

MEMORANDUM

To: All Staff
cc SS/KR Offices, SS/KR Janitors, SS/KR Kitchens, Business Manager, Cover Desk

From: A Robertson

Date: March 2018

**GREAT ASSEMBLY
at Holy Trinity Church
on Wednesday 28th March 2018**

Please find attached the arrangements for taking S3-6 to the assembly during period 3 on Wednesday 28th March and for covering classes in Kilrymont Road as necessary.

Please check your proposed participation with great care: it may depend upon the weather or involve an unexpected change of building.

Let me know **immediately** if you will be unable to carry out the role allotted to you.

Note for S3-6 Registration/Period 1 Teachers

Please read 'Rector's Notes for the Great Assembly' to your class on **Monday and Tuesday, 26th and 27th March 2018**.

Thank you.

**Rector's Notes for the
GREAT ASSEMBLY**

in Holy Trinity Church

The following notes attempt to provide a rationale for taking the school to church and to define what is expected of pupils there. When giving instructions to classes going to church, staff, and in particular Register Teachers, should feel free to express these points in their own way, provided the key ideas are sufficiently emphasised.

The visit to church is not to promote any particular point of view. Irrespective of any question of personal belief, Easter is part of our cultural inheritance and its theme of conflict, suffering and renewal has a universal significance. Since most pupils will have to attend church for one reason or another at some point in their lives, going to church is another aspect of their personal and social development. From the school's point of view, it promotes the idea of our corporate identity by linking the two buildings through the participation of S3 and by bringing together in one place a very large part of the school's population.

Since pupils moving to and from church will be very much in the public eye, it is important that they should present a good image of the school by their behaviour and appearance. As far as possible, teachers should keep class groups in line and not allow them to spread out over the pavements to the inconvenience of other members of the public.

The school has been offered the use of Holy Trinity for our 'Great Assembly'. We are, therefore, in a sense the guests of the church. Again, irrespective of any question of personal belief, pupils should be asked to show a proper degree of reverence and respect by behaving in a quiet and seemly manner that is appropriate to the occasion and to the nature of the building.

Pupils should be asked to listen attentively to the music, the speakers and all instructions given, eg, to remain seated at the end of the service until asked to move.

David P. McClure.

D P McClure

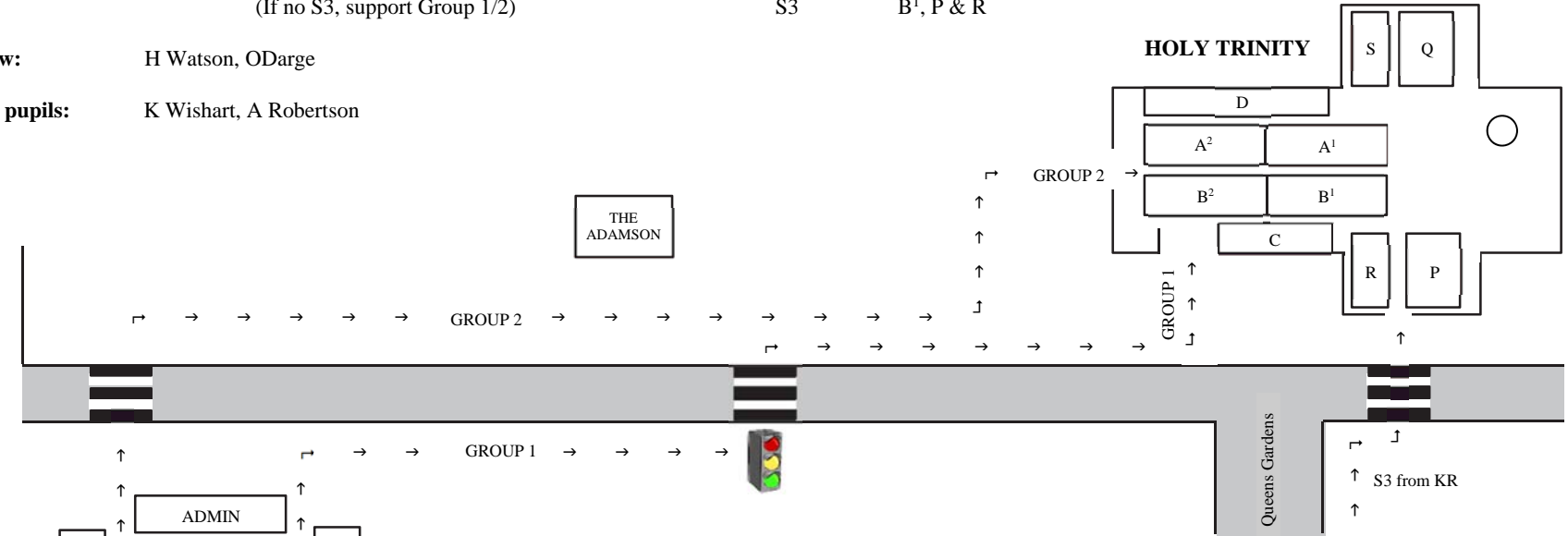


Doors and Seating: Group 1 R Hepburn
 Group 2 N Smith
 S3 E McClure
 (If no S3, support Group 1/2)

Seating: Group 1 B² & C (S & Q if needed)
 Group 2 A¹, A² & D (+ S & Q if needed)
 S3 B¹, P & R

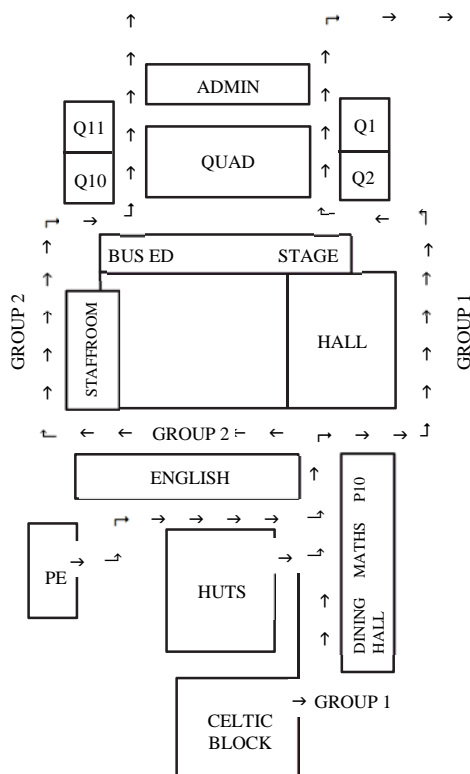
Overview: H Watson, ODarge

S3, with pupils: K Wishart, A Robertson



GROUP 2

- P9 J Matthews
- P7 N Smith
- P6 A Griffiths
- P5 H Mohr
- Q9 S Forbes
- Q10 J Nisbet
- H1 R Bassilious
- H2 S Miller
- H4 C O'Donnell
- S4 J Tarvet
- S4 C Martin
- S4 T Band
- S4 S Dawson
- S4 R McClung



GROUP 1

- C2 Dr Nabi
- D1 F Lindsay
- G3 J Casey
- M15 J Soares
- M14 C Trewartha
- M13 T Inglis
- M12 L O'Donnell
- M9 S Hill
- M8 K Travers
- M6 E McClure
- M1 A Anderson

SOUTH STREET ARRANGEMENTS

- 1 At 11.28 am pupils will go to normal Period 3 classes. All S6 pupils with a study period will go to the canteen – no signing out will be allowed.
- 2 Teachers should ensure that their pupils know that they must keep together as a class between the school and the church – walking in pairs and at a steady pace.
- 3 At 11.40 am (approximately) the bell will ring to start the operation. **Cover staff should reach their designated class before 11.28 am.** Teachers will conduct their classes from their classrooms to the church. **Please note which group your class is in and follow the appropriate route. It is very important to enter the church using your group's allocated door.**
- 4 Pupils should leave bags, books etc in the classroom but should take coats and valuables with them. Classrooms should be locked on leaving.
- 5 Teachers should walk at the end of their group and in church sit with their pupils. To help monitor behaviour, please place yourself strategically with your class.
- 6 All mobile telephones must be switched off.
- 7 Teachers will be dismissed at the end of the service.

KILRYMONT ROAD ARRANGEMENTS (if clement weather)

- 1 At 11.25 am S3 pupils should line up in the playground, taking their coats and valuables. Teachers should ensure that pupils know they must line up at the Fire Station for their Period 3 room and that they must keep in a tight, well-ordered line between the school and the church, walking in pairs at a steady pace.
- 2 Pupils will line up in pairs at Fire Stations as follows:

Fire Station/Room	Teacher
208	A Montgomery
212	J Pache
214	M Sharp
216	S Bayne
314	F McKenzie L Clark
316	P Ross
317	P Jones
318	C Steedman
321	B Young

- 3 These classes will set off in this order. Teachers should ensure that their group stays together walking in pairs and at a steady pace. A Robertson will accompany the S3 pupils.
- 4 Teachers should walk at the front of their group and in church sit with their pupils. To help monitor behaviour, please place yourself strategically with your class.
- 5 All mobile telephones must be switched off.
- 6 At the end of the assembly, teachers will conduct their classes back to Kilrymont Road in the same way apart from F McKenzie and S Bayne who may wish to remain in South Street. All pupils must return to Kilrymont Road.
- 7 On arrival at Kilrymont Road pupils will be dismissed for lunch and should return to their period 4 classroom at 1.45 pm.

NB If the weather is inclement S3 pupils will not go to church and normal classes will operate Periods 3 and 4.