surname as a reference on any bank transfers.

Parents are asked to read and take note of Section 4, Fees and Extras in the Glenalmond College Terms and Conditions. If you have any questions, please contact the COO's office for assistance at coo@glenalmondcollege.co.uk.

General Information

Bicycles and Scooters

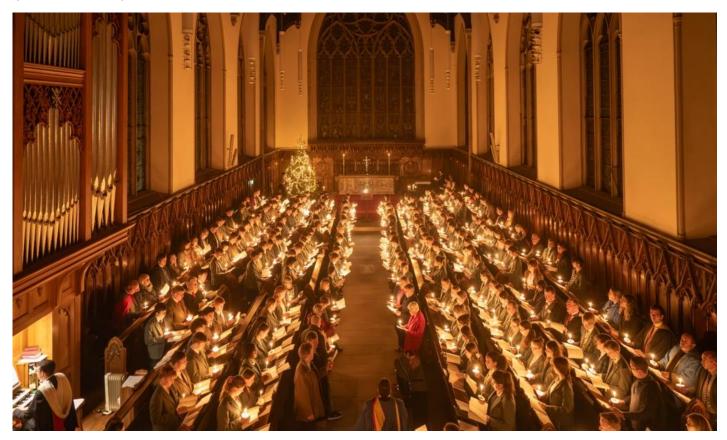
Pupils may bring bicycles and non-powered scooters to school. Safety helmets are compulsory and must be named. Bicycle sheds are available, but please note that the school is not liable for any damage or loss. Pupils must have a secure lock for their own bicycle.

Chapel

The Chapel is a central focus of College life and is led by the Chaplain. All pupils attend Chapel every weekday in term time. The Christian tradition provides the framework within which we explore values and spirituality. A variety of pupils and staff speakers provide a range of perspectives from different traditions and faiths. Active participation in worship is not obligatory.

Boarders attend all Sunday Services and Day Pupils and parents are most welcome to join us at all services. All Day pupils are expected to attend the first Sunday Service of each term along with Remembrance Sunday in the Michaelmas Term and one other in the Trinity Term (usually Trinity Sunday or the Feast of Pentecost). Details of the services will be published online in the school calendar.

Provisions may be made for pupils who follow a different faith to substitute Sunday worship with parallel activity in their own tradition.





Food

Pupils may bring 'tuck' back to school, but parents are asked not to provide excessive amounts, particularly perishable items, or to use direct delivery companies for the provision of food.

A well-balanced diet is provided at school which offers choice and caters for vegetarians. Special diets which are required on medical grounds can be arranged, provided that parents of pupils in this category liaise in advance with both the Medical Staff and the appropriate House Staff who will consult the Catering Manager.

House Handbook

The Housemaster/mistress will provide each new pupil with their own House Handbook. This is a useful Handbook with rules and 'who is who' for that particular House. These will also be available on the parent portal.

Pocket Money

Each pupil is supplied with a lockable space, and it is advisable to bring a padlock with a code rather than a key for this.

Parents generally give their children pocket money at the beginning of term and at half term. Around £50 per half term is considered ample. Any money brought to College must be logged with the House Staff immediately. Pupils in Fifth Form and below are encouraged not to bring cash or credit cards unless there are special reasons in which case the House Staff should be consulted.

Houses stock a small selection of emergency items such as toiletries which pupils may need to purchase, and items of stationery can be purchased from the College Stationery Store.

Key Contacts

Please see below key members from our leadership team, should parents or pupils need to contact them:

Mr Mark Mortimer Warden

E: wardensea@glenalmondcollege.co.uk

T: 01738 842061

Mrs Jenny Davey Deputy Warden

E: jennydavey@glenalmondcollege.co.uk

T: 01738 842032

Dr Craig Henderson Sub-Warden Academic

E: craighenderson@glenalmondcollege.co.uk

T: 01738 842051

Mrs Sabina Staziker Sub-Warden Pastoral

E: sabinastaziker@glenalmondcollege.co.uk

T: 01738 842048

Mr Roo Hanrahan Sub-Warden Co-curricular

E: roohanrahan@glenalmondcollege.co.uk

Mr Robert Garnish

E: coo@glenalmondcollege.co.uk

T: 01738 842003













Staff

Heads of Department

Email = Name + @glenalmondcollege.co.uk

Art & Design

Biology
Chemistry
Classics
Drama
Craig Henderson
Dr Sean Wilkinson
Mr George Pounder
Mr Andy Milarvie
Economics & Business
English
Mr Timothy Kearns
Ms Eleanor Kiff

Geography

Ms Eleanor Kiff

History & Politics and RS

Learning Support

Mr Andrew Heron

Mathematics

Mr Mike Jeffers

Modern Languages

Mr Rebecca Roberts

Music Dr Tim Ridley
P.E. Mr Paul Wilkinson
Physics Dr Stephen Kinge
Piping Mr Brian Elrick
Sport Mr Paul Wilkinson

Technology Mr Tim Ellis

Support Staff

Accounts & Finance

Miss Ciara Donnelly <u>ciaradonnelly@glenalmondcollege.co.uk</u>
Mrs Sarah Blackie <u>suppliers@glenalmondcollege.co.uk</u>

Admissions

Mrs Rebecca Maga <u>rebeccamaga@glenalmondcollege.co.uk</u>
Mrs Judith Roberts <u>registrar@glenalmondcollege.co.uk</u>
Mrs Lesley Pratt <u>admissions@glenalmondcollege.co.uk</u>

Development

Mrs Alex Mckenna <u>alexmckenna@glenalmondcollege.co.uk</u>
Mrs Amber Aitken <u>alumni@glenalmondcollege.co.uk</u>

IT

Mr Ritchie Davidson <u>ithelpdesk@glenallmondcollege.co.uk</u>

Marketing & PR

Mrs Sarah Proudfoot <u>sarahproudfoot@glenalmondcollege.co.uk</u>

Warden's EA

Mrs Zazie Mackintosh wardensea@glenalmondcollege.co.uk

Reception reception@glenalmondcollege.co.uk

House Staff

The Housemaster or Housemistress (HM) is responsible for the day-to-day running of the House and the welfare of each of the pupils in their care. Every housemaster/mistress lives onsite and works alongside an Assistant Housemaster/mistress. Each Boarding House also has a House Matron who looks after the pupils with laundry, mending clothes, issues with their rooms, and is on hand during the day if assistance in the House is required. In the first instance if you have a question regarding your child, please contact their Housemaster/mistress. The numbers are listed in the table below.



Mrs Andrea Goodall Goodacre's



Mrs Sheenagh Mathias Home



Ms Sabina Staziker Lothian

Goodacre's House

Housemistress: Mrs Andrea Goodall

Assistant Housemistress: Dr Michelle Armstrong

House Matron: Mrs Yvonne Deuchar **T**: 01738 842021 **M**: 07803 428952 andreagoodall@glenalmondcollege.co.uk

michellearmstrong@glenalmondcollege.co.uk

T: 01738 842109

yvonnedeuchar@glenalmondcollege.co.uk

Home House

Housemistress: Mrs Sheenagh Mathias

Assistant Housemistress: Ms Caoimh O'Sullivan

House Matron: Mrs Davina Gallacher T: 01738 842024 M: 07546 304402 sheenaghmathias@glenalmondcollege.co.uk

caoimhosullivan@glenalmondcollege.co.uk

T: 01738 842082

davinagallacher@glenalmondcollege.co.uk

Lothian House

Housemistress: Ms Sabina Staziker

Assistant Housemistresses: Ms Eleanor Kiff & Miss Rebecca Culverwell

House Matron: Mrs Karen Ferguson **T**: 01738 842027 **M**: 07803 428957 <u>sabinastaziker@glenalmondcollege.co.uk</u>

<u>eleanorkiff@glenalmondcollege.co.uk</u> <u>rebeccaculverwell@glenalmondcollege.co.uk</u>

T: 01738 842081

karenferguson@alenalmondcollege.co.uk



Mr Robert Faltermeier



Mr Ross Borthwick Patchell's



Mr Thomas Norton Reid's



Mr Guy Draper Skrine's

Matheson's House

Housemaster: Mr Robert Faltermeier

Assistant Housemaster: Mr Simon Walker

House Matron: Mrs Shona Hayes T: 01738 842030 M: 07803 428955 robertfaltermeier@glenalmondcollege.co.uk

simonwalker@glenalmondcollege.co.uk

T: 01738 842010

shonahayes@glenalmondcollege.co.uk

Patchell's House

Housemaster: Mr Ross Borthwick

House Matron: Mrs Laura Macvicar T: 01738 842033 M: 07803 428954 rossborthwick@glenalmondcollege.co.uk

T: 01738 842133

lauramacvicar@glenalmondcollege.co.uk

Reid's House

Housemaster: Mr Thomas Norton

Assistant Housemaster: Mr Jamie Dowkes

House Matron: Mrs Kim Fleming **T**: 01738 842033 **M**: 07803 428954 thomasnorton@glenalmondcollege.co.uk

jamiedowkes@glenalmondcollege.co.uk

T: 01738 842083

kimfleming@glenalmondcollege.co.uk

Skrine's House

Housemaster: Mr Guy Draper

Assistant Housemaster:

Mr Tim Ellis

House Matron: Mrs Lesley Ragan **T**: 01738 842039 **M**: 07712 404419 guydraper@glenalmondcollege.co.uk

timellis@glenalmondcollege.co.uk

T: 01738 842088

lesleyragan@glenalmondcollege.co.uk









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