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# THE HUTCHINS SCHOOL

## Information for parents & carers 2025

### THE HUTCHINS SCHOOL

71 Nelson Road, Sandy Bay, Tasmania 7005 Australia

PO Box 254, Sandy Bay, Australia 7006

T (03) 6221 4200

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

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

ABN 91 133 279 291 CRICOS 00478F



It gives me great pleasure to welcome you to The Hutchins School, an Anglican day and boarding school for boys from Pre-Kindergarten to Year 12. Established in 1846, Hutchins has a long tradition of developing character with a firm focus on the wellbeing of boys. We aim to build good men who act with kindness, integrity, compassion, humility and courage. Our highly skilled staff are committed to the holistic development of boys within a nurturing environment where boys are challenged to be the best they can be.

With the holistic development of each and every boy, mpas


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


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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.




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



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



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.



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

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# JUNIOR SCHOOL

Pre-Kindergarten  
to Year 5

BEING A GLOBAL CITIZEN

Being aware of our  
wider world and how  
it works.

Seeing ourselves  
as citizens of this  
world.

Engaging and creating  
opportunities.

INSPIRING



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

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

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

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



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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)

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CLASS	TEACHER
-	Miss Kate Foster
-	Mr Scott Marriott and Ms Naomi Pritchard-Tiller
	Mrs Ella King
	Mrs Pamela Tonelli-Pirie and Mrs Kylie White
	Mrs Maria Blight
	Mrs Stella Daglas
1.	Miss Sophie Cleaver
1.	Mrs Melissa Schramm and Miss Zoe Clark
2	Miss Anna Clark
2	Mrs Terri Stokes
2	Miss India Watchorn
3	Mrs Emma Crawford
3	Mr Paul Robinson
4	Ms Erin Barnes and Mr Andrew Allison
4	Mrs Charlene Gordon
4,	Mrs Caroline McCreary
5	Miss Kaitlyn Atkins and Miss Amanda Berry
5	Mr Mark Stewart
5	Mr Edward Thompson

Full attendance at school is important to the wellbeing of all students and enables them to access the opportunities made available to them at school. However, we realise that, at times, absence will be unavoidable.

If your child is going to be absent from school, you must inform the school and follow the correct procedure.

For boys in Pre-Kindergarten to Year 5, please email [absentees@hutchins.tas.edu.au](mailto:absentees@hutchins.tas.edu.au) or notify us via the Hutchins app by 9.30am each day if your son is absent due to illness, injury and appointments. Your son's class teacher may be cc'd into the email; however the absentee email address MUST be used. Any unnotified absences will be followed up with an SMS at 9.30am.

If an extended leave of absence is required for reasons other than illness or injury, an application for such leave must be made in writing to the Head of Junior School, Mr Stephen Coventry. Please email [stephen.coventry@hutchins.tas.edu.au](mailto:stephen.coventry@hutchins.tas.edu.au) well in advance for any planned period of absence. Full fees will be payable for any leave period.

If your child arrives late to school, they are required to report to a Reception point to sign in. For any appointment where your son needs to o-10u8ment whu nyn. F56 o bnt whu ny



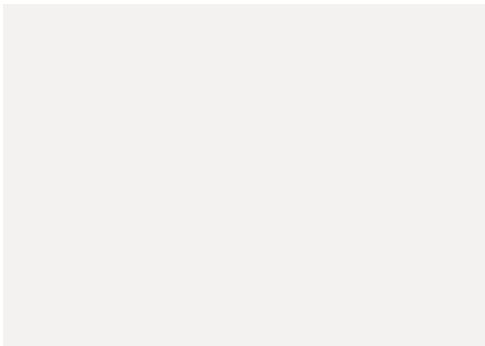




All students riding to school must complete a bike contract. This is available from Junior School Reception. Bicycles can be stored in the Junior School bicycle rack. Bicycles are not to be ridden in the school grounds, students must dismount and walk them to the racks.

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School buses are offered for pick-up in the morning and/or return trips in the afternoons for students from Prep to Year 5 and must be pre-booked. Information about bus bookings may be obtained from Senior School Reception or the Head Bus Driver, Mr Lyle Turnbull on 0407 256 169.



## Online canteen ordering and purchasing information (Flexischools)

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

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

- 1: Go to The Hutchins School App and click 'Canteen'
- 2 Click Register
- 3 Enter your email
- 4 Check your email and complete your registration, then go back to the app on your device
- 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
- 6 To top up your account go to account, enter in payment details, click next (top right button)
- 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).

All students from Pre-Kindergarten to Year 5 attend regular [Chapel](#) services as part of their school life. Through Bible stories and song, focused on our school values, chapel services are a further opportunity to strengthen our community and build a connection. Each year the Chaplains also offer preparation courses to help students decide whether or not they wish to be baptised and/or confirmed. For more information please contact Rev Mark Holland at [mark.holland@hutchins.tas.edu.au](mailto:mark.holland@hutchins.tas.edu.au)

## ACTIVITIES

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

### DEBATING

Interschool debating takes place in Term 2, and is for Years 5 and 6 only. It is held after school at various primary school locations once a fortnight (4.00pm–5.00pm).

### MUSIC

In addition to classroom Music, a range of ensembles are offered. Students taking private instrumental lessons are strongly encouraged to participate in an ensemble at an appropriate level. Contact the Music Faculty on 6221 4294 for further information.

#### Choral

- Years 3–5 Pride

#### Strings

- Mini Paganini Stings
- Paganini Strings
- Junior Orchestra

#### Bands

- Junior Band

### SPORT

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

## EXTRACURRICULAR

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


### DANCE

Hutchins offers participation in Dance Troupe for students from Years 1–12. Dance Troupe is very popular and has limited numbers. Interested boys and parents/carers need to talk to Mrs Jacquie Coad for details and availability. Mrs Coad can be contacted at [jacquie.coad@hutchins.tas.edu.au](mailto:jacquie.coad@hutchins.tas.edu.au).

## MUSIC LESSONS

Private instrumental tuition is available for Kindergarten to Year 5 students. Tuition occurs on a one-to-one basis with a qualified music tutor during normal school time (teaching may also occur before or after school). Lessons are on a rotating timetable or can be

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## COMMUNIQUE

The whole school newsletter, Communiqué informs the School community of coming events and reflects past activities. The newsletter is emailed to all who have subscribed and copies may be viewed on the School's website. To sign up to receive Communiqué or view past editions for the current year please visit [www.hutchins.tas.edu.au/communique](http://www.hutchins.tas.edu.au/communique).

## PARENT COMMUNICATION (RORY)

An EdSmart notice repository can be accessed through Rory. It is accessed by clicking on the 'Parent Communication (EdSmart)' tile under your name when you login and you will be able to see all current notices sent from the School. Please note

Students from Kindergarten to Year 2 do not have homework except for their regular home reading. Students in Years 3–5 also have regular home reading requirements through the library Book Chat commitments and may and may have age-appropriate homework tasks.



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

Students are required to agree to the use of devices through the ICT personal agreement provided at the start of the school year. We encourage families to complete this together to ensure students have a clear understanding of their responsibilities.

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).

The [Stephens Library](#) caters for students in Pre-Kindergarten to Year 8. All ELC and Junior School students have a weekly library lesson with the Teacher Librarian. Students in Years 3–5 also participate in Book Chat each term, a Book Club style program. The library has an extensive collection of fiction and non-fiction material as well as digital services such as ebooks, audio books and access to databases for research. The Stephens Library is open from 8.00am–3.45pm, Monday to Friday. The library is open at recess and lunchtime for students to read, borrow books, create with Lego, build marble runs and play board games.

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

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

An EdSmart will be sent home in early 2025 requiring a parent/carer to complete





Students are strongly advised not to bring valuables or substantial sums of money to school. If it is necessary to do so, students are advised to hand the item to Reception or to a member of staff for safekeeping.

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.

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

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

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



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# MIDDLE SCHOOL

Years 6–8



The Middle School provides

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

Mr Lucas Gorringe  
T 6221 4264 (8.30am–3.30pm)  
[lucas.gorringe@hutchins.tas.edu.au](mailto:lucas.gorringe@hutchins.tas.edu.au)

Mrs Fiona Moroney  
T 6221 4235  
[fiona.moroney@hutchins.tas.edu.au](mailto:fiona.moroney@hutchins.tas.edu.au)

Mrs Donna Brown  
T 6221 4339 (8.15am–4.00pm)  
[donna.brown@hutchins.tas.edu.au](mailto:donna.brown@hutchins.tas.edu.au)

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

ROLE	STAFF NAME
	Rev Mark Holland
( 6 )	Mr Shaun Killian
	Mr Shane McAloon
	TBA
	Miss Anna Davidson
	Mr Gregory Stanton
6	Mrs Kate Nunn
7	Mr Ivor Leonard
,	Mr Mike Webster
6	Mr Cameron Greenhill, Ms Kate Nunn and Mr David McCarthy
7	Mr Justin Bowman-Shaw, Mrs Kendal King, Mrs Samantha Lelong, Mr Damien Marwood and Mr Lucas Simpson
,	Ms Kate Bridge, Mr Nick Corkhill, Mr Shaun Killian and Miss Gemma Leonard

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

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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.

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

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

[Metro Tasmania](#) – 13 22 01

[Tassielink](#) – 1300 300 520

[Redline](#) – 1300 360 000

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

- Blackmans Bay, Kingston, Tarooma, Sandy Bay, City, West Hobart
- 1 Tranmere, Howrah, Bellerive, Rosny, Lindisfarne, Geilston Bay
- 2 Lauderdale, Cambridge, Seven Mile Beach, Acton
- Berriedale, Glenorchy, Moonah, Lenah Valley, North Hobart

The Middle School canteen is Roary's Den. Parents/carers need to order lunch from the canteen using Flexischools. Students may visit the canteen to purchase smaller items during their break time using EFTPOS or their student ID card (Flexischools). The Middle School canteen is cashless.

### Online canteen ordering and purchasing information (Flexischools)

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

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

- **1:** Go to The Hutchins School App and click 'Canteen'
- **2** Click Register
- **3** Enter your email
- **4** Check your email and complete your registration, then go back to the app on your device
- **5** Add your children and their classes (you will need their student number to do this) this can be obtained from Rory bit



## MUSIC

In addition to classroom Music, a range of ensembles are offered. Students taking private instrumental lessons are strongly encouraged to participate in an ensemble at an appropriate level. Please note that additional groups may be added depending on student interest.

### Choral

- Middle School Vocal Group

### Strings

- Middle School Strings
- Chamber Strings
- Senior Strings

### Bands

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

## SPORT

Middle School students in Years 7–8 choose from our wide selection of summer, winter and spring sport and co-curricular options. Students practice with their team and compete in community or school rosters. Please direct all enquires to Mr Shaun Killian, Head of Middle Years Sport at [shaun.killian@hutchins.tas.edu.au](mailto:shaun.killian@hutchins.tas.edu.au).

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

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

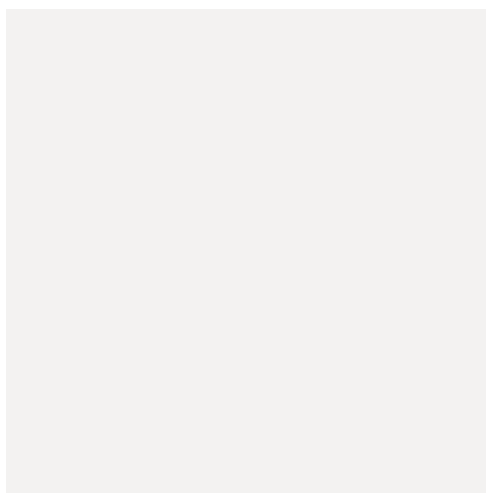
## MUSIC LESSONS

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

## TENNIS

Ray Harrison, a qualified Club Coach, offers tuition to students from Years 1–12. Lessons are held before school, at lunchtime and after school with Tennis

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.



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

- Beam Scooters – you need to be

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As students transition into Middle School, they are required to respond to increased expectations and to take further responsibility for their actions. This transition is well supported by the student's mentor and their management. Each student has a class mentor within Middle School who is responsible for overseeing student's wellbeing and school life. The mentor's role includes ensuring that each student feels safe, known and connected to the School community, nurturing personal growth to reach their potential.

The emphasis in Middle School is on increasing self discipline, tempered by appropriate and frequent positive feedback. Teachers set out to ensure their responses to student work and good behaviour are measured, graduated, consistent and fair. Responses to good work or behaviour begin with a word of praise and extend to contact with parents/carers, and at times a recognition from their Year Head with appropriate certificates and prizes. Behaviour which reflects poorly on the student receives a carefully considered response, from a quiet word to a reflective chat and if needed, contact home.

If poor behaviour continues, or for serious occurrences, the student will have a conversation with their Year Heads and the Head of Middle School. In responding to such problems, a 'restorative justice' approach is adopted where students reflect, repair and reconnect. All interactions at Hutchins are an educational experience and as such, we hope that students will grow with their experience.

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

### Commitment to Kindness

The word 'kindness' is derived from the notion of kinship, from the idea that people of the same family or clan are bonded together by natural affection and mutual goodwill. With the advent of Christianity, this idea was turned into a positive commandment that people should love one another.

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

(continues over page)





Students, alongside their parents/carers, are encouraged to monitor and manage their academic progress as well as through conversations with their teachers, Family/Teacher Conferences and student Reports. Parents/carers are also encouraged to email or phone if provided to you in Term 1.



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](#)

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Mr Ken Kingston

T 6224 4235

[ken.kingston@hutchins.tas.edu.au](mailto:ken.kingston@hutchins.tas.edu.au)

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Dr Adam James

T 6221 4205

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

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Mrs Allison Brooks

T 6221 4270

[allison.brooks@hutchins.tas.edu.au](mailto:allison.brooks@hutchins.tas.edu.au)

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T 6221 4200 (8.00am–4.00pm)

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Mrs Claire Taylor

T 6221 4307

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

Mr James Seddon

T 6221 4319

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

Ms Katie Richardson

T 6221 4218

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

Reverend Dr Lee Weissel

T 6221 4256

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

## **Absences from school for one full day or longer**

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

6221 4200

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

0428 965 941 (receives texts only)

## **Short term absences for part of a school day**

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

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

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

Please be aware that students will only be allowed to leave their classroom if this notification is showing on the School's management system. Whilst trusting a student who passes on the need to attend an appointment may seem ideal, this does not enable us to meet our ethical or legal duty of care to students. As such teachers will no longer be in a position to take a student at their word should such a request be made. Once students leave their classroom they will also be required to sign out from Reception. If students return to school before the end of the day they must also sign back in at the Senior School foyer, or via Reception. This same process applies to Senior School students who are late to school.

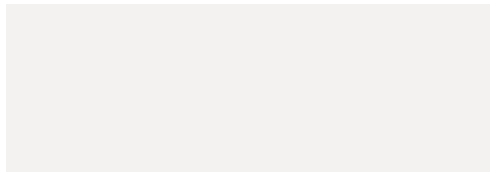
## **Early bus leaver permit**

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

## **Planned absence during term time**

The *Education Act 2016* and Ministerial instructions has very specific categories for justified student absence from school. Any request for a student to miss all or part of a term, should be made in writing to the Deputy Principal/ Head of Senior School. Full fees will be payable for any leave period.

In the Senior School we continue to develop our expectations of boys based on their developing maturity and the experiences they were exposed to in



The daily program for the Senior School is:

TIME		SESSION
.30	.40	
.45	.35	1
.35	10.25	2
10.25	10.50	
10.50	11.40	3
11.40	12.30	4
12.30	1.15	
1.15	1.50	
1.50	2.40	5
2.40	3.30	6

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

The Senior School canteen, Stop 71, sells food and drinks at both recess and lunchtime. Students are to pay using EFTPOS or their student ID card (Flexischools). The Senior School canteen is cashless.

### Online canteen ordering and purchasing information (Flexischools)

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

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

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

(continues over page)

- 6 To top up your account go to account, enter in payment details, click next (top right button)
- 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).

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 decisions (or find skills) 1300-nte.610 fce decision. W



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

### CHESS CLUB

Chess Club is run on Thursday afternoons in the Stephens Library in Terms 2 and 3. It is available to all students in Years 3–12. New players are always welcome.

### DANCE

Hutchins offers participation in Dance Troupe for students from Years 1–12. Dance Troupe is very popular and has limited numbers. Interested boys and parents/carers need to talk to Mrs Jacquie Coad for details and availability. Mrs Coad can be contacted at [jacquie.coad@hutchins.tas.edu.au](mailto:jacquie.coad@hutchins.tas.edu.au).

### MUSIC

In addition to classroom Music, a range of ensembles are offered. Students taking private instrumental lessons are strongly encouraged to participate in an ensemble at an appropriate level. Please note that additional groups may be added depending on student interest.

### Choral

- Senior Vocal Ensemble
- Barbershop Ensemble

### Strings

- Senior Strings
- String Quartets
- Chamber Ensembles

### Bands

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

### SPORT

All Senior School students choose from our wide selection of summer, winter and spring sport options. Students practice with their team and compete in community or school rosters. Please direct all enquires to Mr Jason Berry, Director of Sport at [jason.berry@hutchins.tas.edu.au](mailto:jason.berry@hutchins.tas.edu.au).

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

## MUSIC LESSONS

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

## TENNIS

Ray Harrison, a qualified Club Coach, offers tuition to students from Years 1–12. Lessons are held before school, at lunchtime and after school with Tennis Clinics conducted during the school holidays. The tennis pathway starts from red/orange ball to green ball depending on the level of player. Application forms are electronically distributed via EdSmart to all students at the beginning of each term. Clinic forms are sent via EdSmart four weeks before the clinic begins.

## EDSMART

EdSmart is an online permission slip and general notice software platform that enables the School to communicate with parents/carers electronically. Parents/carers are able to directly submit their responses electronically to the notices (if required). This system is used from Pre-Kindergarten to Year 12 and is the School's official email parental communication method. Please contact the Communications Officer at [communications@hutchins.tas.edu.au](mailto:communications@hutchins.tas.edu.au), if you have any queries regarding EdSmart.

## NEWSLETTER

The School newsletter, Communiqué, is published fortnightly and informs the School community of coming events and reflects past activities. The newsletter is emailed to all who have subscribed and copies may be viewed on the School's

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## PARENT COMMUNICATION (RORY)

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

The Hutchins School App 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,

Any health concerns or injuries are reported to Senior School Reception. Minor ailments may be managed at this stage or they may be referred to the School Nurse.



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](#).

The [Nettlefold Library](#) is located on the first floor of the H D Baldwin Wing. The extensive collections of print and digital materials cater for the fiction and non-fiction reading needs of staff and students. The Nettlefold Library is a supervised space for students with Private Study lines, and library staff provide assistance to Senior School students with research skills and academic integrity requirements.

The Nettlefold Library is open Monday to Friday, 8.00am-4.00pm.

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/careJ0 -1.5 dren.



## DROP-OFF AND PICK-UP

Parents may drop and collect their sons from just inside the gate to the War Memorial Oval (WMO). Parents may also drop and collect students along Churchill Avenue, Nelson Road, David Avenue or Earl Street. The School car park on the corner of Churchill Avenue and Nelson Road is for the exclusive use of staff, and parents/carers may not use it as a drop-off or pick-up area.

## PARKING

Due to our proximity to the University of Tasmania, parking is always at a premium. Students and parents/carers are expected to park in the streets surrounding Hutchins and may not park on school property, this includes the School car park, the School Uniform Store and the WMO. The WMO is out of bounds to student cars.

## PEDESTRIANS

Students are only to cross Nelson Road and Churchill Avenue by way of the underpass on each road. Students may not cross the road directly.

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 normoQ r5 (o par1 (eNc81 5 (o

# ADDITIONAL INFORMATION

The background is a solid teal color. In the lower half, there is a faint, semi-transparent image of a boat with a sail, possibly a motorboat or a small sailboat, moving across the water. The image is slightly blurred and has a low opacity, blending into the teal background.

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

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

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

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.



## OUR COMMITMENT

At The Hutchins School, we consider the health, safety and wellbeing of children and young people to be our highest priority. We support the safety and wellbeing of children and young people through our Safeguarding Children and Young People Policy.

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

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

Our staff are required to:

- undergo an extensive screening process including a National Criminal Record Check and/or Registration to Work with Vulnerable People;
- behave professionally and with care towards children and young people including not acting outside the boundaries of their duties or using their position with the organisation to solicit work with or initiate contact with children and young people who are students of our organisation;
- understand the important responsibility they have to protect children and young people from all forms of abuse, bullying and exploitation either by our people or that occurs outside the scope of our operations and services; and
- create and maintain a child safe culture.

The full Safeguarding Children and Young People Policy is available online at [www.hutchins.tas.edu.au/policies](http://www.hutchins.tas.edu.au/policies).

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

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.

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:

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

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**Follow us**

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