

SCHOOL REGULATIONS

Pupils are subject to the rules of the school and have its good name in their keeping at all times, both within the school precincts and in the City.

1. Pupils must be punctual and regular in attendance from the first day until the last day of each term. A written excuse, signed by parent or guardian, in explanation of absence, lateness or non-preparation of homework is required from pupils.
All letters should bear the name of the pupil's class.
2. No explanation of absence, except illness, is regarded as satisfactory unless special leave of absence has been previously obtained from the Headmistress. Permission to leave school for part of a day can be obtained only by a written request stating the reason, and signed and dated by the parent or guardian. This request must be sent to the Headmistress for approval at least one day in advance.
Leave of absence for social engagements is not granted.
3. No class-teacher may be interviewed in school by any parent or guardian without the previous sanction of the Headmistress.
4. No letters, postcards, etc., for pupils may be addressed to the school. Telephone calls for pupils in school are not received.
5. Parents are requested to examine, sign and return pupils' reports, which are issued in the Primary and Secondary Departments, to show the results of progress throughout a period of time.
6. Hats, coats, shoes and all property brought to the school or the playing field must bear the name of the owner and no money or valuables must be left in classrooms or in cloakrooms. Each bicycle brought to school must have the owner's name and address clearly shown on it, and when left, must be padlocked to the bicycle stand.
7. No modification of the school hours can be made except for pupils holding medical certificates, or for those travelling by train.
8. Pupils who consistently fail to comply with school regulations, and whose record of work is unsatisfactory, may be required to enrol elsewhere.

EDUCATION OFFICES,
ST. GILES STREET,
EDINBURGH, 1.
June 1967.

GEORGE REITH
Director of Education.

JAMES GILLESPIE'S HIGH SCHOOL FOR GIRLS

EDINBURGH, 9

Headmistress—Miss MARY G. McIVER, M.A.



SESSION 1967-68

JAMES GILLESPIE'S HIGH SCHOOL FOR GIRLS

SESSION 1967-1968

The School has a Primary and a Secondary Department. The Secondary Department is housed in new buildings erected in the grounds of Bruntsfield House—those buildings contain commodious classrooms, well equipped Science laboratories and Art studios, practical rooms for Geography, Commercial Subjects, Cookery, Laundry and Needlework, Music Rooms, a large library, assembly hall, gymnasium and swimming pool. The Primary Department is housed partly in classrooms in the building previously occupied by the Secondary Department, and partly in hatted classrooms in the grounds of Bruntsfield House.

The School provides girls with a liberal education, which prepares them for entrance to the Universities, the various Colleges of Further Education, the Civil Service and to other training courses for business and professional life.

PRIMARY DEPARTMENT

Girls are received from the age of five and remain normally for two years in the Preparatory Department, where individual methods of teaching are employed. The course in the main Primary Department covers a period of five years. Promotion from one class to another depends on progress as shown by work in class and by periodical tests, the results of which are made known to parents by reports at regular intervals. Before being admitted to the Secondary Department, girls must show that they are intellectually able to proceed to the courses offered there, and admission to the Primary Department confers no right of entry to the Secondary Department at the end of the Primary course.

SECONDARY DEPARTMENT

The curriculum is planned to provide a sound education, and every girl is expected to complete five years at least in the Secondary Department and preferably six years. To suit the varying capacities of pupils, optional courses are arranged for some girls from the third year, and for others from the fourth year, and so a choice of curricula suitable for different careers is open to all girls.

All pupils take Religious Education and Physical Education unless specially excused.

English, History, Geography, Mathematics, Science, French, German, Russian, Latin, Greek, Music, Commercial Subjects, Domestic Science and Art are taught and can be taken as subjects for presentation in the examination for the Scottish Certificate of Education.

Instruction in Singing and in Music Appreciation is given throughout the school, and selected pupils have instrumental lessons. The school choir meets on Tuesdays, and the school orchestra on Thursdays after school hours for practice.

All girls of the Secondary Department are expected to take part in school games, unless excused by medical certificate. There are facilities for hockey, lacrosse, tennis, cricket and athletics, and lessons are also given in squash and in golf. There is a swimming pool in school, and instruction is given in swimming.

The Headmistress is concerned to have the full co-operation of parents or guardians, and welcomes consultation at any stage about matters affecting the curriculum or the general welfare of the pupils. She may be consulted at any time by appointment.

SCHOOL TERMS

AUTUMN TERM	Monday, 21st August to Friday, 22nd December 1967.
AUTUMN HOLIDAY	Monday, 18th September 1967.
MID-TERM HOLIDAY	Monday and Tuesday, 30th and 31st October 1967.
SPRING TERM	Monday, 8th January to Friday, 29th March 1968.
MID-TERM HOLIDAY	Monday, 12th February, 1968.
SUMMER TERM	Monday, 15th April to Friday, 28th June 1968.
VICTORIA DAY	Monday, 20th May 1968.

HOURS

PREPARATORY DEPARTMENT	8.45 a.m. to 1.10 p.m., with interval 10.55 to 11.15 a.m.
PRIMARY DEPARTMENT	Morning, 8.45 a.m. to 12.55 p.m. Afternoon, 1.55 to 2.55 p.m.
SECONDARY SCHOOL	Morning, 8.45 to 11.50 a.m. Afternoon, 12.40 to 3.25 p.m.

FEES

Fees are charged according to the following scale:—

	<i>Per Term or Per Session</i>	
Primary School (including Preparatory Department)	£13 6 8	£40 0 0
Secondary School	£13 6 8	£40 0 0
Fees charged for girls whose parents reside outwith the city boundary:—		
Primary School	£21 13 4	£65 0 0
Secondary School	£21 13 4	£65 0 0

The fees are payable at the beginning of each term. The three terms in the session are:—21st August to 22nd December, 8th January to 29th March, and 15th April to 28th June. When three or more members of one family are in attendance, those after the two first enrolled shall be charged half-fee only.

Pupils are expected to enrol for a whole session, and to remain in attendance until the close of the session. If, in exceptional circumstances, withdrawal during the session should be unavoidable, written notice should be sent to the Headmistress before the end of the current term; enrolment for part of a term, however, carries with it liability for the full term's fee.

All information may be obtained at the School, or on application to the DIRECTOR OF EDUCATION, Education Offices, St. Giles Street, Edinburgh, 1.

SCHOLARSHIPS

Ten Entrance Scholarships are offered annually for competition to girls who have completed a Primary Course and have reached the requisite standard of educational attainment, and who have been in attendance at one of the Primary Schools under the Corporation, other than James Gillespie's for the year immediately preceding the date fixed for the competition. Candidates must not be over 13 years of age at 31st July. The Scholarships provide free tuition for a period of five years for the completion of the Certificate of Education course, and may be awarded for a sixth year.

In addition, Scholarships entitling the holders to free tuition for one session in the Secondary Department are awarded according to merit to girls who follow the regular course of instruction during the entire session.

Parents or guardians of holders of Scholarships must undertake to keep those girls in regular attendance at the School until they complete the course for which the award is made.

LUNCHEES

A two-course lunch is provided daily for Primary and Secondary Department pupils. The charge (one shilling daily) is payable in advance.

ENROLMENT OF NEW PUPILS

The normal times for girls entering the School are: (a) at the age of five years to the Preparatory Department; and (b) at the age of twelve years to the first year of the Secondary Department.

Applications for girls to be considered for enrolment in August 1968 in the Preparatory Department will be received in School on dates to be advertised in the Press in the Autumn of 1967.

Applications for girls for entrance in August 1968 into the first year of the Secondary Department should be made in January 1968—details of the procedure will be advertised in the Press.