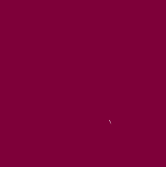




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71 Nelson Road, Sandy Bay, Tasmania 7005 Australia  
PO Box 254, Sandy Bay, Australia 7006  
T (03) 6221 4200  
[info@hutchins.tas.edu.au](mailto:info@hutchins.tas.edu.au)  
[www.hutchins.tas.edu.au](http://www.hutchins.tas.edu.au)

The Hutchins School Board as established by The Christ College Act 1926  
ABN 91 133 279 291 CRICOS 00478F

# Principal's welcome







# 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

 ..  . – *Character Lives on After Death* – What you do matters.

The background features a blurred classroom scene with children. A world map is visible in the upper left. Overlaid text includes 'BEING A GLOBAL CITIZEN' and 'Being aware of the wider world and how it works.'

# Pre-Kindergarten to Year 5

Seeing ourselves  
as citizens of this  
world.

g. and respo  
ness

and



The Junior School at The Hutchins School comprises the year groups ranging from Pre-Kindergarten to Year 5. Here the students begin their journey in a rich educational environment designed to achieve their personal best and to realise their potential as active members of their community – locally, nationally and globally.

The curriculum in the Pre-Kindergarten and Kindergarten years is scaffolded by the Early Years Learning Framework. The Australian Curriculum is taught from Prep to Year 5 with learning experiences specifically tailored for boys. The curriculum is differentiated according to individual needs and is supported by stimulating learning environments, equipped with age and stage appropriate resources and facilitating access to and development of skills to complement 21st century learning.

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

You may like to explore the [Junior School Course Handbook 2023](#) for further information.

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

# Staff

## Junior School Reception

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

## Head of Junior School

Mr Stephen Coventry  
T 6221 4237  
[stephen.coventry@hutchins.tas.edu.au](mailto:stephen.coventry@hutchins.tas.edu.au)

## Executive Assistant to the Head of Junior School

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







# 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.

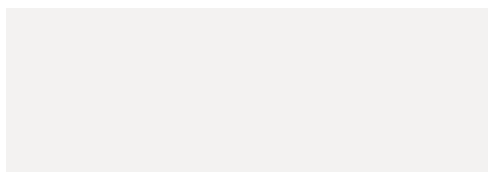
For boys in Pre-Kindergarten to Year 5, please email [absentees@hutchins.tas.edu.au](mailto:absentees@hutchins.tas.edu.au) or notify us via the Hutchins app by 9.30am each day if your son is absent due to illness, injury and appointments. Your son's class teacher may be cc'd into the email; however the 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. A holding fee will apply for absences greater than four consecutive weeks. See the website for full details.

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

# Behaviour

Each student at Hutchins is treated fairly,  
not identically, so each problem that arises



# Bell times

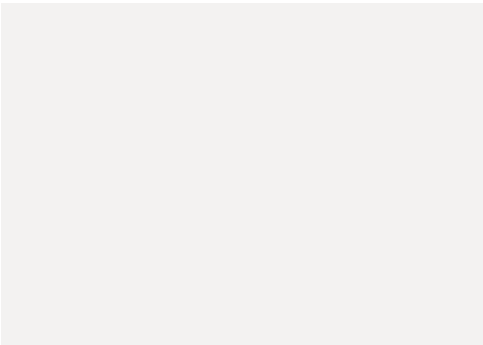
Please note that due to our duty of care students should not be dropped off at school before 8.00am (Pre-Kindergarten and Kindergarten before 8.25am). If any students arrive before this time they will be sent to Outside School Hours Care (OSHC) and parents/carers will be charged. If students are not picked up by the times listed below at the end of the school day, they will be sent to OSHC and parents/carers will be charged:

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

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

# Bicycles

Students in Years 4–5 are allowed to ride their bicycles to school. Helmets must be worn and the bicycles must be stored securely in the Junior School







Note: Daily limits can be set per student.

Head Office: 01703 7697630 | 1703 7697630 | 1703 7697630 | 1703 7697630 | 1703 7697630

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.

# Co-curricular

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

## A

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).

## BA

Interschool debating takes place in Term 2, and is for Years 5 and 6 only. It is held after school at various primary school locations once a fortnight (4.00pm–5.00pm). For more information please contact Mrs Kate Reid at [kate.reid@hutchins.tas.edu.au](mailto:kate.reid@hutchins.tas.edu.au).

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.

- Years 3–5 Pride
- Beginner Paganini Strings
- Junior Orchestra

## B

- Junior Band

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

## Co-curricular activities at an additional cost

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



Private instrumental tuition is available for Kindergarten to Year 5 students. Tuition occurs on a one-to-one basis with a qualified music tutor during normal school time (teaching may also occur before or after school). Each lesson lasts for 30 minutes. Lessons are on a rotating timetable or can be fixed depending on individual needs. The [Instrumental Tuition form](#) is available online. For further details please contact the Music Faculty on 6221 4294.



Ray Harrison, a qualified Club Coach, offers tuition to students from Years 1–12. Lessons are held before school, at lunchtime and after school with Tennis Clinics conducted during the school holidays. Application forms are electronically distributed via EdSmart to all students at the beginning of each term. Clinic forms are sent via EdSmart four weeks before the clinic begins.

## Communication

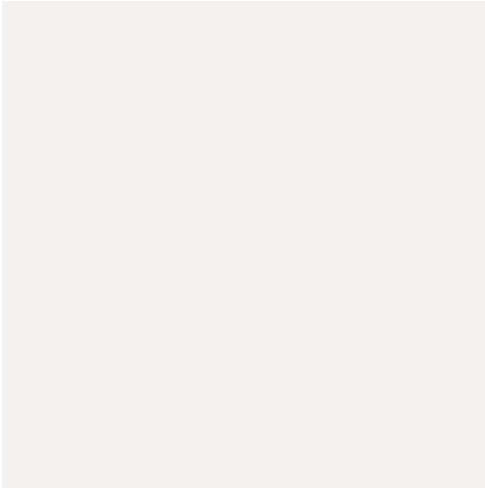
The first point of contact for parents/carers with general enquiries is Reception. Appointments can be arranged with class teachers at a mutually convenient time, as well as student-led conferences and parent/teacher meetings throughout the year. Teachers and members of the Junior School Leadership Team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



EdSmart 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.



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



## Homework

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

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

## Information Technology (IT)

Information for parents and carers regarding ICT can be found at [www.hutchins.tas.edu.au/learning-with-ict](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

## Jewellery

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

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

## Library

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

## Lost property

All belongings must be named, including socks and shoes. Unnamed belongings are kept in chests in the Early Years corridor by the School Nurse's office, and the main Junior School Reception. Students may ask to check the contents if they are missing something. Sometimes items end up in Middle or Senior School and students may also have to check there.

## Mobile phones and personal electronic devices

Mobile phones are not allowed for student use in Pre-Kindergarten to Year 2. Permission for use of mobile phones is granted to students in Years 3–5 for travel or medical purposes only. Phones must be kept by the class teacher during the school day. Students wishing to bring a mobile phone to school must complete a mobile phone contract available at Junior School Reception and agree to the rules of their use. These rules also extend to smart watches, which are required to be set to 'School Mode' during school hours. Students can contact parents or carers at ELC or Junior School Reception if necessary during the day.

## Outdoor Education

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

## Outside School Hours Care

Hutchins Outside School Hours Care (OSHC) is based in the Early Learning Centre. We offer Before School Care from 7.45am, After School Care until 6.00pm and Vacation Care from 7.45am–6.00pm. It caters for boys between 3 and 12 years of age, and operates on ratios of one staff member per 10 children for ages 3–5, and one staff member per 15 children for ages 6–12. Girls are welcome to attend Vacation Care.

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





## Virtual Learning Environment – Rory and Seesaw

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

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

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

## Withdrawing a student

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

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

Notice in writing can be directed to Mrs Emma Griffiths, Enrolments Assistant, by post or email to

[emma.griffiths@hutchins.tas.edu.au](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.



Years 6–8

The Middle School provides a positive, encouraging, safe and stimulating environment for students as they transition from primary education into secondary schooling. We provide a comprehensive and challenging curriculum designed for boys at their particular age and stage of development. A curriculum designed to encourage students to reach their potential academically, socially, spiritually and creatively.

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

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

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

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

You may also like to explore the [Middle School \(Years 6–8\) Course Handbook 2024](#) for further information.

# Staff

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

## Middle School Reception

Mr Lucas Gorringe

T 6221 4264 (8.30am–3.30pm)

[lucas.gorringe@hutchins.tas.edu.au](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

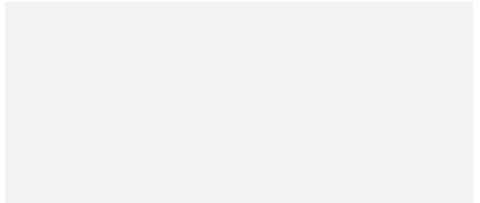
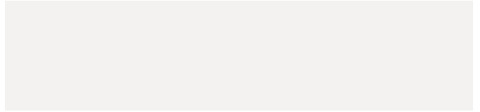
If you have an enquiry during school holidays, please contact Senior School Reception on 6221 4200 (8.00am–4.00pm).

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

# Absence

The Middle School is open from 8.10am, and students are expected in their mentor room by 8.25am. Students who arrive after 8.30am or who need to leave early are to sign in/out at Middle School Reception. If a student is going to be late or absent, parents/carers are asked to either telephone 6221 4200, via the absentee tile on the Hutchins App, email [absentees@hutchins.tas.edu.au](mailto:absentees@hutchins.tas.edu.au) or SMS 0428 965 941 (receives text only).

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

# Bicycles

Students are allowed to ride their bicycles to school. Helmets must be worn and bicycles must be 'walked' once on school grounds. A bicycle rack is available. For security, bicycles should be locked with a sturdy bicycle lock.

# Buses

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

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

[Metro Tasmania](#) – 13 22 01

[Tassielink](#) – 1300 300 520

[Redline](#) – 1300 360 000

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

- **City and Kingborough:** Blackmans Bay, Kingston, Taroon, 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.



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







In addition to classroom Music, a range of ensembles are offered. Students



# 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.

## A

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.

## A ( )

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.

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).

# Counselling

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

# E-scooters

(Hobart City Council)

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

# Library

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

# Lost property

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

# Mobile phones

Students m(y is oc)8e5s9g-1.55c

## Pastoral care and expectations

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

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

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

## Student leadership

The Middle School has a Student Council drawn from students across year groups who have undertaken an intensive leadership program and have demonstrated a commitment to working as leaders with other students. Much of the leadership training, which is available to all Middle School students, is geared towards assisting with running lunch time activities for Middle School, Junior School and ELC students. Students are recognised for their contributions at two levels of leadership. The Middle School Council meet weekly and run assemblies, plan and manage community service activities and undertake special events. The Middle School has a broad commitment to fostering leadership and service in all students, and staff take every opportunity to link students to useful tasks, great and small, from which they can gain experience. Leaders can also join Years 6–12 student-led committees.

## Student organisation

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

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

## Student progress

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

## Virtual Learning Environment – Rory

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

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

## Withdrawing a student

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

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



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Years 9–12



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

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

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

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

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

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

# Senior School key staff

## Deputy Principal/Head of Senior School

Mr Ken Kingston

T 6224 4235

[ken.kingston@hutchins.tas.edu.au](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 Kellie O'Connor

T 6221 4218

[kellie.o'connor@hutchins.tas.edu.au](mailto:kellie.o'connor@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)



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.

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.

The *Education Act 2016* and Ministerial instructions has very specific categories for justified student absence from school. Any request for a student to miss all or part of a term, should be made in writing to the Deputy Principal/ Head of Senior School. A holding fee will apply for absences greater than four consecutive weeks. See the



## Bell times

The daily program for the Senior School is:

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.



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

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- **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.



## Instrumental Tuition

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 Clinics

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.

### Communiq 

The School newsletter, Communiq , 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 Communiq  or view past editions please visit [www.hutchins.tas.edu.au/communiq ](http://www.hutchins.tas.edu.au/communiq ).



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

## The Hutchins School App

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

## Counselling

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

## Family/Teacher Conferences

Parents and carers are always welcome to make contact with relevant staff to discuss their child's work and progress. Parents, carers and students are also encouraged to take the opportunity to meet formally with staff at the Family/Teacher Conferences which are scheduled throughout the year and parents/carers will be notified of the dates and times available. Students are expected to be present at the Conferences to participate in the conversation and are expected to wear full school uniform.

## Health services

Any health concerns or injuries are reported to the School Nurse. When necessary parents/carers are contacted. The Senior School Counsellor, Mr Matt Magnus is available to students and their families.

## House mentors and pastoral care

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



Mentor 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 Thursday 8.10am–5.00pm, and Friday 8.10am–4.00pm (except for recess on Mondays).



Head of Library – Mrs Kate Reid  
Library Technician – Miss Bonnie Jones

# Parking

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

## Road safety procedures

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.

### A

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.

### A

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

# 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.

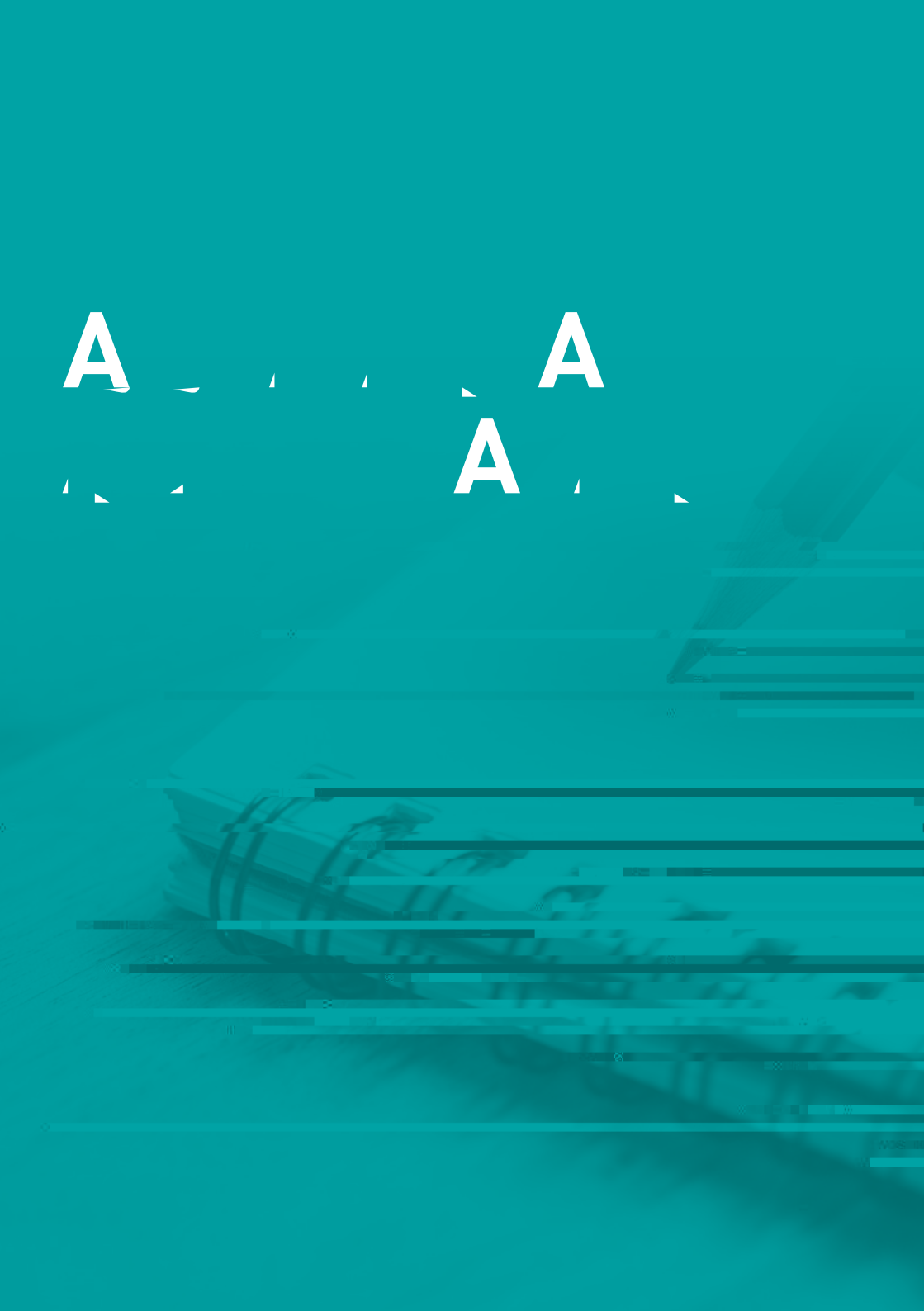
# Withdrawing a student

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 2024 are not required to give notice.

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# Information regarding the Guidelines for Parents and Carers

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

We call on all parents and carers associated with The Hutchins School to:

- observe our school's Guidelines for Parents and Carers;
- when necessary, politely and respectfully remind others of their obligations under these guidelines; and
- in the event of serious or ongoing breaches of these guidelines by another person, to report the matter to the school so that appropriate action can be taken.


## Guidelines for Parents and Carers

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

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

- acting in line with our key values of humility, kindness, courage and respect;
- modelling respectful and transparent communication with other members of The Hutchins community: staff, students and families;
- encouraging your child's participation in a positive and respectful manner;
- not engaging in behaviour that discriminates against any other person on the basis of gender, race, ability, colour, religion, language, politics or national or ethnic origin;
- advising the School of any special needs that your child may have or develop during the course of their schooling so that we can assist in their safe participation in our activities, programs and events;
- reporting any child safety concerns to the appropriate school staff; and
- advising the School of any changes in contact information for use in the event of an emergency.

# Information for parents and carers about safeguarding children and young people



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.

71 Nelson Road, Sandy Bay  
Tasmania 7005 Australia  
T (03) 6221 4200  
[info@hutchins.tas.edu.au](mailto:info@hutchins.tas.edu.au)  
[hutchins.tas.edu.au](http://hutchins.tas.edu.au)