



Glenalmond College

Parent & Guardian
Handbook

2023/2024



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Warden's Welcome

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

A Glenalmond education is challengingly simple and my aspiration for every pupil is to be decent, to have clear values, and have the courage to stand by them. The pupils have the best academic education they can so that they face the future with the greatest number of choices while experiencing a rich range of opportunities.

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

Mr Mark Mortimer
Warden



Daily Programme

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

07:30 – 08:00	Breakfast
08:15	Roll Call
08:30	Chapel
08:45 – 10:40	Lessons 1 & 2
10:40 – 11:05	Break
11:05 – 12:45	Lessons 3 & 4
12:45 – 14:00	Lunch
14:00 – 14:10	Chapel
14:15 – 16:10	Lessons 5 & 6
16:15 – 18:00	Activities & Help Sessions
19:00	Prep Time

School Calendar

Sports events and school events are published online in the [school calendar](#). Parents can subscribe to school and sport events, and changes will automatically be shown in your calendar.

Term dates are published on the website which you can find [here](#).

Day Pupils

Day pupils must arrive by 08:10 on a Monday to Saturday and report to their House for Roll Call at 08:15.



If your child is unable to attend school, please phone the House Staff from 08.00 onwards. You can leave a voicemail.

Please note that we are required by law to register all pupils daily and it is essential that pupils understand the requirement of attending Roll Call when they arrive at the College.

If a Day pupil has been off school or is unable to attend games, please send an email to the medical department outlining the circumstances.

medical@glenalmondcollege.co.uk

Day pupils are welcome to stay in their House for one-off nights, or late stays beyond the standard school day. These can be booked directly through the Housemaster/mistress. An overnight stay is charged at £50. A late stay, which includes supper and prep, will incur a charge of £15 per evening. Charges will be recorded by the Housemaster/mistress and invoiced to the Pupil Fee Account at the end of each term. Lunch for Day pupils is Monday to Saturday, and Supper on Wednesday evenings. Additional meals can be requested, and charges will apply.

In certain circumstances, Day pupils will not be charged for an overnight stay. These exceptions are listed on the Fees page in the [Day Pupils - What Our Fees Include](#) page on the website.

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





School Uniform

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

Please refer to the [School Uniform](#) page on the website for the contact details of Stevenson's as well as the full information on the school uniform and sportswear.

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

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



School Holidays

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

Start of Michaelmas Term

New pupils arrive from 14:30

Returning pupils from 18:30

Start of Lent & Trinity Terms

Returning pupils from 18:30

Half Term / Leave Out Weekends

Starts Friday: 16:00

Ends Sunday: 21:00

End of Michaelmas Term

Ends Wednesday: 11:00

End of Lent Term

Ends Friday: 11:00

End of Trinity Term (Commem)

Ends Saturday: 15:30

We do ask that parents, where possible, adhere to the times stated. By observing these times, parents can be sure that there is adequate supervision, and that pupils are comfortable, warm, and, more importantly, safe. We do understand that this may not always be possible. Should you need your child to arrive early or late, you should always seek permission from the Housemaster or Housemistress. This will be granted at the College's discretion.

Boarding pupils may spend a Leave Out at home or with friends (only with their parents and House staff approval). Some pupils, particularly international pupils, may stay at school. This will be charged at the nightly rate of £75 per night. Parents must contact House staff at least 48 hours in advance to confirm the plan for Leave Out.

To help pupils living overseas, personal belongings may be left at College during half terms and holidays but only on the strict understanding that the College is in no way liable for any lesser damage. The House Matron will advise where items can be stored in the Boarding House. At the end of the academic year, we ask that all belongings be removed from the House, irrespective of whether the child is returning the next academic year.



Travel Guidance: Michaelmas 2023

Term begins on Monday 4th September

New pupils ONLY should arrive at Glenalmond College at 1430. Overseas new pupils to arrive at Edinburgh Airport by 11am or at Glenalmond by 1430.

All other returning boarders to arrive at Glenalmond by 18:30 on Monday 4th September. Flights arriving at Edinburgh airport on Monday 4th September can be booked for CURRENT overseas pupils. Please note that the last bus to the College will leave the airport at 1700.

Current overseas pupils arriving into Edinburgh who are unable to arrive at Glenalmond by 18:30 on Monday 4th September should arrive on Tuesday 5th September.

Leave Out 16.00 Friday 22 – 21.30 Sunday 24 September

Pupils should book flights that leave Edinburgh Airport after 1730 on Friday 22nd September. Returning overseas pupils should arrive at Edinburgh Airport by 2000 on Sunday 24th September or at Glenalmond College by 21:30. Pupils who are unable to arrive within this travel window on Sunday 24th September should arrive on Monday 25th September.

Half Term begins Friday 20 October at 1600

Flights should be booked that leave Edinburgh Airport after 1730 on Friday 20th October.

Half Term ends on Sunday 5th November at 21.30. Flights arriving into Edinburgh by 20:00 may be booked. Pupils who are unable to arrive within this travel window on Sunday 5th November should arrive on Monday 6th November.

Leave Out 16.00 Friday 24 – 19.00 Sunday 26 November

Pupils should book flights that leave Edinburgh Airport after 1730 on Friday 24th November. Returning overseas pupils should arrive at Edinburgh Airport by 2000 on Sunday 26th November or at Glenalmond College by 21:30. Pupils who are unable to arrive within this travel window on Sunday 26th November should arrive on Monday 25th September.

Term ends Wednesday 13th December

Flights should be booked to leave Edinburgh airport AFTER 07.00 on Wednesday 13th December.



Travel Information

We can arrange transfers to and from school at the start and end of term. Pupils can be collected/dropped off from/at Edinburgh Airport and Perth Railway Station. There is a bus that transfers pupils to Waterloo Place in Edinburgh for Half Term and Leave Out only.

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

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

By rail: Perth Railway Station is a mainline train station, 25 minutes from Glenalmond with regular train services to Glasgow and Edinburgh. A taxi rank is situated at the front of the station.

Accommodation: Perth is very well served by hotels, self-catering, and B&Bs. Please click on the link [Visit Scotland - Accommodation in Perth](#). This list is maintained by Visit Scotland.

Sport

All pupils from Second to Fifth Form will participate in PE lessons which include the following activities: swimming [including water polo and aquatic survival skills], gymnastics, basketball, golf, lacrosse/netball [girls], dance, athletics, rugby [boys], cricket, and tennis.

Each week, pupils from Second to Fourth Form participate in Games focusing on one or two major team sports each Term.

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

	Boys	Girls
Michaelmas	Rugby	Hockey
Lent	Hockey	Lacrosse
Trinity	Cricket	Tennis



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

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

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

We highly recommend parents subscribe to Sports Events on the website. Once subscribed to this service, Sports fixtures and updates will automatically show in your calendar.

The full kit list of sportswear and equipment is available in the [School Uniform Guide](#)



Music Lessons

If you would like to register your child for music tuition, you must complete the Music Lesson Request Form which is available on the Parent Portal. Instructions on how to access the Parent Portal will have been provided by the Admissions team.

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

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



End of Term Reports

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

You will be sent an email when these reports are ready to view online. Parent Meetings with teachers are usually held on Thursday afternoons before half term and leave out weekends. You will be notified by email of the date for the parent/teacher meeting for your child's year group and can also view dates [here](#). Meeting times with each teacher are booked via glenalmondcollege.schoolcloud.co.uk. If you experience issues booking appointments or need assistance with your username and log-in details, please email the IT team for assistance: ithelpdesk@glenalmondcollege.co.uk.

Medical Centre

At Glenalmond, we are very lucky to have an onsite Medical Centre with a team of four registered nurses on site. The Centre has six beds and is manned 24 hours during the school term. Pupils can call into the Medical Centre until 10pm, thereafter the duty nurse will be on call and can be contacted by the child's Housemaster/Mistress. The Medical Centre can be contacted directly at medical@glenalmondcollege.co.uk or by calling directly on **01738 842069**. The mobile number for the duty nurse is **07712 404426**.

The nurses are:

Lead Nurse	Susan McBey, RGN
Nurse	Jacqui Mackintosh, RGN
Nurse	Hilary Webster, RGN
Nurse	Laina Marron, RMN

We ask that parents complete the mandatory Glenalmond Medical Information Form in advance of their child starting with us at Glenalmond College.

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



Guardians

Glenalmond College defines a Guardian as a person to whom the parents of a boarding pupil have delegated certain responsibilities, principally to act on behalf of the parents as the need arises. Such Boarding Guardians deputise for parents but do not take over from them, and the definition of Boarding Guardian should not be confused with the definition of 'legal guardian*' which refers to the person(s) who will care for a child in the case of parental death. Clause 7 in the Glenalmond College: Standard Terms and Conditions states that parents who reside outside the United Kingdom delegate parental responsibility to a suitable adult, by naming a 'Guardian' for their son or daughter (even if the pupil is over 18 years). For more information on the responsibilities of Guardians and approved Guardianships in the UK please click on this link - [Guardians - Advice for Parents Living Overseas](#).

School Policies

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

To read all the school policies please click [here](#). A copy of the Glenalmond College Terms and Conditions will also be sent to you prior to signing your Offer of Acceptance letter.

Laptops and Mobile Phones

Glenalmond operates a 'bring your own device' policy. For guidance and specification on what laptops to bring, please refer to the [Laptop Guide](#).

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

Mobile phones for all pupils must not be used during the school day and must be handed in during Prep, and then also overnight to their Housemaster/mistress.

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

Keeping in Touch

The first point of call with any query for your child will be the House Staff. A list of direct telephone numbers and email addresses is on page 12.

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



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

Instagram: @glenalmond_college

Facebook: Glenalmond College

Twitter handles for Glenalmond College, and the Boarding Houses below:

@GlenalmondColl

@HomeColl

@CollLothian

@ReidsColl

@CollPatchells

@CMathesons

@CGoodacres

@CSkrines

All parents and guardians who have children at Glenalmond College are automatically enrolled as members of the Parents Association.

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

* Children (Scotland) Act 1995 Section 35



Pupil Recharges

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

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

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

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

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

General Information

Bicycles and Scooters

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

Chapel

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

Boarder must attend all Sunday Services and Day Pupils and parents are most welcome to join us at all services. All Day pupils are expected to attend the first Sunday Service of each term along with Remembrance Sunday in the Michaelmas Term and one other in the Trinity Term (usually Trinity Sunday or the Feast of Pentecost). Details of the services will be published online in the school calendar. Provisions may be made for pupils who follow a different faith to substitute Sunday worship with parallel activity in their own tradition.



Father Stephen can be contacted directly on 01738 842108 or by email:

stephengraham@glenalmondcollege.co.uk

Food

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

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

Pocket Money

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

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

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

House Handbook

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



Who's Who

The Leadership Team is made up of teaching and non-teaching staff, responsible for the academic, pastoral, and administrative running of the school. The members of the Leadership Team can be contacted by email or telephone as shown below.

Mr Mark Mortimer, Warden

E: wardenspa@glenalmondcollege.co.uk
T: 01738 842061



Mrs Jenny Davey, Deputy Warden

E: jennydavey@glenalmondcollege.co.uk
T: 01738 842032



Dr Craig Henderson, Sub-Warden Academic

E: craighenderson@glenalmondcollege.co.uk
T: 01738 842051



Mrs Sarah Sinclair, Sub-Warden Pastoral

E: sarahsinclair@glenalmondcollege.co.uk
T: 01738 842048



Mr Brian Dickson, Bursar & COO

E: bursar@glenalmondcollege.co.uk
T: 01738 842003



Staff

Heads of Department

Email = Name + @glenalmondcollege.co.uk

Art & Design	Mr Keir Downey
Biology	Dr Craig Henderson
Chemistry	Dr Sean Wilkinson
Classics	Mr George Pounder
Drama	Mrs Liz Moss
Economics & Business	Mr Daniel Britton
English	Mr John Hathaway
Geography	Ms Eleanor Kiff
History of Art	Mrs Kate Butler
History & Politics and RS	Mr Stephen Jones
Learning Support	Mr Andrew Heron
Mathematics	Mr Mike Jeffers
Modern Languages	Dr Caroline Murie
Music	Dr Tim Ridley
P.E.	Mr Paul Wilkinson
Physics	Dr Stephen Kinge
Piping	Mr Brian Elrick
Sport	Mr Paul Wilkinson
Technology	Mr Tim Ellis

Support Staff

Bursary

Mr Brian Dickson

bursar@glenalmondcollege.co.uk

Accounts & Finance

Miss Ciara Donnelly
Mrs Sarah Blackie

ciaradonnelly@glenalmondcollege.co.uk
suppliers@glenalmondcollege.co.uk

Admissions

Mrs Judith Roberts
Miss Jackie Douglas
Mrs Lesley Pratt

registrar@glenalmondcollege.co.uk
admissions@glenalmondcollege.co.uk
admissions@glenalmondcollege.co.uk

Development

Mr Ed Schneider
Mrs Amber Aitken

edwardschneider@glenalmondcollege.co.uk
alumni@glenalmondcollege.co.uk

IT

Mr Ritchie Davidson

ithelpdesk@glenalmondcollege.co.uk

Marketing

Mrs Louise Henderson

marketing@glenalmondcollege.co.uk

Warden's PA

wardenspa@glenalmondcollege.co.uk

Reception

reception@glenalmondcollege.co.uk



House Staff

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

Boarding Houses



Mrs Andrea Goodall
Goodacre's



Mrs Kate Butler
Home



Ms Sabina Staziker
Lothian

Goodacre's House		
Housemistress: Andrea Goodall	T: 01738 842021 M: 07803 428952	andreagoodall@glenalmondcollege.co.uk
House Matron: Yvonne Deuchar	T: 01738 842109	yvonnedeuchar@glenalmondcollege.co.uk
Home House		
Housemistress: Kate Butler	T: 01738 842024 M: 07546 304402	katebutler@glenalmondcollege.co.uk
House Matron: Davina Gallacher	T: 01738 842082	davinagallacher@glenalmondcollege.co.uk
Lothian House		
Housemistress: Sabrina Staziker	T: 01738 842027 M: 07803 428957	sabinastaziker@glenalmondcollege.co.uk
House Matron: Karen Ferguson	T: 01738 842081	karenferguson@glenalmondcollege.co.uk



Boarding Houses



Mr Robert Faltermeier
Matheson's



Mr Ross Borthwick
Patchell's



Mr Thomas Norton
Reid's



Mr Guy Draper
Skrine's

Matheson's House

Housemaster: Robert Faltermeier	T: 01738 842030 M: 07803 428955	robertfaltermeier@glenalmondcollege.co.uk
House Matrons: Linda Hall & Shona Hayes	T: 01738 842010	lindahall@glenalmondcollege.co.uk shonahayes@glenalmondcollege.co.uk

Patchell's House

Housemaster: Ross Borthwick	T: 01738 842033 M: 07803 428954	rossborthwick@glenalmondcollege.co.uk
House Matron: Laura Macvicar	T: 01738 842133	lauramacvicar@glenalmondcollege.co.uk

Reid's House

Housemaster: Thomas Norton	T: 01738 842033 M: 07803 428954	thomasnorton@glenalmondcollege.co.uk
House Matron: Kim Fleming	T: 01738 842083	kimfleming@glenalmondcollege.co.uk

Skrine's House

Housemistress: Guy Draper	T: 01738 842039 M: 07712 404419	guydraper@glenalmondcollege.co.uk
House Matron: Lesley Ragan	T: 01738 842088	lesleyragan@glenalmondcollege.co.uk



Countdown to the Start of Term

WEEK beginning 24th July 2023

Log back into the New Pupil Portal and complete the mandatory forms. Your log-in details will be the same as when you accepted an offer. Please note that you **must complete all forms before your child arrives at school.**

If you do have any questions on the New Pupil Portal, please email registrar@glenalmondcollege.co.uk

WEEK beginning 31st July 2023

Fees for each school term must be paid before the first day of the relevant term and invoices will be issued in advance. Alternatively, by prior arrangement, we will accept payment of the fees for each term by instalments by Direct Debit or such other method as agreed. If you wish to pay by direct debit, please set this up through accounts@glenalmondcollege.co.uk

WEEK beginning 7th August 2023

Uniforms should be ordered online, and families are asked to make sure that they fit. If you wish to arrange a fitting, please arrange an appointment at the Stevenson branch in Perth if you can do so. Ideally, uniforms should be available in advance of starting school. The School Uniform and Sportswear guide is also available in Stevensons. Name tags should be stitched into each item of clothing prior to arriving at school please.

WEEK beginning 14th August 2023

If you wish to use the School Minibus service, you must book a place through the Director of Admissions at registrar@glenalmondcollege.co.uk. Our Transport Manager will provide an updated timetable of bus routes once pupil numbers have been confirmed at the beginning of each academic year.

WEEK beginning 21st August 2023

Glenalmond has a 'bring your own device' policy to the school. You should check requirements in advance of your child's arrival at school. Please make sure that all your Mandatory forms have been completed and submitted. If you have any questions, please contact registrar@glenalmondcollege.co.uk

WEEK beginning 28th August 2023

Please confirm any changes to the expected time of arrival with your Housemaster/mistress

Start of term – Michaelmas 2023

New pupils arrive at Glenalmond College on the **afternoon of Monday 4th September 2023** and full details will be sent to families in advance. Returning boarders arrive for 18:30. The new term begins with a full induction programme for all on **Tuesday 5th September, starting at 08:30.**





Glenalmond College

Glenalmond College

Perth

PH1 3RY

Head of Admissions: registrar@glenalmondcollege.co.uk

+44 (0)1738 842144