



Parent & Guardian Handbook

2025-26



Glenalmond College

Welcome

In one of the most beautiful settings of any school in the world, Glenalmond offers an unparalleled learning experience. To be surrounded by mountains and moors, lochs and rivers yet only an hour from one of the most inspiring capital cities in Europe means a child enjoys the best of nature and of culture. And this signifies what makes our College unique: we seek to nurture not just the mind but also the body, the spirit and the soul.

Education is not simply about acquiring facts and passing exams, though knowledge is vital to understanding. Without qualities of independence, resilience, perseverance and courage, our dreams may remain unrealised and our hopes forlorn. Without skills of creativity, curiosity, problem-solving, flexibility, collaboration and communication, we fail to adapt to the challenges of the world beyond school. And without a foundation of sound Christian values based on love, kindness, honesty, integrity and service, our achievements are hollow.

The world is changing beyond recognition. Artificial intelligence, technological development, the green transition, economic turmoil and demographic shifts mean the global labour market is being reshaped. Former expectations of work have evaporated. The future belongs to the innovator, the designer, the entrepreneur, the data scientist, the fintech engineer and the machine learning specialists (and the teacher!). There will be jobs whose names we've not heard of yet. Readiness is all. At Glenalmond, traditional values meet radical thought in a curriculum which combines the best of the old with the most exciting of the new.



We are determined that our pupils should experience success in their learning. GCSEs and A levels were introduced over seventy years ago and the style of study, based on summative assessment, has barely changed: memorise and regurgitate. Alongside expert academic teaching and high-level cognitive learning, we are developing challenging and inspiring pathways based on skills and experience which will equip our students to make a positive difference to the world around them, becoming young adults who won't simply rely on someone giving them a job but who will see the needs in society and believe they can provide an answer.

So welcome to our family, to a community of loving, caring, cheerful, brave and resourceful people. In our College, every child - your child - is seen and heard, not lost in a huge crowd of many hundreds. This journey is one we share, a partnership and a privilege, to ensure that the precious lives in our care flourish beyond measure, and go on to change other lives in their turn.

Mrs Lucy Elphinstone

*Executive Principal of the Glenalmond Schools Group
and Warden of Glenalmond College*





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 two lessons in the afternoons on Monday, Wednesday and Friday. On the right of this page 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 three lessons in the morning, followed by Games in the afternoon.

If you would like to register your child for music tuition, you will be asked to complete the **Music Lesson Request Form**.

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.

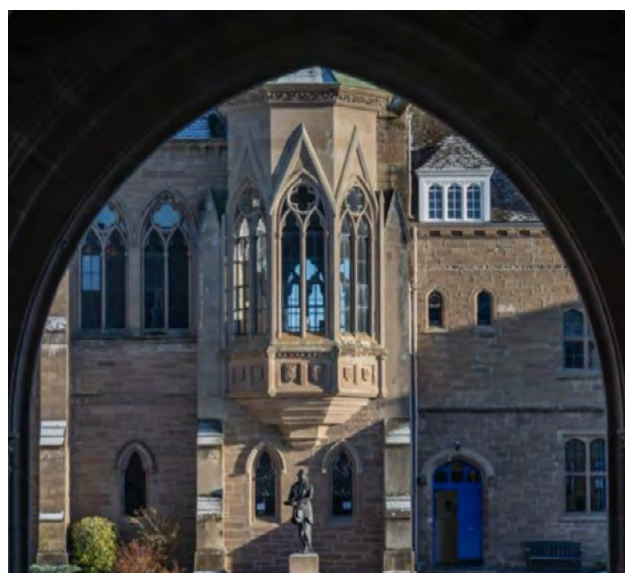
If you have any questions or would like assistance, please email Dr Tim Ridley, Director of Music: timridley@glenalmondcollege.co.uk

| | |
|---------------|----------------------------|
| 07.30 - 08.00 | Breakfast |
| 08.15 | Roll Call |
| 08.30 | Chapel |
| 08.50 - 10.45 | Lessons 1 & 2 |
| 10.45 - 11.10 | Break |
| 11.10 - 13.00 | Lessons 3 & 4 |
| 13.00 - 14.00 | Lunch |
| 14.00 - 14.25 | Tutorial (M,W,F) |
| 14.30 - 16.25 | Lessons 5 & 6 |
| 16.30 - 17.45 | Activities & Help Sessions |
| 17.45 - 18.15 | Supper |
| 19.00 | Prep Time |

School Calendar

All school events and sporting fixtures are published online in the **School calendar**. 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. Uniform 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 **School uniform** 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 uniform available on-site 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

Start of Lent & Trinity Terms

Returning boarders from 18.30

Half Term / Leave Out Weekends

Starts Friday: 14.00

Ends Sunday: 21.00

End of Michaelmas Term

Ends Thursday: 19.00

End of Lent Term

Ends Friday: 11.00

End of Trinity Term (Commem)

Ends Saturday: 16.00

We do ask that parents 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 need 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 the Housemaster/mistress.

For those staying in over the weekend, there is an additional charge of £264 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 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

Visit Scotland - Accommodation in Perth.

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. A free day bus service is provided to day pupils in and around Perthshire. Contact David Millar via link below for more information.

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 compulsory 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 from school or is unable to attend games, please send an email to the medical department outlining the circumstances.

medical@glenalmondcollege.co.uk

An overnight stay is charged at £72 incl. VAT. 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, when day pupils are required to stay for prep. Additional meals can be requested, and charges will apply.

In certain circumstances, day pupils will not be charged for a late or overnight stay. These exceptions are listed on the Fees page in the **Day Pupils Overnight Fees** information section of the webpage. These can be booked directly through the Housemaster/mistress on a first come, first served basis.

If your child is going to use the Glenalmond minibus, you must discuss and confirm this with David Millar, our transport coordinator davidmillar@glenalmondcollege.co.uk

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 Sports Department.

Traditionally, boys and girls at Glenalmond have played the following sports during the relevant terms:

| | Boys | Girls |
|-------------------|---------|----------|
| Michaelmas | Rugby | Hockey |
| Lent | Hockey | Lacrosse |
| Trinity | Cricket | Tennis |

We are currently in the process of reviewing our sporting provision with 35 Education to ensure it is suitable and fit for a 21st-century education. Taking on two terms of boys' rugby and girls' hockey, between September and March, is a key part of this review, but we wish to ensure girls' netball and boys' hockey also fit into our programme. There is also a range of other sports,

such as climbing, clay shooting, cross-country, swimming, and archery, that are available as options for pupils in the senior part of the school.

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 their 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 **School calendar**. 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 **School uniform** 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 in advance of your child starting at Glenalmond to make sure lessons with the relevant visiting music teacher (VMT) have been secured.

Please view the **music page** 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: **timridley@glenalmondcollege.co.uk**

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. 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 **glenalmondcollege.schoolcloud.co.uk**

If you need further assistance with your username and log-in details, please email the IT team: **isams@glenalmondcollege.co.uk**

Medical Centre

At Glenalmond, we are fortunate to have an on-site Medical Centre with a team of four registered nurses. 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 must complete the mandatory Glenalmond Medical Information Form in advance of their child arriving with us at Glenalmond College. Enquiries about medical matters in advance of the start of term should be sent to directly to the Housemaster/mistress, to ensure it is picked up during the holidays.

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 our Guardianship policy pdf [here](#).

School Policies

At Glenalmond College, we place great importance on 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 [here](#). 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 **Laptop Guide**. If you do have any questions regarding your child's device, please contact the IT Department at lindarobertson@glenalmondcollege.co.uk

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

phones are not permitted from 0815 roll call until the end of Games or the final lesson, including Saturday morning, nor during prep times or overnight (2145 - 0800). Working together with the Parents' Association, Friends of Glenalmond, we have recently updated our **Mobile Phone Policy** and the latest version 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/Housemistress. Please also copy in your child's tutor when sending any correspondence.

A list of contact details for departmental and boarding staff is available on pages 14, 15 and 16.

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

Linkedin: Glenalmond College

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.

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 great choice and caters for vegetarians, vegans and those whose diet is gluten free. Other special diets which are required to accommodate religious dietary laws or medical conditions can also be arranged. We ask that parents of pupils in this category liaise in advance with 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's 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



Mrs Jenny Davey
Deputy Warden

deputywarden@glenalmondcollege.co.uk



Mr Steve Smith
Deputy Head Pupil & Staff Development

stevesmith@glenalmondcollege.co.uk

01738 842000



Mrs Sabina Staziker
Deputy Head Pastoral & Boarding

sabinastaziker@glenalmondcollege.co.uk

01738 842048



Mr Roo Hanrahan
Deputy Head Co-curricular

roohanrahan@glenalmondcollege.co.uk

01738 842000



Mrs Sarah Fraser
Deputy Head Academic

sarahfraser@glenalmondcollege.co.uk

01738 842051

Useful Contacts

Academic

| | | |
|--------------------------------------|---------------------|----------------------------------------------------------------------------------------------------|
| Art, Design & Technology | | |
| BTEC Lead | Mr Ed Hall | edhall@glenalmondcollege.co.uk |
| Drama | Mr Andrew Milarvie | andrewmilarvie@glenalmondcollege.co.uk |
| English, Latin & Classics | Mr Timothy Kearns | timothykearns@glenalmondcollege.co.uk |
| Learning Support | Mrs Nic Henderson | |
| Mathematics | Mr Dylan Mathias | dylanmathias@glenalmondcollege.co.uk |
| Sciences | Dr Craig Henderson | craighenderson@glenalmondcollege.co.uk |
| Social Science | Ms Eleanor Kiff | eleanorkiff@glenalmondcollege.co.uk |
| Modern Languages | Mrs Rebecca Roberts | rebeccaroberts@glenalmondcollege.co.uk |
| Music | Dr Tim Ridley | timridley@glenalmondcollege.co.uk |
| PE & Sport | Mr Paul Wilkinson | paulwilkinson@glenalmondcollege.co.uk |
| Piping | Mr Brian Elrick | brianelrick@glenalmondcollege.co.uk |

Operational Staff

| | | |
|---------------------------------|---------------------|--------------------------------------------------------------------------------------------|
| Accounts & Finance | Mrs Ciara Fussell | accounts@glenalmondcollege.co.uk |
| Admissions | Mrs Rebecca Maga | admissions@glenalmondcollege.co.uk |
| Alumni & Development | Mrs Alex McKenna | alumni@glenalmondcollege.co.uk |
| HR | Mrs Jane Millar | hr@glenalmondcollege.co.uk |
| IT | Ms Linda Robertson | ithelpdesk@glenalmondcollege.co.uk |
| Marketing | Mrs Sarah MacLennan | marketing@glenalmondcollege.co.uk |
| Warden's EA | Ms 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 on-site 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.

Goodacre's House



| | |
|------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| Housemistress: Mrs Andrea Goodall | T: 01738 842021 M: 07803 428952 andreagoodall@glenalmondcollege.co.uk |
| Assistant Housemistress: Miss Rebecca Culverwell | rebeccaculverwell@glenalmondcollege.co.uk |
| House Matron: Mrs Yvonne Deuchar | T: 01738 842109 yvonnedeuchar@glenalmondcollege.co.uk |

Home House



| | |
|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| Housemistress: Mrs Kirsty Rust | T: 01738 842024 M: 07546 304402 kirstyrust@glenalmondcollege.co.uk |
| Assistant Housemistress: | To be appointed |
| House Matron: Mrs Davina Gallacher | T: 01738 842082 davinagallacher@glenalmondcollege.co.uk |

Lothian House



| | |
|----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| Housemistress: Clare Singleton | T: 01738 842021 M: 07803 428952 claresingleton@glenalmondcollege.co.uk |
| Assistant Housemistress: Ms Eleanor Kiff | eleanorkiff@glenalmondcollege.co.uk |
| House Matron: Mrs Karen Ferguson | T: 01738 842081 karenferguson@glenalmondcollege.co.uk |

Patchell's House



| | |
|--------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| Housemaster: Mr Ross Borthwick | T: 01738 842033 M: 07803 428954 rossborthwick@glenalmondcollege.co.uk |
| Assistant Housemaster: Mr Robert Faltermeier | T: 01738 842030 M: 07803 428955 robertfaltermeier@glenalmondcollege.co.uk |
| House Matron: Mrs Laura Macvicar | T: 01738 842133 lauramacvicar@glenalmondcollege.co.uk |

Reid's House



| | |
|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| Housemaster: Mr Thomas Norton | T: 01738 842033 M: 07803 428954 thomasnorton@glenalmondcollege.co.uk |
| Assistant Housemaster: Mr Jamie Dowkes | jamiedowkes@glenalmondcollege.co.uk |
| House Matron: Shona Hayes | T: 01738 842083 shonahayes@glenalmondcollege.co.uk |

Skrine's House



| | |
|---------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| Housemaster: Mr Guy Draper | T: 01738 842039 M: 07712 404419 guydraper@glenalmondcollege.co.uk |
| Assistant Housemaster: Mr Dylan Mathias | dylanmathias@glenalmondcollege.co.uk |
| House Matron: Mrs Lesley Ragan | T: 01738 842088 lesleyragan@glenalmondcollege.co.uk |



Contact

Glenalmond College
Perthshire
PH1 3RY
Scotland

01738 842 000

glenalmondcollege.co.uk



Glenalmond College a charity registered in Scotland, number SC006123