

# High School of Dundee Handbook



Session 2004-2005

**Postal Address:**

High School of Dundee  
Euclid Crescent  
Dundee DD1 1HU

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**SESSION 2004/2005 – TERM DATES**

**AUTUMN TERM**

**Start of Term** Tuesday 24<sup>th</sup> August 2004 Staff  
Wednesday 25<sup>th</sup> August 2004 Staff and Form 6  
Thursday 26<sup>th</sup> August 2004 (All pupils)

**Mid-Term** Friday 8<sup>th</sup> October 2004 (pupils)  
**Return** Monday 18<sup>th</sup> October 2004

**End of Term** Wednesday 22<sup>nd</sup> December 2004 (lunchtime)

**SPRING TERM**

**Start of Term** Thursday 6<sup>th</sup> January 2005  
**Mid Term** Friday 11<sup>th</sup> February 2005  
Monday 14<sup>th</sup> February 2005  
Tuesday 15<sup>th</sup> February 2005 (pupils)

**End of Term** Thursday 24<sup>th</sup> March 2005 (lunchtime)

**SUMMER TERM**

**Start of Term** Tuesday 12<sup>th</sup> April 2005  
**May Day** Monday 2<sup>nd</sup> May 2005  
**Mid Term** Friday 27<sup>th</sup> May 2005 (pupils)  
Monday 30<sup>th</sup> May 2005

**End of Term** Thursday 30<sup>th</sup> June 2005

**In-Service Days** Friday 8<sup>th</sup> October 2004  
Tuesday 5<sup>th</sup> February 2005  
Friday 27<sup>th</sup> May 2005

**Provisional Opening Date for Session 2005/2006**

Thursday 25<sup>th</sup> August 2005

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# Board of Directors

## **Chairman**

Adrian A M Stewart

## **Ex Officiis Directors**

Rev Keith F Hall, Parish Minister of Dundee (St Mary's)

Alex Murdoch, Lord Dean of Guild

## **Elected by Dundee and Tayside Chamber of Commerce and Industry**

David G Leslie    Miss Pamela Smith    Henry Grant

## **Elected by Guildry of Dundee**

Sinclair Aitken

## **Elected by Nine Trades of Dundee**

David S Adam

## **Elected by The Old Boys' Club**

Harvie L Findlay

## **Elected by The Old Girls' Club**

Mrs Jen Petrie

## **Elected by The Parents' Association**

Alan Russell

## **Elected by The Patrons**

Neil Key

Colin Graham

Euan Webster

Mrs Sally Mearns

James W Coull

Dr William H Macfarlane Smith

## **Co-opted Directors**

Alexander Cameron    Mrs Ann Markham

Dr Derek Maclean    Adrian A M Stewart

## **Officials**

### **Rector**

#### **A Michael Duncan**

High School of Dundee, Euclid Crescent, Dundee. Tel 01382-202921

### **Secretary and Bursar**

#### **Charles M Sharp**

High School of Dundee, Euclid Crescent, Dundee. Tel 01382-202921

### **School Medical Advisor**

#### **Dr David Dorward**

Westgate Health Centre, Dundee. Tel 01382-668189

# School Staff

## Rector

A M Duncan, M.A., B.Phil., Dip.Ed.

## Deputy Rector

P M Leckie, M.A. (~~P J Tinson~~, M.A., from Jan. 2005)

## Head of Junior School

Mrs M Woodman, Dip.C.E., I.E., L.C.P.

## Deputy Heads - Senior School

C J G Allison, M.A., Dip.Ed.

Mrs A F McDonald, M.A., Dip.Ed.

R M Parlour, B.Sc., B.A., F.I.A.P.

## Deputy Heads - Junior School

Mrs K J I McIntosh, Dip.C.E. (Upper Stages)

~~Mrs G I McLaren~~, M.A., C.E.Y. (Early Years)

# Junior School

## Junior/Senior Transition Co-ordinator

Mrs P L Hourd, BSc., Dip.Ed., A.U.P.E.

## Staff

Miss M Cardno, M.A.

Mrs E D Cargill, Dip.C.E.

Mrs A Davie, B.Ed.

Mrs L M Docherty, Dip.C.E.

Mrs I Goddard, B.Ed.

Mrs P J Halliwell, B.Ed.

Miss C Hulbert, M.A.

Miss M A Keenan, B.Ed.

Mrs C McDonald, B.Ed.

Mrs L J Mooney, Dip.C.E., I.E.

~~Mrs C Powrie~~, B.Sc.

~~Miss F. Ramsay~~, B.Ed.

Mrs M A Ross, M.A.

Mrs L Smith, B.Ed.

Mrs S A Tonner, B.Ed.

~~Miss A. Wheatley~~, B.Sc.

Mrs G M Wood, Dip.C.E.

## Art & Design

G R Mackenzie, D.A., Head Master  
~~Mrs M Angus~~, B.A.  
Miss A Douglas, B.Des.  
~~Mrs P Munton~~, B.A.

## Biology

Dr E Duncanson, B.Sc., Ph.D., Head Master  
G M S Rodger, B.Sc.  
~~Dr M Fotheringham~~, B.A., Ph.D.  
Mrs L A Woodley, B.Sc..

## Business Studies

W S McCulloch, B.A., Head Master  
Miss A L Laing, Dip.Com., Dip.Ed.

## Chemistry

~~D A Brett~~, B.Sc., Head Master  
N P Forrest, B.Sc., Second Master  
~~S Phimister~~, B.Sc.  
Mrs C A Sinclair, B.Sc., Dip.Ed.

## Classics

J Meehan, M.A., Head Master  
~~S A A McKellar~~, M.A.

## Computing and Information Technology

M Ryan, B.Sc., M.Sc., M.Ed., Head Master  
~~D C Smith~~, B.Sc.  
C P Stuart, B.Sc.

## Drama and Media Studies

R W Illsley, M.A., Dip.Ed., Head Master  
~~Mrs L M Drummond~~, Dip.Drama

## English

Mrs J Phillips, M.A., Head Master  
T F W Durrheim, M.A., Dip.Ed.  
~~Mrs D E Keogh~~, M.A.  
M Stewart, M.A., M.Phil.  
Ms M Taylor, M.A., B.A.  
Mrs E J Tosh, M.A., Dip.Ed.  
Mrs D M Wilson, M.A.

## Geography

Mrs V A Vannet, M.A., Dip.Ed., Head Master  
C R McAdam, M.A.  
Mrs S B Williams, M.A.



## History

I E R Wilson, M.A., Dip.Ed., Head Master  
G Fyall, B.A.  
Mrs L A M Hudson, M.A.  
R M Toley, B.A., M.Phil.

## Home Economics

Mrs G A Madden, Dip.Home Econ., Head Master  
Miss L J Smith, M.A.

## Learning Skills Centre

Mrs P A Maxwell, B.Ed., D.P.S.E., Cert.Sp.L.D., Head Master  
~~Ms D Burt, M.A. Dip. S.E.N., Cert.Sp.L.D.~~

## Library

~~Ms F J G Dakers, B.A., G.Dip.I.M. (Lib.)~~  
Mrs K A Brown

## Mathematics

G A Mordente, B.Sc., Head Master  
A G Blackburn, B.Sc.  
D J C Elgin, B.Sc., M.Sc., Dip.Ed.  
~~Miss L A Mathewson, B.Sc.~~  
R C Middleton, B.Sc.  
~~Miss D Macdonald, B.Sc.~~  
Mrs M A Oliver, B.Sc.

## Modern Languages

~~N A Mackinnon, M.A., Head Master~~  
Mrs L J Swankie, M.A., Dip.Ed., Head of Spanish  
C J G Allison, M.A., Dip.Ed.  
Mrs F M Cram, M.A., Dip.Ed.  
Mrs I E Duncan, M.A.  
Mrs G A Mackenzie, M.A.  
Mrs I M McGrath, M.A.  
~~Miss M Muntz, M.A.~~  
Mrs J L Seith, M.A., Dip.Ed.

## Modern Studies

G J Rennet, M.A., Head Master  
G Fyall, B.A.

## Music

Mrs J F Melville, Dip.Mus., L.T.C.L.(C.M.T.), L.G.S.M., L.L.C.M., Head Master  
S Armstrong, D.R.S.A.M. (Pianoforte)  
Mrs A J Dowall, B.A. (Brass)  
Mrs A Duffus, Dip.C.E.



Miss A Evans, B.A., L.T.C.L. (Pianoforte)  
D G Love, Dip.R.S.A.M.D., Cert.PG.R.S.A.M.D.  
Mrs S J Magill, B.Mus.Mrs M Scott Brown, L.T.C.L.  
Mrs G Robertson, Dip.Mus., A.L.C.M. (Violin/Viola)  
Mrs S Sneddon, L.T.C.L., A.L.C.M. (Woodwind)

### Visiting Instructors

H Campbell, F.T.C.L., L.T.C.L. (Guitar)  
Mrs M Cleghorn, L.G.S.M. (Woodwind)  
R Dunsire, Dip.Mus., Dip.Mus.T., A.L.C.M. (Guitar)  
Miss S E Fuller, B.A. (Cello)  
Ms M Halyburton, B.A. (Double Bass/Bass Guitar)  
S Mackenzie, (Percussion)  
M Mehta, B.Mus. (Percussion)  
Miss L Marquart, B.Mus., M.A., A.R.C.M. (Voice)  
Mrs M Neave, L.R.A.M., A.R.C.M (Pianoforte)  
Miss K Openshaw, B.A. (Percussion)  
R Turbyne, A.R.C.O., L.R.A.M. (Organ)  
Ms D Vincent, B.A., A.L.C.M. (Violin/Viola)

### Physical Education

B D Beckett, B.Ed., Head Master  
P N Gallagher, B.Ed.  
~~J P Lamont~~, B.Ed.  
G W Spowart, B.Ed.  
~~Mrs A J Arthur~~, B.Ed.  
Mrs J A Hutchison, Dip.P.E.  
Mrs P M Spowart, B.Ed.  
Mrs P J Stott - Coach  
W Nichol - S.S.I./Instructor in Outdoor Activities

### Physics

Mrs S H Fletcher, B.Sc., M.Sc., Dip.Ed., Head Master  
T Guild, B.Sc.  
Dr G Mackay, B.Sc., M.Sc., Ph.D.  
G McIntosh, C.I.E.E.

### Religious, Moral and Philosophical Studies

~~D J Goodey~~, B.A., M.A., Head Master  
Mrs B D Quigley, M.Theol., Th.M., D.P.S.S.

### Technology

J Lewis, B.Sc., Head Master  
~~A Walker~~, Dip.Tech.Ed., B.Sc.



## **Administrative Staff**

### **Bursar**

C M Sharp, F.C.C.A.

### **Assistant Bursar**

Mrs K Miller, B.Sc.

### **Bursar's Staff**

Miss F Chisholm, Mrs I Hope

### **Director of Development**

Miss S Randell, B.A., Dip.M.

### **Development Officer**

Miss N A Myles

### **Rector's Secretary/Registrar**

Mrs N Reekie

### **School Secretary**

Mrs S Adam

### **School Office Staff**

Secretarial Assistant – Mrs P Duncan

Receptionists – Mrs K Robertson, ~~Mrs C Blair~~

### **Music Administrator**

Miss V J Brown

## **Facilities Department**

### **Facilities Manager**

B Kyles

### **Janitorial Staff**

Senior Janitor – W Wood

Janitors – D Ramsay, B Sword, J McNulty, ~~K Gilmour~~

### **Domestic Supervisor**

Mrs D Morrison

### **Groundstaff**

D Connor (Grounds Supervisor), M Scott

### **Reprographics**

~~D Webb~~

## **Auxiliary Staff**

### **Senior School Technician**

W F Cochrane

### **School Technician**

S Graves

### **Senior Laboratory Technician**

Mrs C Gill

# Guidance

## Laboratory Technician

P Hancock

## Medical Auxiliaries

Mrs J Cochrane, Mrs M Morrison

## Auxiliaries, Junior School

Mrs A M McCabe, Mrs G McLean, Mrs E McMurray,  
Mrs S Stewart, Mrs A Reid

## Guidance

The Guidance System is designed to ensure that each pupil is given the necessary/entitlement of guidance in three main areas -

### Personal/Social

### Curricular

### Career/Vocational

This is provided by allocating each pupil to one of the four traditional School Houses - Airlie, Aystree, Lindores and Wallace - so that the relevant Guidance staff know each pupil well throughout his/her secondary education. All the members of one family will be allocated to the same house.

The members of Senior Management responsible for Guidance are:

**Mrs. A F McDonald (Personal/Social and Curricular)**

**Mr. C J Allison (Careers and Vocational)**

On appointment all Guidance staff undertake the Post Graduate Certificate in Guidance and Pupil Support.

The Guidance Policy is complemented by other School policies e.g. bereavement policy and sex education policy.

In addition the school holds a range of written policies which pertain to the education and welfare of the pupils. These include learning and teaching, health and safety, school trips and anti-bullying policies. These documents can be consulted on request.

The staff with particular responsibility for each House are as follows:

HOUSE	STAFF	House Colour
Airlie	Mr G Spowart (PT) Mrs J Hutchison (APT)	Red
Aystree	Mrs G Madden (PT) Mrs F Cram (APT)	Blue
Lindores	Mrs L Hudson (PT) Mr C Stuart (APT)	Old Gold
Wallace	Mr C McAdam (PT) Mrs P Spowart (APT)	White

# The School and its Organisation

These members of staff are responsible for the welfare and support of all pupils in their house and deal with any concerns expressed about a pupil. They will contact parents either by letter or telephone if they wish to share a concern.

Parents should contact the relevant member of the Guidance staff in the first instance if they wish to discuss any matter relating to their son/daughter.

To assist the Guidance team in their work, there are strong links with a variety of outside agencies including the School medical team, Careers Scotland and Tayside Police.

Overall, Guidance exists to support the pupils to achieve their true potential in all aspects of their education both in and out of school.

In addition, two members of staff have the role of Careers Co-ordinators.

They are **Miss L Smith** and **Mr. R Toley**.

Their role is to enable pupils to make informed choices about curriculum choice, career paths, entrance to Further and Higher Education and future employment.

## The School and its Organisation

### Status

The High School of Dundee is an independent school administered by a Board of Directors.

The Constitution of the School is embodied in 'The High School of Dundee Scheme, 1987' presented to the Court of Session in Edinburgh on 3 February, 1987, and sanctioned by an Order of the Court made under the Education (Scotland) Act, 1980 (as amended) on 5 May, 1992. The School was granted a Royal Charter in 1859.

It is a fee-paying, co-educational day school of approximately 1,060 pupils, of whom 720 are in the Secondary School and 340 in the Junior School.

The Rector is a member of the Headmasters' Conference.

### History

The history of the school goes back to 1239 when the Abbot of Lindores was instructed to build a grammar school in the new burgh of Dundee. Famous pupils of the Grammar School in early times were William Wallace, the Scottish patriot, and Hector Boece, first Principal of the University of Aberdeen. In 1589 the school received its first permanent home in St Clement's Lane, where it remained for exactly two hundred years. In 1789 it shared a building in School Wynd with the English School, which had been founded at the beginning of the century. Another school, Dundee Academy, was opened in the Nethergate in 1785. The three schools were united in 1829, and in 1832-34 the main school building was built to house all three.

# Junior School

## **Buildings and Grounds**

The School is situated in the centre of the City and is housed in a complex of buildings standing on adjacent sites. The main building is a listed building of historic importance. There are two extensive and well-equipped playing fields in Arbroath Road, approximately a mile from the School.

## **Educational Aims**

Our aim is to provide a secure and caring environment in which each individual has the opportunity to fulfil his or her potential. The High School of Dundee is a predominantly academic school. Each year the vast majority of pupils go on to university. However, the education of the whole pupil involves more than high standards in academic fields. There is a wide range of out-of-school activities, many carried to high levels of achievement, and a strong corporate life - both essential in the development of a pupil's personality.

## **Junior School**

### **Curriculum**

The Junior School curriculum is based on the National 5-14 Programme. Pupils follow a structured programme in English Language, Mathematics, Environmental Studies, Expressive Arts, Religious and Moral Education and Personal and Social Education. Senior specialist teachers may be involved in the teaching of Physical Education, Music, Art, Home Economics, French and Religious Studies at certain stages in the Junior School. All pupils are timetabled to pay regular visits to the School's well-stocked Library and Information Technology Suites.

Many pupils attend specialist instrumental Music tuition during the School day and various musical productions and concerts are held throughout the year. All L5 to L7 pupils are taken to the School's playing fields at Mayfield on one afternoon each week to take part in a varied sports programme.

### **Activities**

Class outings to places of interest are frequently arranged. In addition, the L6 pupils have the opportunity to spend an activity week at Dalguise, and the L7 pupils to visit Paris. There are many lunch time and after school activities on offer, including choirs, recorder groups, Rugby, Hockey, Netball, Creative Dance, St. Andrew's Ambulance Group, Chess, Scripture Union, Rainbows, Brownies, Art Club and Cookery Club. Pupils are encouraged to think of others less fortunate than themselves and various events are held to support their chosen charities.

# School Day - Junior School

## Buildings

The Junior School is housed in the Margaret Harris Building which it shares with the Music Department and the Learning Skills Department. Pupils may visit other areas of the School for certain activities e.g. Physical Education, Home Economics, Art and Computing. There are presently two classes at each stage from L1 to L5 and three classes at L6 and L7. Class sizes vary but are usually in the low to mid-twenties.

## School Day

Pupils from L1 to L5 begin School at 8.55am and finish at 3.10pm. L6 and L7 pupils begin School at 8.55am and finish at 3.55pm from Monday to Thursday and 3.10pm on Friday. Pupils from L1 to L5 whose parents wish them to remain in school until 3.55pm are supervised by their class teachers. Thereafter Junior School pupils may be accommodated in the After School Care Club. The Club operates daily in term time, from 4.00pm until 5.30pm and children may attend on either a regular or casual basis. There is also an Early Morning Club which operates between 8.00 a.m. and 8.30 a.m. Pupils may go to their own classroom at 8.30 a.m.

## School Day - Junior School

<b>Warning Bell</b>	8.55
<b>Day Begins</b>	9.00
<b>Interval</b>	10.30-10.45
<b>Lunch</b> L1 and L2 L3 L4 and L5 L6 and L7	12.45-1.45 12.05-1.05 11.45-12.45 12.00-1.05
<b>Day Ends</b> L1 to L5 L6 and L7 Monday to Thursday L6 and L7 Friday only	3.10 3.55 3.10

## Notes - Junior School

L6 and L7 go to Field on Monday afternoons, L5 go to Field on Friday afternoons. Junior School Assembly takes place on Fridays.

**On Fridays Junior school (all pupils) closes at 3.10pm.**

# Senior School

## Senior School

### Introductory

Education in the Senior School is offered to pupils aged from approximately twelve years to eighteen years.

Teaching facilities - classrooms, laboratories etc. - are well equipped and Information and Communications Technology is widely available throughout the School including a computer-based resource centre in the Library and two self-contained I.T. suites.

A good teacher/pupil ratio allows pupils to be taught in average-to-small groups.

### Organisation

From Form 1 to Form 6 pupils are arranged according to Houses in Groups of under twenty, each looked after by a Group Teacher. Pastoral care for the pupils in each House is the responsibility of a Principal Teacher of Guidance or an Assistant Principal Teacher in charge of the House. A Deputy Head has an overall responsibility for Pastoral Guidance in the Senior School.

At the end of Form 1 pupils are set in some subjects to allow them to proceed at the pace most suitable for them.

All pupils are prepared for the Scottish Qualifications Authority examinations (Standard Grade, Intermediate and Higher Grade). In addition, in Form 6 preparation is also offered for Advanced Higher examinations and Oxford/Cambridge Entrance.

### Curriculum

Religious Education, Personal and Social Education, Physical Education and Games are part of the syllabus throughout the Senior School.

In Forms 1 and 2 pupils study a wide range of subjects in common: English, History, Geography, French and a second language from Spanish, German, or Latin. Mathematics, Chemistry, Physics, Biology, Technology, Home Economics, Computer Studies, Music and Art. All pupils also take modules in Drama and Classical Studies.

In Forms 3 and 4 some choice of subjects requires to be made, although the courses still retain the character of general education. At this stage, specialist courses in Music, Art, Home Economics, Economics, Information Systems, Technological Studies and Drama are introduced.

In Form 5, Higher courses assume greater specialisation, which is further accentuated with Advanced Higher courses in Form 6. Special arrangements obtain in Form 6 in order to prepare pupils specifically for tertiary education. In some cases Higher courses can be offered without a prior Standard Grade qualification, e.g. in Modern Studies.

A wide range of subject combinations is offered from Form 3 upwards within the inevitable constraints of accommodation and staffing in the school.

# School Day - Senior School

## School Day - Senior School

	Monday to Thursday	Friday
<b>Warning Bell</b>	8.55	8.55
<b>Registration</b>	9.00 - 9.10	9.00 - 9.10
Period 1	9.10 - 9.50	9.10 - 9.50
Period 2	9.50 - 10.30	9.50 - 10.30
Period 3	10.30 - 11.10	10.30 - 11.10
<i>Interval</i>	<i>11.10 - 11.25</i>	<i>11.10 - 11.25</i>
Period 4	11.25 - 12.05	11.25 - 12.05
Period 5	12.05 - 12.45	12.05 - 12.45
<i>Lunch</i>	<i>12.45 - 1.40</i>	<i>12.45 - 1.25</i>
<b>Warning Bell</b>	1.40	1.25
Period 6	1.45 - 2.30	1.30 - 2.10
Period 7	2.30 - 3.10	2.10 - 2.50
Period 8	3.10 - 3.55	2.50 - 3.30

## Notes - Senior School

**Field Days:** Form 1 - Thursday, Periods 4 and 5;  
Form 2 - Thursday, Periods 7 and 8;  
Form 3 - Monday, Periods 7 and 8;  
Form 4 - Wednesday, Periods 7 and 8;  
Forms 5 and 6 - Tuesday, Periods 7 and 8.

**Assembly** is at registration time: F5/6 Tuesday;  
F3/4 Wednesday;  
F1/2 Thursday.



# School Procedures

## **School Procedures**

The attention of parents and pupils is specially directed to the following procedures; adherence to these is a necessary condition of attendance at school:

### **Admissions**

Pupils are normally admitted to the High School of Dundee after interview or test at two principal stages, namely Lower 1 (aged five years) and Form 1 (aged twelve years). Pupils may be admitted to any stage at any time as and when casual vacancies arise. Waiting lists are kept of those interested in such vacancies.

A few bursaries are available for pupils entering Form 1 of the Senior School. Further information and forms of applications are available on written request to the Admissions Secretary, High School of Dundee, Euclid Crescent, Dundee DD1 1HU or by telephone to the Admissions Secretary (Tel. 01382-202921).

### **Absence**

**All requests for leave of absence must be made by letter to the Deputy Rector at least a week in advance.** Parents are particularly requested not to ask for extensions of holidays, unless in very exceptional circumstances.

When pupils have been absent from any class for a reason not anticipated, they must, **on the day of their return, bring to their Group Teacher a note of explanation from their parents or guardians.**

When a pupil is absent for more than three days the School Office should be informed by telephone and the absence confirmed in writing on the pupil's return to school. Pupils must not leave school during the day without the written permission of one of the Deputy Heads, or of the relevant group teacher. They must sign out and in at the Office.

### **Health**

Parents must complete a form each session informing the school of any long-term health difficulty so that members of staff know how to react in an emergency. It would be appreciated if this information could be regularly updated as necessary. Parents are also asked to refrain from sending a child to school if he/she is suffering from what might appear to be a minor illness e.g. a cold or sore throat, so that the spread of the infection can be minimised. If there is a serious infection then other members of the family might only be admitted to school on the production of a medical certificate. In order that prompt action can be taken in an emergency situation, parents are asked to provide the school with 2 emergency contact numbers in case the parents are not available.



## **Medicines**

If a pupil requires to administer/be administered with medication during the school day, parents should complete an Administration of Medication form which is available from the School Office.

## **Personal Accident Insurance**

Within the charge for tuition fees is included the cost of providing pupils with Personal Accident Cover both during school time and outside attending school. Details of the cover are issued to parents annually and are also available from the Bursar on request. In the event of wishing to make a claim, contact should be made immediately with the Bursar's office. All claims initially require to be dealt with through the school and not directly with the insurers.

## **Money and valuables**

When, in exceptional circumstances, large sums of money or valuables have to be brought into school, they should be deposited with the School Office before 9.00am.

## **Social Events**

A variety of social events for pupils is organised throughout the session, and admission to these is restricted to pupil ticket holders only.

## **Communication**

Effective communication between the home and School is of benefit to everyone not least the pupils. Reports, Parents' Evenings and Newsletters are examples of formal communication from School to parents. Parents should not hesitate to write or telephone if there is a matter that they wish to discuss. Contact for parents of Junior School pupils should be with the Head of the Junior School and, in the case of the Senior School pupils, routine matters should in the first instance be addressed to the relevant Guidance Teacher.

**Parents are requested not to contact individual teachers directly.**

## **Security and Insurance**

While every care is taken of articles belonging to pupils while in the school buildings, the Directors can accept no liability in cases of loss or damage. The presence of keypad entry systems and CCTV at various locations in the School and the provision of lockable lockers should NOT be regarded as providing a totally secure environment for pupils' belongings. Parents are strongly recommended to ensure that their own house insurance will cover their children's personal property while at school or on any school-sponsored activity away from school. Any question of insurance of pupils' property is the responsibility of parents. Please note that pupils' school and P.E. kit bags should, if possible, be of a size to fit into the lockers provided.

# Anti-Bullying Policy

## Attendance in Extremely Severe Weather

For the guidance of parents, a summary of advice to follow, especially in exceptionally wintry conditions, is published below.

- In the event of severe weather, parents should decide in view of local conditions whether pupils should set out for school. If parents are in real doubt, they should not allow their children to proceed.
- Having opened for the day, the school will not close until every pupil and employee has left.
- Pupils will be allowed to leave early only after receipt by the school of a parental request.
- Pupils released to travel by public or private transport that does not materialise must return to the School Office.
- If necessary, a number of pupils may be accommodated in school overnight.

## Meeting National Requirements

In recent times the issues that follow on the next two pages have been accorded national importance. All schools have been required to hold staff in-service training sessions and to draw up policies. The High School of Dundee policies have been drawn up in keeping with nationally prescribed models:

## Anti-Bullying Policy

*Bullying is not regarded as a major problem in the High School of Dundee but its existence is recognised and it will not be tolerated in any form.*

### Aim

We wish the High School of Dundee to be a school where pupils –

- are treated with respect and feel safe
- have the confidence to achieve their full potential
- enjoy school-based leisure activities in an atmosphere free from fear.

### Definition

Bullying is a conscious action which causes distress to others. It gives a feeling of power, status or other gratification to the bully and may include –

- physical abuse e.g. hitting, kicking, pushing
- verbal abuse e.g. hurtful name-calling, sarcasm, ridicule
- emotional abuse e.g. exclusion from friendship or activity group, spreading rumours, engendering fear.

It can be a single incident that casts a shadow over a child's life or, more usually, a series of such incidents.



## Responsibilities

The school, as a community, will do all in its power to create an ethos where pupils and staff know that bullying is not acceptable. Pupils, staff and parents all have a role to play.

### Pupils are expected to –

- respect the right of everyone to be an individual
- be sensitive to the feelings of everyone in the school community
- have a caring attitude to their fellow pupils and to all other members of the school community
- report incidents of bullying immediately, secure in the knowledge that, wherever possible, all information will be dealt with confidentially.

Pupils should report to Mrs. McIntosh (Junior School), Guidance Staff, Deputy Heads or any other member of staff.

### Staff are expected to –

- treat all pupils with respect
- avoid the use of sarcasm or ridicule
- encourage civilised and thoughtful behaviour
- take action to prevent situations in which bullying might occur
- deal with any incidents promptly and effectively
- raise awareness of the issues surrounding bullying, e.g. through the curriculum

### Parents are expected to –

- contact school immediately if they know or suspect a child is being bullied or is a bully. They should ask to speak to Mrs. Woodman, Head of the Junior School, or, in the Senior School, the relevant Guidance Teacher or a Deputy Head.

### Procedure

All members of the school community are expected to be familiar with the policy and follow recognised procedures for passing on information on any incidents.

- Any concerns about a pupil's behaviour both in and out of the classroom should be communicated to the Guidance Staff without delay
- Minor incidents should be dealt with by staff as they occur, using their professional judgement
- Major incidents will be dealt with by Guidance Staff or members of the Senior Management Team who may inform parents. (Where disciplinary letters are required, copies will be placed in the pupil's file.)
- Support and help will be available to those involved in bullying incidents.

# Child Protection Policy

## Child Protection Policy

In the light of current concern about child abuse, and in line with changes in the law, all schools are now required to report if it is thought possible that any child has come, or may come, to harm as a consequence of abuse. The school has a Policy in place.

The Rector and two specially trained Designated Officers carry responsibility for Child Protection matters. The Designated Officers are:

- (Junior School) – Mrs K J I McIntosh
- (Senior School) – Mrs A F McDonald

failing whom Mrs M Woodman (Junior School) or Mrs G A Madden (Senior School)

Any parent who wishes to talk further about Child Protection and the safety of children is free to contact the School, and should ask to speak to the appropriate Designated Officer about 'a confidential matter'. The School has good contacts with the School Medical Officer, Social Workers and Police, any of whom may become involved if abuse is suspected. Parents should be reassured that it is the aim of the school always to act in the best interest of the child and to encourage the fullest possible involvement and consultation with parents. The full version of our Child Protection Policy is available, on request, from the School Office.

## Code of Discipline

The purpose of formalising a School Code of Discipline is not only to comply with legislation regarding schools but also to review and set down the current thinking in the school on the topic of discipline in the light of recent reports and developments.

### **Aims and Expectations**

#### **Aims**

The aims of the code of discipline are twofold: firstly, to provide a context of good order; secondly, to ensure that conditions conducive to learning prevail throughout the school complex at all times.

These aims derive from the following premises. It is affirmed that the creation and maintenance of such an environment is necessary in order to foster adequately the personal development not only of the individual pupil, but also of all the pupils in the school community. It is also hoped that the experience of such an environment may assist in the promotion of self-discipline in the pupils. Furthermore, it is believed that experience of a well-ordered and disciplined community during the formative period of the school years may eventually lead to good and effective citizenship in the wider community in adult life.

# Rules of the School

The detailed structuring of these aims and the methods of implementation are set out in the following sections.

## General Expectations

It is expected that pupils (and parents) will be aware of and agree with the following values that the school attempts to foster. Every pupil is expected to be honest and courteous, showing respect for the rights and opinions of others and the property of the school. These values are the basis on which trust and open communication can grow. Without a commitment to try to live up to them, the rest of the School's programme can be compromised.

It is also expected that pupils will make themselves familiar with the code of discipline and with the rules of the school, and will understand that the rules have to be enforced if the standards of the school community are to have any meaning.

It is hoped that the school may count on the co-operation of parents in the upholding of its standards. The school relies on the conviction that most problems of conduct will not arise as long as the parents and the school share realistically and consistently the task of establishing a proper balance of freedom and responsibility for young people during their formative years.

These general expectations are embodied in the detailed rules that follow.

## Rules of the School

Adherence to the following rules is a necessary condition of attendance at school.

### A – General

#### 1. Appearance

All pupils must wear the school uniform prescribed in the clothing lists.

Pupils must give due attention to neatness and smartness of bearing. They are required to be tidy in their appearance at all times. This includes neatness and acceptability of hairstyle and neckwear. Boys' hairstyles must not encroach on the collar nor be styled in such a way as to attract attention. Boys' are expected to be clean shaven. The use of chewing gum is prohibited at all times when pupils are wearing school uniform.

The recognised school uniform must be worn at any time when pupils are operating under the School's auspices, e.g., at all school events, debates, Saturday games, athletics meetings, etc., unless pupils have been specifically instructed otherwise. All wearing apparel, in particular such as is ordinarily left in cloakrooms, must be clearly marked with the owner's name.

## **2. Unauthorised Absence**

No pupil is allowed to leave the School complex during school hours without the written permission of the relevant Group Teacher or a member of the Senior Management Team, or to absent himself or herself from an individual class without the written permission of the Class Teacher, previously obtained. On receipt of permission pupils must use the 'sign out' book in the School Office.

## **3. Homework**

Pupils are required to do satisfactorily the homework set and to have it completed on time.

## **4. General Conduct**

Pupils must move about the school quietly and smartly and must refrain from throwing down litter in or about the school premises. They must also confine themselves to those parts of the school premises (or the school playing fields) which are indicated for their use.

Pupils must be punctual and regular in their attendance, orderly in their habits, and polite and considerate in their conduct.

## **5. Property and Belongings**

Pupils must exercise the utmost care in their use of textbooks, apparatus, furnishings and buildings. Each book should show clearly the name and class of the pupil. All cases of damage to apparatus must be reported at the earliest opportunity to the appropriate teacher. Breakage of windows or damage to the school buildings or furnishings must be reported at once to the Janitors. Pupils will be required to make good any damage (unless accidental) or loss of property for which they are responsible.


## **6. Obedience**

Pupils must obey all reasonable instructions promptly. They must not comply with an instruction only temporarily and then disobey the instruction when out of sight.

## **B – Serious Breaches of Good Conduct**

The following are regarded as serious breaches of good conduct and will be dealt with severely:

1. Lack of respect for the rights of others - the deliberate violation of the rights or dignity of others (this includes physical violence or acts endangering the safety of others, and also includes other forms of harassment e.g. abusive text messaging).

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2. Vandalism – causing damage to school property.
  3. Theft – theft of property, regardless of its value.
  4. Cheating – cheating in examinations or school work.
  5. Hacking – interference with computer facilities and gaining unauthorised access to computer data.
  6. Deceit – telling lies, prevarication, and the forgery of notes or letters.
  7. Smoking – smoking and the carrying of cigarettes are forbidden. This includes the School precincts, the playing-fields, public conveyances going to and from school, the periods of the morning break and the lunch hour wherever the pupils may be, and at all times when the pupils are wearing school uniform or participating in school activities.
  8. Gambling – gambling is strictly forbidden, and pupils wearing school uniform may not enter premises where there are gaming machines.
  9. Alcohol and Drugs – pupils are strictly forbidden to possess, consume, or deal in alcohol or drugs.

### **C – Prohibited Items**

It is strictly forbidden to bring laser pens to school. Mobile phones (except camera phones) and personal stereos can be brought to school at the discretion of parents, but must not be used to send or receive calls or text messages inside the school buildings at any time. They can be used outside the buildings, but only before 8.55am, between 12.45pm and 1.40pm (1.25 pm on Fridays) and after 3.55pm. Please note that mobile phones must not be brought into examination rooms.

### **Infringement of the Rules**

Minor breaches of good conduct will be dealt with appropriately by the member of staff in charge. Most often a 'word in season' or verbal reprimand is all that is required, and the misdeed is afterwards forgotten.

More serious or repeated infringements of the rules will be dealt with as the severity warrants by the Head of Department, a member of the Guidance Staff or a senior member of staff by the imposition of an appropriate punishment.

### **Sanctions**

Normally, the escalatory response to breaches of good conduct will be a mild reprimand, a more formal verbal reprimand, a punishment exercise, placing of pupil on 'Departmental Report', a letter home, placing of pupil on 'School Report', detention, parents sent for, suspension, a formal official warning, and expulsion. Parents are advised that there is an appeals procedure in cases of expulsion – details are available from the Bursar.



# Additional information

## Extra Curricular Activities

It should be clearly understood that the code of discipline applies in the case of all extra curricular activities organised by the School. This includes activities taking place during school holidays as well as during term-time.

## Conclusion

In addition to following the rules listed above, pupils are expected to maintain, at all times, commonly accepted standards of behaviour, whether or not covered by the above rules, and may be taken to task for failing to do so. If pupils are in doubt about what is expected of them, they should be sure to ask a member of staff, because the claim of ignorance is not an acceptable excuse for bad behaviour. Every action has a consequence, and mindless acts may be as detrimental to the School community as malicious acts. Pupils must appreciate that their conduct outwith school hours and school premises is no less a matter of concern to the Directors and the Rector than at other times.

The School recognises, of course, that pupils do make mistakes and hopes that they will learn from them. The School endeavours to administer penalties, when necessary, with compassion and firmness, trying to foster the habit of self-discipline and to encourage respect for the spirit as well as the letter of the law. As we are a school, the procedures are intended to be educational as well as fair and appropriate.

## Additional Information

### A Statement on Homework

#### Introduction

Homework is an integral part of the teaching and learning process. It therefore plays a vital role in the education of our pupils. This is recognised in the report on the High School of Dundee by H.M. Inspectors of Schools in 1999 which acknowledged that 'teachers issued and checked homework regularly'.

It is accepted that an organised approach to regular homework plays a crucial part in academic success and this is stated in the School's Teaching and Learning Policy. However, it is difficult to stipulate a rigidly standardised format for homework because of the very different requirements of individual subjects. What follows is therefore in terms of general advice and guidelines.

#### Objectives

The objectives for homework do vary from subject to subject, but certainly include the following:-

- to encourage pupils to develop the practice of independent study;
- to develop perseverance, self-discipline and self-organisation;
- to allow practice and reinforcement of skills learned in the classroom;

- to permit new ground to be covered and more rapid progress to be made;
- to enable classwork to concentrate on those activities requiring the teacher's presence;
- to make sure pupils are as well prepared as possible for examinations;
- to open up areas of study, and to make possible the use of materials and sources of information that are not accessible in the classroom;
- to enable parents to be involved in (and on occasions to help with) their children's school work.

## Homework in the Junior School

### Duration

**The average amount of time that should be spent on homework on most weekday evenings is as follows:**

Lower 1-2 15 minutes    Lower 3-5 30 minutes    Lower 6-7 45 minutes

The range of homework set in the Junior School is always for purposes of consolidation and may include the following: -

- specific schemes of parental involvement in helping their children with reading;
- learning of tables and spellings;
- exercises in Maths and English;
- 'informal assignments' in connection with topic work e.g. resourcing relevant information;
- learning for an assessment e.g. French vocabulary or 'facts' in History, Geography or Science;
- reading library books, both fiction and non-fiction, for pleasure or in connection with schoolwork.

## Homework in the Senior School

### Duration

**The average amount of time that should be spent on homework on most weekday evenings is as follows:**

Forms 1-2: 1.5 hours    Forms 3-4: 2.5 hours    Forms 5-6: 2.5 to 3 hours

The range of homework set in the Senior School is as follows:

- following up, consolidating or finishing off work begun in class;
- activities calling for synthesis and/or application of what has been dealt with in class;
- reading, both fiction and non-fiction;
- learning for a test/unit assessment;
- preparing for the next lesson;
- practice of examples, e.g. in Mathematics;
- assignments or investigations where pupils carry out their own research.

In Form 6 the amount of homework varies considerably from subject to subject, but

in most subjects at post-Higher level dissertations and project work will involve many hours of research and preparation outside normal school hours for the duration of the school year.

### **Homework Diary**

Every pupil is supplied by the school with a special homework diary in which a record of homework set must be entered. The practice of keeping a diary properly is in itself a useful exercise. It also enables pupils to plan ahead as far as the completion of homework is concerned, thus avoiding too much homework having to be done on any particular evening.

From time to time class teachers and group registration teachers will carry out checks to ensure that the diaries are being kept properly.

### **Subject Departments**

Each Subject Department has a clear policy on homework at all stages, fully in keeping with overall school policy. Teaching staff are instructed to insist that homework is done properly and completed on time. Where appropriate homework will be corrected and 'feedback' provided to pupils.

### **Advice to Parents**

Parents can help by taking an interest in what pupils are doing, by checking that homework has been done properly, handed in on time and begun at a reasonable hour. The provision of a suitable environment, free of distractions is also important.

### **Advice to Pupils**

A good piece of homework is one that you have:

- given your full attention to
- done to the best of your ability
- checked for careless errors
- presented well
- handed in on time.

Remember:

- homework is an important part of your schoolwork
- use your homework diary: to know what homework is to be done and to help plan work ahead
- use homework time to do homework for later, not just the next day, to read over the day's schoolwork (when fresh in your mind), to work on a long-term assignment and to do general revision
- try to develop a regular homework routine
- try to look on homework positively –not just something to be done as quickly as possible
- above all, do your homework properly and get the maximum benefit from it.



## Progress

Progress reports on the attainment of all pupils are issued twice a year.

## Parents' Meetings

All parents are invited once each year in the Senior School and twice each year in the Junior School to meet the class teachers and discuss with them a pupil's progress. A special parents' meeting for parents of pupils entering Form 1 is held during the Summer Term. The School is glad to co-operate in any matter affecting a pupil's progress and well being, and visits of parents to the school are welcomed to that end. To arrange appointments with the appropriate member of the Senior Staff or the Head of the Junior School or Guidance staff, parents are asked to make arrangements through the School Office.

## Careers

The careers advice system is available to all pupils in the Senior School. There is a well-equipped Careers Library, and experienced Guidance staff work together to provide information and advice at all stages.

## Learning Skills Centre

The Learning Skills Centre provides support and specialist teaching for those pupils who have a specific learning difficulty. The aim is to facilitate effective access to the curriculum through identification, assessment and individual education plans, thus ensuring progress, attainment and achievement.

## Games

A wide variety of games, together with swimming, is on offer as a timetabled activity from the Lower 5 stage upwards. In many games the School fields a large number of teams to suit the various age groups. As well as team games individual sports are fostered. With the exception of Form 6, all pupils are expected to take games unless debarred on medical grounds.

## Additional Subjects

In addition to curricular subjects, instruction may also be had in most orchestral instruments, pianoforte, organ, recorder and voice.

## Music

The School enjoys a very strong musical tradition. Opportunities are available at all stages to take part in choirs, orchestras, wind bands and various other instrumental ensembles. All pupils who receive instrumental or vocal instruction are expected to

# Transport Matters

attend weekly rehearsals. Pupils must belong to one of the orchestras, windbands or choirs before they are allowed to join a smaller, more specialised ensemble. There are regular concerts throughout the year and annual music competitions. A musical is produced in the summer term every second year and performance trips abroad are a regular occurrence.

## Extra Curricular Activities

Clubs and societies of all types flourish, especially in the Senior School. The Literary and Debating Society is very active and successful. Training is offered for the various stages of the Duke of Edinburgh's Award Scheme. The Chess Club attracts pupils of all ages. The strong Army Cadet Contingent with its Pipes and Drums is very popular. Dramatic productions and concerts feature regularly in the School calendar of events.

The Interact Club for pupils in Forms 5 and 6 is run under the auspices of the School and the Rotary Club of Dundee. The pupils elect their own officials and organise meetings, many of which feature invited speakers. The Club aims, through group activities and fund-raising, to promote community service at local, national and international levels.

A complete list of current clubs will be published in the term calendars.

## Library & Resource Centre

Pupils are encouraged to borrow from the well-stocked school library. Books, A/V material and electronic resources are available to support and extend classroom learning and to assist with project work. A wide selection of recreational reading material is also provided for pupils of all ages. Pupils in the Senior School are welcome to visit the Library before school, after school and at interval or lunch times.

## Transport Matters

### Private car use by pupils

All pupils wishing to drive themselves to school, or to school related activities, must firstly complete a permission form incorporating a parental signature. Completed forms must be lodged with the Deputy Rector, who will keep them on file.

Where pupils are travelling as passengers in vehicles driven by other pupils, the parents of both drivers and passengers must always be asked for their prior permission, and the drivers must make certain, in advance, that they are properly and fully insured.

# School Uniform

All pupils driving themselves to school or travelling as passengers in vehicles driven by other pupils are expected to behave with good sense and proper regard for other road users.

All pupils driving to school premises are asked to strictly obey parking regulations, including those of the University of Abertay.

Parking of pupils' vehicles in the School playground is **strictly prohibited before 4.30pm on normal school days.**

## Car Parking

Parents may only park in the playground from 2.45pm onwards. The area still remains a playground and cars are taken in at the owners' risk. A speed limit of 5 m.p.h. must be observed and drivers must at all times be aware of and consider the safety of pedestrians, especially young children.

The younger Junior School children are brought to the West Gate from where they should be collected by parents and escorted to their cars.

The main gates are locked from 3.50pm to 4.05pm to allow pupils on foot to exit the playground. Only thereafter can cars exit the playground. If cars arrive late and after 3.50pm pm they should not try to enter the playground but should exit Euclid Crescent and park elsewhere to avoid creating congestion and other possible safety concerns.

## Dedicated School Buses

The school currently operates five dedicated bus services for pupils in the Forfar, Blairgowrie, Arbroath/Carnoustie/Monifieth, Perth and St Andrews areas. Late passes are available for the Forfar, Arbroath/Carnoustie/Monifieth and Blairgowrie services, however, it should be noted that these will only be issued to pupils participating in bona fide extra curricular activities.

Details of fares and payment methods are available from the Bursar's Office and in the Table of Fees issued to all parents. Other matters relating to the day to day running of the services should be referred to Mr Rennet, who may be contacted at the School.

## School Uniform

### General uniform regulations

All pupils must wear the School Uniform, as the wearing of a uniform is consistent with the ethos of the school. Failure to do so may result in disciplinary action.

Pupils are required to be tidy in their appearance at all times. This includes neatness of hairstyle. Earrings must not be worn. Coloured contact lenses are not permitted. No badges are allowed other than school badges.

Official suppliers are:

- The Schoolwear Shop, Commercial Street, Dundee.
- Fenwick's, 21-23 High Street, Perth.
- Rugby Plus Skiing & Outdoor, 46 Union St. Dundee.
- Clubsport, West Henderson Wynd, Dundee.

While the school makes every effort to ensure the buildings and furnishings are maintained in a condition to minimise the likelihood of accidental damage to clothing, the School cannot be held responsible for the repair or replacement of clothing accidentally damaged on the premises. Any accidental damage should be reported immediately to a teacher, janitor or the School Office to ensure any appropriate action, where necessary, can be taken.

### Thrift Shop

The Thrift Shop is situated in School premises in Baxter Hall, Euclid Crescent, and is open approximately once a month during school terms. Organised by the Old Girls' Club and staffed by a rota of volunteers, it provides an invaluable service.

The main aim of the Thrift Shop is to provide parents with a place for the sale and purchase of good quality, second hand items of School Uniform. A small percentage of each sale above a certain value goes to the Old Girls' Club but the majority goes to the seller. However, the organisers reserve the right to refuse an article of which there is a surfeit in the shop at that time. Garments must be dry cleaned or laundered.

The following is a brief description of regulation school uniform. A more detailed list is issued to all pupils.

**All clothing should be marked with the owner's name, and name tapes are available from school suppliers.**

**The School can take no responsibility for the loss of garments.**

### Junior School – Girls

\* These items must be bought from official school suppliers

**Pinafore Dress** \*HSD checked pinafore. To be worn to mid-knee (and no more than 2" below the knee) (L6/L7 girls may wear the Senior School \*skirt.).

**Blazer** \*Grey, with school badge.

**Blouse** Long sleeved white blouse. Short sleeved open-necked blouse in summer if preferred.



**Tie** \*School tie.

**Cardigan** \*Plain grey with school colours.

**Pullover** L6/L7 wear the Senior School \*pullover with a \*skirt.

**Tights/Socks** Black tights in winter and plain white short socks in summer if wearing a short sleeved blouse.

**Shoes** Black leather (simple style, lacing or slip on – no black patent). For L1 we recommend a slip-on type.

**Boots** If boots are worn to school, these should be black or brown and must be changed for shoes in school. Wellington boots are permissible in very wet weather.

**Coat** \*Navy duffel coat or \*3-in-1 navy jacket or navy 'Target' jacket

**Scarf** \*School Scarves.

**Gloves** Grey, black or navy gloves.

**Hat** \* School Hat with logo

**Hair ribbons and clasps** Navy or white only.

**Scrunchies** \*School colours or \*HSD check. **Hair band** \*HSD check.



### PHYSICAL EDUCATION - Indoors

**L1-3** Black slip-on style gym shoes or indoor trainers with Velcro fastening, white polo shirt/\*navy Rucanor Danny II shorts/white ankle socks in bag large enough to hold outdoor shoes.

**L4-7** White polo shirt, \*navy Rucanor Danny II shorts, white ankle socks, black gym shoes or trainers (for indoor use only).



### PHYSICAL EDUCATION – Outdoors (School tracksuit from L5 only.)

**Netball (L5)** Indoor kit as above, \*school tracksuit.

**Hockey (L5)** Indoor kit as above. Outdoor stick, clearly named, \*school tracksuit.

**Hockey (L6-7)** Indoor kit as above. Outdoor stick, clearly named, \*white polo shirt, \*grey kilted skirt, \*gold socks, \*school tracksuit, football boots with British kite marked rugby studs. *(At the discretion of parents, mouth guards and shin guards may be worn – recommendation of SHU).*

**Athletics** - White polo shirt, \*navy Rucanor shorts, white ankle socks, outdoor training shoes. (Spikes - optional).

**Tennis** - Tennis racquet, white polo shirt, \*grey or \*white kilted skirt, white ankle socks, outdoor trainers.

**L5 – Term 3** Tennis racquet, indoor kit as above, \*school tracksuit.

**Swimming** - Swimsuit. Cap (optional).

**Art/Craft** \*Blue overall for crayon and paintwork. (L1-L3)



### School Bags

**L1-L3** Traditional over shoulder school bag brown, black or navy (**NOT** briefcase.)

**L4-L7** Black or navy briefcase type or small/medium back-pack.

**Sports Bag** For Sports Kit Only - either a black or navy hold-all or small nylon rucksack.



## Junior School - Boys

\* These items must be bought from official school suppliers

(Highland Dress may be worn as an alternative.)

**Blazer** \*Dark navy (Teflon coated), with school badge.

**Trousers** \*Grey shorts. (Note: It is officially permissible for L6/L7 boys to wear long trousers but those must conform to the Senior School regulations.)

**Shirt** White. White long sleeved for ceremonial occasions. **NB** If a T-shirt is worn underneath school uniform in winter it **must** be plain white.

**Tie** \*School tie.

**Pullover** \*Plain grey with school colours.

**Socks** \*Three-quarter length grey, school colours with garters.

**Shoes** Black simple style, lacing or slip on. For L1 we recommend a slip-on type.

**Boots** If boots are worn to school, these should be black or brown and must be changed for shoes in school. Wellington boots are permissible in very wet weather.

**Coat** Navy duffel coat or \*navy 3-in-1 jacket or navy 'Target' jacket.

**Scarf** \*School scarves.

Hat \* School Hat with logo

**Gloves** Grey, black or navy gloves.

### PHYSICAL EDUCATION - Indoors

**L1-L3** Black slip-on style gym shoes / indoor trainers with velcro fastening, \*white shorts, white polo shirt, short white socks - in bag large enough to hold outdoor shoes.

**L4-L7** Black gym shoes or trainers (for indoor use only), white socks, white polo shirt, \*white shorts - in a bag.

**Outdoor** (\*School tracksuit from L5 only.)

**Rugby L5-L7** \*Navy Blue rugby shorts (New Zealand style), \*gold socks, rugby or football boots with British kite marked rugby studs. \*One navy blue and white reversible jersey. **(At the discretion of parents, mouth guards and shin guards may be worn – recommendation of SRU).**

**Cricket L5-L7** White polo shirt, (no T-shirts), \*white shorts, white jersey/\*school jersey, white socks and outdoor trainers.

**Swimming L5-L7** Swimming trunks.

**Athletics L5-L7** \* white polo shirt, \*white shorts, white outdoor trainers.

**Art/Craft** \*Blue overall for crayon and paintwork.

### School Bags

**L1-L3** Traditional over shoulder school bag (brown, black or navy (**NOT** briefcase.)

**L4-L7** Black or navy briefcase type or small/medium back-pack.

**Sports Bag** For Sports Kit Only - either a black or navy hold-all or small nylon rucksack.

## Senior School – Girls

All pupils must wear the regulation School Uniform as the wearing of a uniform is consistent with the ethos of the School. **Failure to do so will result in disciplinary action being taken.** Pupils are required to be at all times tidy in their appearance. Hair style should be neat and hair colour deemed to be extreme is forbidden. Make-up may only be worn by girls in Forms 4-6 and must be discreet.

Other than one simple finger ring, jewellery may not be worn with school uniform. Earrings **must not** be worn. No badges other than school badges are allowed.

**All clothing should be marked with the owner's name. The school can take no responsibility for loss of garments.**

\* These items must be bought from official school suppliers

**Skirt** \*Pleated HSD check. To be worn to mid-knee (and no more than 2" below the knee).

**Blazer** \*Grey.

**Blouse** Plain white shirt style.

**Tie** \*School tie.

**Scrunchies** \*School colours or \*HSD check.

**Pullover** \*Grey with school colours. Length not below blazer.

**Tights** Black tights

**Shoes** Plain black leather shoes. (Height not to exceed 6cm at highest point for Health and Safety reasons.) Patent leather, suede, fashion courts, platforms, high wedges, pointed toes, narrow base heels on court shoes or extreme fashions are not acceptable. Boots or Wellingtons may be worn in adverse weather but must be changed for shoes in school.

**Coat** \*Plain navy cagoule or \*3-in-1 navy jacket or navy 'Target' jacket.

**Scarf** \*School scarves.

**Gloves** Navy, grey or black gloves.

## PHYSICAL EDUCATION

**Indoors** - \*Navy Rucanor Danny II shorts, white polo shirt, white short socks, indoor trainers.

**Outdoors** \*Navy tracksuit.

**Netball** (Form 3-6) \*Grey kilted skirt, white polo shirt, white socks, outdoor trainers.

**Hockey** (Form 1-6) Outdoor Stick (clearly named), \*grey kilted skirt, \*gold games shirt, \*gold socks, football boots.

*(At the discretion of parents, mouth guards and shin guards may be worn – recommendation of SHU).*

**Tennis** - Tennis racquet (clearly named), \*grey or \*white kilted skirt, white polo shirt, white ankle socks, outdoor trainers.

**Athletics** White polo shirt, \*navy Rucanor Danny II shorts, white short socks, outdoor trainers. (Spikes - optional).

## Senior School - Boys

All pupils must wear the regulation School Uniform as the wearing of a uniform is consistent with the ethos of the School. **Failure to do so will result in disciplinary action being taken.** Pupils are required to be at all times tidy in their appearance. This includes neatness of hair style. Hair should not encroach on to the collar. Hair colours and styles deemed to be extreme are forbidden. Other than one simple ring, jewellery may not be worn with school uniform. Earrings must not be worn. No badges other than school badges are allowed.

\* These items must be bought from official school suppliers

**Blazer** \*Dark navy (Teflon coated), with school badge.

**Trousers** \*'High School Grey'. Width of trouser leg and style as supplied by the official suppliers.

**Shirt** Plain white.

**Tie** \*School tie.

**Pullover** \*Grey with school colours. Length not below blazer.

**Socks** Plain black, navy or grey.

**Shoes** Plain black leather footwear with black laces, (no buckles). No trainers, no suede shoes, nor any other colour of footwear may be worn.

**Coat** \*Plain navy cagoule or \*3-in-1 navy jacket or navy 'Target' jacket.

**Scarf** \*School scarves.

**Gloves** Navy, grey or black gloves only.

## PHYSICAL EDUCATION

**(Indoors)** White polo shirt, \*white shorts, white socks and indoor trainers

**(Outdoors)** \*Navy tracksuit.

**Rugby** \*One navy blue and white reversible jersey, \*navy blue rugby shorts (New Zealand style), \*gold socks, rugby or football boots with British kite marked rugby studs, outdoor trainers. *(At the discretion of parents, mouth guards may be worn – recommendation of SRU).*

**Hockey** Outdoor Hockey stick (clearly named). \*One navy blue and white reversible jersey, \*navy blue rugby shorts (New Zealand style), \*gold socks, football boots,

# Fees

outdoor trainers. *(At the discretion of parents, mouth guards and shin guards may be worn – recommendation of SHU).*

**Cricket** School and class teams - white polo shirt, \*white shorts, or cricket trousers, white jersey, cricket boots or outdoor trainers.

All others - white polo shirt, \*tracksuit bottoms/cricket trousers/\*white shorts, white or \*school jersey, outdoor trainers.

**Athletics** \*School athletics vest, \*white shorts, outdoor trainers, white socks (spikes - optional).

## Uniform at Mayfield/Dalnacraig

- During Games periods, practices, home and away matches pupils and team members should wear the uniform prescribed in the Uniform Regulations stated in the School Handbook.
- Pupils should leave Mayfield, Dalnacraig and matches in either dress uniform or a School tracksuit.
- Any pupil who needs to leave in non-uniform must have prior permission from a member of the P.E. staff.
- At matches hospitality prefects may wear School tracksuits instead of dress uniform.
- Pupils who spectate at matches are not required to wear School Uniform.

## Fees

### Registration Fee

A Registration Fee of £35 is payable on submitting an application for entry of a pupil to the School. This fee covers the cost of administration and is not refundable.

### Tuition Fees

Towards the end of each school year, the Bursar sends to each parent a notice of the fees which will be chargeable for the next session.

School Fees Session 2004-2005	per session	per term
Junior School (Classes L1 to L5)	£5220	£1740
Junior School (Classes L6 and L7)	£5970	£1990
Senior School (Forms F1 to F6)	£7425	£2475

Pupils whose first-time entry into the school falls during the course of a session will be charged pro-rata fees calculated on a daily basis according to the number of days' attendance possible for the remainder of the session. Conditions of withdrawal from the School are given on Page 37.

### Lunch Arrangements and Fees

#### **Junior School L1 to L3**

Lunch is available to L1 to L3 pupils in the Early Years dining room. Parents are required to commit their child to either selected school terms or for the whole session. Parents should also note the conditions of withdrawal from lunch shown on Page 37. Pupils not taking lunch under the termly or yearly arrangement can purchase a casual lunch for £2.25 provided a meal is available. Arrangements are made for those pupils who bring a packed lunch.

<b>Junior L1 to 3 (Session Commitment)</b>	<b>Session</b>	<b>Term 1</b>	<b>Term 2</b>	<b>Term 3</b>
	£405.79	£171.43	£115.01	£119.35
<b>Junior L1 to 3 (Term Only)</b>	<b>Session</b>	<b>Term 1 Only</b>	<b>Term 2 Only</b>	<b>Term 3 Only</b>
	£415.14	£175.38	£117.66	£122.10
<b>Casual per day (if available) = £2.25</b>				

#### **Junior School L4 to L7**

Parents with children in these year groups can also commit their child to either selected school terms or for the whole session. Parents should note the conditions of withdrawal from lunch shown on Page 37. Pupils not taking lunch under the termly or yearly arrangement can purchase books of 20 lunch vouchers at a cost of £54 and use these on a casual basis or alternatively pay cash. Arrangements are made for those pupils who bring a packed lunch.

<b>Junior L4 to 7 (Session Commitment)</b>	<b>Session</b>	<b>Term 1</b>	<b>Term 2</b>	<b>Term 3</b>
	£480.59	£203.03	£136.21	£141.35
<b>Junior L4 to 7 (Term Only)</b>	<b>Session</b>	<b>Term 1 Only</b>	<b>Term 2 Only</b>	<b>Term 3 Only</b>
	£491.81	£207.77	£139.39	£144.65
<b>Casual : Books of 20 Lunch Vouchers available from the Bursary : £54.00</b>				

#### **Senior School**

In the Senior School pupils can either pay cash or purchase books of 20 lunch vouchers from the Bursary at a cost of £54.00.



## Methods and Conditions of Payment of Fees

It is a condition of the school that prior to the commencement of the school session parents must complete and submit a Parental Undertaking form to the Bursar in respect of each child attending the forthcoming session. Any change to the information contained in the Parental Undertaking which arises during the school session, such as change of address, should be notified to the Bursar in writing. Fees are payable in advance and payment may be made by Bank Giro Credit at most banks, or at the Bursar's Office by one of the following methods:

- Single Fee Payment - a single full-fee payment at the beginning of the session;
- Termly Fee Payment - three equal installments of the School Fee, each falling due on the first day of the Term, i.e. 26<sup>th</sup> August, 2004, 6<sup>th</sup> January, 2005, 19<sup>th</sup> April, 2005, together with any lunch fee due for the term concerned;
- Deferred Payments - ten equal payments by Direct Debit over the ten months, September 2004 to June 2005, payment being made on the first day of each month. Where this method is chosen a Direct Debit Mandate form will be prepared and issued by the Bursar to parents, who are required to complete the form and return it to the Bursary.

Parents indicate their preferred method of payment of fees for each session on the Parental Undertaking Form referred to above, which must be submitted to the Bursar by the stipulated return date. Any request to change or vary fee payment arrangements for the session, once entered upon, must be addressed to the Bursar. Once a term is entered upon, the Tuition Fees and where applicable the lower Junior School Lunch Fees for the whole term are due and must be paid.

Interest at 2.5% per month is chargeable on all overdue fees, whether tuition, lunch, or others. In the event of any default in payment, the individual(s) responsible for payment of fees is liable for all legal and other costs incurred by the school in pursuing settlement of outstanding sums.

**THE DIRECTORS RESERVE THE RIGHT DURING THE SESSION TO ALTER THE FOREGOING REGULATIONS AND TO VARY ANY FEE.**

NO REBATE of either Tuition Fees or Lunch Fees will normally be granted in respect of the absence of a pupil on account of sickness or other cause, but in the event of prolonged absence on account of sickness or accident, the Directors may, upon application, remit a proportion of the fee.

## Periods of Notice for Withdrawal

### FROM SCHOOL:

Written notice of withdrawal of a pupil must be given TO THE RECTOR not later than one complete term in advance i.e. notice of withdrawal at the end of Term 2 requires to be given before the end of Term 1. Where withdrawal is part way through a term the parent remains liable for fees to the end of that term i.e. where notice is given in Term 1 in respect of a child leaving in Term 2 the parent is liable for the whole of Term 2 tuition fees regardless of when the child may leave in Term 2. Where the requisite advance notice is not given, then the full amount of the following term's fee, in lieu of notice, is immediately due and payable, i.e. a parent withdrawing a child in Term 2 without the appropriate notice will be liable for Term 3 fees in full. It is of considerable assistance to the Rector if parents can provide earlier notice if they are certain their son or daughter will be leaving the School.

### FROM LUNCH:

Pupils in L1 to L7 wishing to withdraw from the yearly lunch arrangement are required to give written notice TO THE BURSAR not later than 28 days prior to the end of term currently entered into. In such circumstances, the termly scales will be applied. In such cases a supplementary fee may be charged. If the requisite notice is not given, then the full amount of the next term's lunch fee, in lieu of notice, is immediately due and payable.

### Remission of the Tuition Fees

Applications for remissions of tuition fees will be considered in respect of:

- (a) pupils who are the children of full-time Ministers of Religion;
- (b) families with four or more children attending school at any one time;
- (c) where three pupils from any one family attend school at any one time, the Directors may in consultation with the Rector, and entirely at their discretion, consider an application for remission up to one-third of a fee for the third pupil.

Application forms are available from the Bursar and should be submitted annually by 31<sup>st</sup> December. Remissions are granted for one academic year only, but are renewable.

### Fee Protection Insurance Scheme

On their children entering the school, parents are offered an opportunity to join the School Fees Trust Scheme, which provides protection for payment of fees until the child or children leave school in the event of the death or terminal illness of a parent. Parents are only eligible to join the scheme when the child joins the school. Parents should be advised during the course of the Autumn term of the first year of the child's attendance at school or alternatively parents should contact the Bursar's office for further information.

# Special Fees and Charges

## Special Fees and Charges

### Books and Stationery

Textbooks will be specified, and pupils are required to obtain these, along with suitable student stationery, etc., at their own expense. However, charges may be made for stationery and for manuscripts issued by the school where no suitable texts exist; also for certain books of reference and for classroom materials where special circumstances apply, for example, in the Department of Home Economics.

### Library Books

Books may be borrowed from the School Library without charge. If they are not returned within the period specified by the Librarian, the school reserves the right to charge for replacement copies.

### Hire of Musical Instruments

Where a pupil wishes to pursue tuition in a musical instrument, the School has a limited number of instruments available for hire. A fixed charge for the school session of £55 for violins and £90 for all other instruments will be levied to help defray repair and maintenance costs. The school will bill this charge at the beginning of the session for settlement in a single payment. Loss or accidental damage outwith normal wear and tear is substantially covered by the school's insurance policy, but the school expects parents to ensure instruments are treated with reasonable care and reserves the right to charge for any 'excess' that would otherwise not be recovered.

The provision of a hired instrument is intended to be for the first session. Thereafter the pupil would be expected to purchase his/her own instrument. The Head of Music can advise parents on various schemes that are available for the purchase of instruments.

### Combined Cadet Force

Membership Fee	£35.00 per pupil
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### Music Fees

Tuition is offered in Piano, Recorder, and all orchestral instruments for which there is a demand. Pupils requiring piano instruction must have a piano at home for practice; a keyboard will not be sufficient. Two instrumental music progress reports will be issued during the course of the session.

While a standard course of tuition is thirty lessons, commencing at the beginning of the school session, school sessional dates may allow a short period of additional instruction.



## Payment of Fees

The fee for the 'standard course' of tuition in the school year of thirty lessons is £351.00. Where parents pay tuition fees by direct debit the 'standard course' charge will be spread equally over the ten monthly instalments. Any lessons received in addition to the standard course will be charged in June and collected by direct debit at the beginning of July.

Where parents pay on a session or termly basis the 'standard course' fee will be spread equally over the three termly payments (i.e. £117 per term). Any lessons received in addition to the standard course will be charged in June and should be settled on receipt of the fee note.

It should be noted that the monthly/termly payment is intended to provide a simple means of covering the charge for the standard course over the school year and does not reflect the actual number of lessons that may have been given at any particular payment date during the session.

Only where appropriate will two pupils share a lesson, with the fees calculated accordingly. For example two pupils sharing thirty lessons of 30 minutes' duration would both be charged a total of £175.50.

Recorder may be taught in groups of three or more pupils sharing, when fixed fee rates will be charged for thirty lessons of 30 minutes £117 each when three share; £101.50 each for groups of more than three.

The school will charge interest on overdue accounts at the rate of 2.5% per month.

## Lessons Missed or Not Taught

In the event of sudden illness or other emergency, parents should, as a courtesy, inform the Music Department or Instructor before 9.00 am on the morning of a lesson. In the event of staff absence, pupils will be required to resume their normal timetable. Remission of fees will be given only in the event of staff absence or where a prolonged illness causes pupil absence. This will only be agreed after consultation with the Head of Music and the Bursar.

## Withdrawal or Termination

Parental notice withdrawing a pupil from instruction must be **given in writing to the Head of Music providing at least four lessons advance notice of withdrawal.** Parents will be liable for fees for those lessons covered by the period of notice regardless of whether or not the pupil attends.

Pupils under continuing instruction are expected to attend - as requested by the Head of Music or the Instructor - the appropriate instrumental group, such as Orchestra, Wind Band, or Recorder Band, as an integral part of their tuition for which no extra charge is made. Only in special circumstances will pupils be excused this extracurricular commitment. Persistent failure to comply with this request may cause the pupil to forfeit his or her position in the instrumental timetable. Also, pupils judged not to be diligent will have their progress monitored and may be asked to discontinue.

# Scholarships, Bursaries and Awards

## Scholarships, Bursaries and Awards

### BURSARY AWARDS IN RESPECT OF TUITION FEES

The School only makes awards where there is evidence of financial need. However, pupils who achieve an exceptional standard in the Form 1 Entrance Examination will be awarded a 'Certificate of Excellence' and receive an 'Excellence Award'.

Bursary awards are considered on the basis of academic ability and achievement, and financial need. Applications should be made in writing to the Bursar who will request the completion of a Statement of Financial Circumstances supported by relevant documentation. Applications for the school session 2005/06 must be with the Bursar by 17th. December 2004.

The Nine Incorporated Trades of Dundee has provided funds for a limited number of awards in the upper Junior School. The Mathew Trust provides funds for Bursaries for pupils currently attending the school and who are over 16 years of age. The other sources of Bursary funds are mainly awarded to pupils entering Form 1. Applications for these and the awards listed below require to be made through the Bursar and are considered by the Awards Committee of the School Board.

High School of Dundee Foundation and Scholarship Funds

Boyack Scholarship Fund

McInroy Scott Bursary Award

Aileen Gray Scholarship

Lethendy Trust Bursary Awards

Larg Scholarship Funds

Joan McLean Memorial Fund

Aileen Gray Memorial Scholarship

Edward Maxwell Bursary

Further information and details of the application procedure relating to Bursaries can be obtained from the Bursar.

### Scholarship and Bursary Awards other than for Tuition fees

#### D. Arnot Shepherd Travel Scholarships

The D. Arnot Shepherd Travel Scholarships may be offered to pupils in Forms 5 and 6, and also to recent former pupils who meet the requirements of the award. Further information is available from the Rector, and applications should be submitted by the end of April.

## Awards Available to Former Pupils

### Anderson Scholarships -

These scholarships are tenable at the University of St Andrews by pupils who have attended the High School for not less than two years immediately preceding the competition. Applications should be made to the Rector.

### The Lawson Memorial Scholarship -

A Lawson Memorial Scholarship, tenable for two years at any university in the United Kingdom, is open to students of Mathematics who have attended some school in Dundee or Broughty Ferry for three years, and have not been in attendance at a university for a longer period than one session. Applications should be made to Messrs Ogilvie, Cowan & Co., 4 Dudhope Street, Dundee, DD1 1JU, Agents.

### Dundee Educational Trust

Application forms for the following Bursaries may be obtained from Miller Hendry, Solicitors, 13 Ward Road, Dundee, DD1 1LU.

#### *(i) Residential Scholarship -*

One Residential Scholarship tenable for three or four years or longer at the University of St. Andrews or the University of Dundee, or under certain circumstances at any university in the United Kingdom, of an annual value not exceeding £200, is awarded by competition among inhabitants of Dundee (the area of Dundee City Council), in attendance at a secondary school. The student who is awarded a scholarship will reside in a residential hall of the University.

#### *(ii) University Bursaries -*

Bursaries, each tenable for 3 or 4 years or longer at any university in the United Kingdom, are awarded among inhabitants of Dundee (the area of Dundee City Council) who have attended any school where secondary education is provided. Bursaries are also awarded by competition or otherwise to inhabitants of Dundee already in attendance at a university.

#### *(iii) Central Institution Bursaries*

Bursaries are also awarded under similar circumstances at any Central Institution or College of Education.



## Fundraising for Bursaries and Facilities

All fundraising is co-ordinated by the Development Office, with gifts being channelled through the High School of Dundee Foundation, a registered Scottish Charity, to enable the School to fundraise tax effectively.

Currently, an appeal is underway for a new £3 million Sports Centre, to be located at playing fields owned by the School at Mayfield, on Arbroath Road, Dundee.

Further information is available from Sarah Randell, Director of Development on 01382 220056 or from the fundraising pages of the School's website at [www.highschoolofdundee.co.uk](http://www.highschoolofdundee.co.uk)

### Clubs and Organisations

#### School Sports and Organisations

<b>Athletics</b>	Mr B D Beckett	<b>Rugby</b>	Mr B D Beckett
<b>Cricket</b>	Mr G W Spowart	<b>Boys' Hockey</b>	Mr W Nichol
<b>Golf</b>	Mr I E R Wilson	<b>Skiing</b>	Mr P N Gallagher
<b>Netball</b>	Mrs A J Arthur	<b>Girls' Hockey</b>	Mrs J A Hutchison
<b>Swimming</b>	Mr B D Beckett	<b>Tennis</b>	Mrs P M Spowart
<b>Combined Cadet Force (CCF) and Pipe Band</b>	Major C R McAdam (A and S H)	<b>Cross Country</b>	Mr G J Rennet
		<b>Climbing</b>	Mr W Nichol
		<b>Football</b>	Mr G J Fyall

### The High School of Dundee Alumni Service

To encourage former pupils to remain part of the wider School community, an alumni service is offered free of charge. The Alumni pages at of the School's website at [www.highschoolofdundee.co.uk](http://www.highschoolofdundee.co.uk) are updated regularly and *Beyond the Pillars*, the former pupil newsletter is produced twice a year. Support and assistance is offered to former pupils wishing to organise class reunions and a range of merchandise is available for sale throughout the year.

For information about any aspect of the alumni service, please e-mail [alumni@highschoolofdundee.co.uk](mailto:alumni@highschoolofdundee.co.uk) or call the Development Office on 01382 220056.

### Other Former Pupils' Clubs

The Dundee High School Former Pupils' Athletic Union is the body to which all the former pupils' Sports Clubs are affiliated. All sports clubs, however, are independently run and financed. Each member of the constituent clubs is required to be a member of the Athletic Union. The Old Boys' Club and the Old Girls' Club are affiliated. From time to time, clubs may apply to the Athletic Union for additional funds, which, in the main, come the profits of the licensed club which the Athletic Union operates at Mayfield. For further details, apply to the Secretary of the Athletic Union or to the School Office.

The clubhouse at Mayfield is open on Tuesdays and Thursdays from 8.00pm until 11.00pm, on Fridays from 5.00pm until 8.00pm, and on Saturday afternoons and evenings with the time varying according to seasons and occasions.

### Athletic Union:

President - To be confirmed.  
Secretary - Colin Graham, 1 Traill Street, Broughty Ferry, Dundee  
DD5 3AX Tel. (01382) 779775

### Old Girls' Club:

President - Mrs Linda Cunningham  
Secretary - Mrs Carolyn Joss

### Old Boys' Club:

President - Mr G W I Davidson  
Secretary - Mr N Barclay

### Patrons' Association:

Chairman - Mr. J W Coull, 82 Strathern Road, West Ferry, Dundee,  
DD5 1PW. Tel. (01382) 779742

### Trust Fund Appeal:

Secretary - Mr. Fraser Ritchie, c/o Miller Hendry, Ward Road,  
Dundee, Tel. (01382) 200000

### Parents' Association:

Chairman - Mrs Heather Graham  
Secretary - Dr Helen Taylor, Alverton, 2 Norwood Terrace, Dundee,  
DD2 1PB (01382) 667774

## REVIEW OF THE 2003 S.Q.A. EXAMINATIONS

Standard Grade 2003 (Post-Appeal)

Subjects	Presentations	Grades					
		1	2	3	4	5	6
Art and Design	19	9	8	2	0	0	0
Biology	82	57	17	4	3	1	0
Chemistry	107	67	27	11	2	0	0
Classical Studies	10	6	4	0	0	0	0
Computing Studies	51	28	15	5	3	0	0
Economics	17	7	9	0	1	0	0
English	121	58	50	13	0	0	0
French	62	40	19	3	0	0	0
Geography	70	48	17	4	1	0	0
German	15	6	5	2	2	0	0
History	82	60	20	1	1	0	0
Latin	8	4	3	0	0	0	1
Mathematics	121	82	19	13	6	1	0
Music	15	14	1	0	0	0	0
Physics	81	52	19	7	1	2	0
Spanish	34	22	7	3	2	0	0
Tech. Studies	9	5	1	2	1	0	0
<b>Totals</b>	<b>904</b>	<b>565</b>	<b>241</b>	<b>70</b>	<b>23</b>	<b>4</b>	<b>1</b>

### Intermediate 1 2003 (Post-Appeal)

Subjects	Presentations	Grades				
		A	B	C	D	Fail
Health/Food tech.	12	12	0	0	0	0
RMPS	130	65	21	27	10	7
Totals	142	77	21	27	10	7

### Intermediate 2 2003 (Post-Appeal)

Subjects	Presentations	Grades				
		A	B	C	D/1	Fail
Bus. Management	22	9	7	5	1	0
Drama	39	19	10	10	0	0
English	9	4	3	2	0	0
French	5	4	1	0	0	0
Graphic Comm.	2	2	0	0	0	0
Hospitality	11	6	3	2	0	0
Inform. Systems	3	2	1	0	0	0
Maths. 1, 2 and 3	6	0	2	2	0	2
Modern Studies	8	6	1	1	0	0
RMPS	1	0	1	0	0	0
Totals	106	52	29	22	1	2

## Higher Grade 2003 (Post-Appeal)

Subjects	Presentations	Grades				
		A	B	C	D	Fail
Art and Design	18	8	5	5	0	0
Biology	49	18	7	9	8	7
Bus. Management	33	2	14	12	0	5
Chemistry	52	25	15	8	2	2
Classical Studies	7	5	1	1	0	0
Computing	11	2	3	2	1	3
Drama	18	0	2	10	5	1
Economics	33	14	9	6	3	1
English	117	33	27	30	14	13
French	8	5	2	1	0	0
Geography	29	13	8	5	3	0
German	3	2	0	1	0	0
History	62	22	12	16	1	11
Latin	1	0	0	0	1	0
Maths. 1, 2 and 3	89	42	15	9	6	17
Modern Studies	41	6	17	14	3	1
Music	8	8	0	0	0	0
Phys. Education	11	7	1	0	1	2
Physics	47	32	7	6	2	0
Russian	2	0	1	0	0	1
Spanish	20	14	2	2	1	1
Tech. Studies	3	2	0	1	0	0
<b>Totals</b>	<b>662</b>	<b>260</b>	<b>148</b>	<b>138</b>	<b>51</b>	<b>65</b>



## Advanced Higher 2003 (Post-Appeal)

Subjects	Presentations	Grades				
		A	B	C	D/H	Fail
Applied Maths.	11	7	1	2	0	1
Art and Design	2	0	0	2	0	0
Biology	18	4	8	3	0	3
Chemistry	18	9	8	0	0	1
Classical Studies	1	0	1	0	0	0
Computing	3	2	0	1	0	0
Economics	8	1	3	2	2	0
English	4	2	1	1	0	0
French	1	0	1	0	0	0
Geography	4	1	3	0	0	0
German	1	0	1	0	0	0
History	28	15	7	5	0	1
Mathematics	16	3	8	3	0	2
Modern Studies	5	5	0	0	0	0
Music	2	2	0	0	0	0
Physics	18	8	3	3	3	1
Spanish	5	2	3	0	0	0
Techno. Studies	1	0	1	0	0	0
<b>Total</b>	<b>146</b>	<b>61</b>	<b>49</b>	<b>22</b>	<b>5</b>	<b>9</b>

# REVIEW OF THE 2004 S.Q.A. EXAMINATIONS

Standard Grade 2004 (Pre-Appeal)

Subjects	Presentations	Grades					
		1	2	3	4	5	6
Art and Design	31	2	25	4			
Biology	99	65	24	7	1	2	
Chemistry	114	68	30	15	1		
Classical Studies	26	16	7	2	1		
Computing Studies	39	24	9	6			
Economics	10		6		3	1	
English	134	66	61	7			
French	75	43	15	7	7	3	
Geography	71	47	16	6		2	
German	8	5	2	1			
History	96	60	30	6			
Latin	17	15		2			
Mathematics	134	80	27	16	7	3	1
Music	17	15	2				
Physics	85	60	22	3			
Spanish	45	32	11	2			
Totals	1001	598	287	84	20	11	1

### Intermediate 1 2004 (Pre-Appeal)

Subjects	Presentations	Grades				
		A	B	C	D	Fail
Hospitality	17	10	7			
RMPS	65	8	16	24	8	9
Total	82	18	23	24	8	9

### Intermediate 2 2004 (Pre-Appeal)

Subjects	Presentations	Grades				
		A	B	C	D	Fail
Business Management	19	8	5	2	1	3
Drama	34	24	3	7		
English	13	2	6	5		
French	2	1	1			
Graphic Communication	3	3				
Hospitality: Practical Cookery	11	6	3	1	1	
Information Systems	10	7	3			
Mathematics 1, 2 and 3	6	4	1	1		
Modern Studies	9	3	4		2	
RMPS	57	14	19	13	6	5
Total	164	72	45	29	10	8

## Higher Grade 2003 (Pre-Appeal)

Subjects	Presentations	Grades				
		A	B	C	D	Fail
Art and Design	10	8		2		
Biology	48	22	13	12	1	
Bus. Management	33	1	11	11	5	5
Chemistry	52	26	9	12	4	1
Classical Studies	11	6	3	2		
Computing	11	2	2	4	3	
Drama	18	7	8	3		
Economics	26	14	2	6	2	2
English	120	28	36	24	12	20
French	12	9	3			
Geography	29	12	12	4		1
German	4	4				
History	59	29	15	11	2	2
Latin	4	1	1		1	1
Maths. 1, 2 and 3	89	39	12	18	10	10
Modern Studies	29	3	13	10	2	1
Music	9	9				
Phys. Education	8	5	1	2		
Physics	45	30	9	5	1	
RMPS	2		1		1	
Spanish	17	13	3	1		
Techno. Studies	6	4	1		1	
<b>Totals</b>	<b>649</b>	<b>273</b>	<b>160</b>	<b>128</b>	<b>45</b>	<b>43</b>

## Advanced Higher 2004 (Pre-Appeal)

Subjects	Presentations	Grades				
		A	B	C	D	Fail
Applied Mathematics	6	5		1		
Art and Design	4	1		1	1	1
Biology	11	5	3	2	1	
Chemistry	17	12	3	1		1
Classical Studies	3	1	1	1		
Computing	2	1		1		
Drama	2		2			
Economics	6	1		1	3	1
English	6	2	3	1		
Geography	11	2		9		
German	1	1				
History	12	9	2		1	
Mathematics	9	7		2		
Modern Studies	7	4	2	1		
Music	3	3				
Physics	12	9	2	1		
Spanish	5	1	3	1		
Tech. Studies	1	1				
<b>Totals</b>	<b>118</b>	<b>65</b>	<b>21</b>	<b>23</b>	<b>6</b>	<b>3</b>







traditional values • **modern approach**