

VISIT OF HRH DUKE OF EDINBURGH

ARRANGEMENTS

1. These arrangements are published in the knowledge that there are bound to be omissions, errors and clashes. Please read through as soon as possible and then:

See the relevant person about any difficulty arising.

Reference:

Timetable and allocation of pupils where necessary	BSM
Duke of Edinburgh's Tour	Bursar
Supplementary Tours	EPMCB
Departure Arrangements	BSM or Bursar
Sixth Form Arrangements	MJG
Press	BSM
Any 'domestic' matter or general arrangements, (e.g. Police)	Bursar

2. In particular please check the pupils required for the various events which are listed under timetable arrangements. These have been checked centrally and where a pupil is needed in more than one place then a priority has been indicated. There are good reasons for these priorities. However, there may be some clashes which have been missed. Let BSM know.

Pupil lists will be posted as soon as possible. Not all are to hand at the time of writing.

3. There are three groups and three separate tours - details of the Duke's tour are attached. One of the two subsidiary tours will be based on the Tomlinson side and the other based on the Butler side. There will be a great deal of "playing it by ear" with these tours, Mrs. McBeath and Mr. Gooday each in charge, but any class/dept. may be visited.
4. Inevitably there will be changes and additions to these arrangements. They will be published next week, e.g. car parking arrangements.
5. There will be a full-scale rehearsal on Thursday, March 8th. This will enable any major snags to be identified and acted upon. On Thursday, P4 will be cancelled for Year 6/7 and P4 for the Main School will end at 12.30 and then they will then go into Friday rehearsal mode.
6. There will be various strangers lunching in the Refectory: they will be police or press, etc.

BSM

2nd March 1990

WYMONDHAM COLLEGE

TIMETABLE OF PROCEEDINGS

- 1150 hrs His Royal Highness arrives Norwich Airport
- 1210 hrs Persons to be presented at entrance to Lincoln Hall and inside building to be in position
- 1215 hrs Quarter Guard Wymondham College CCF formed up
- 1220 hrs His Royal Highness accompanied by the Lord Lieutenant will arrive at Lincoln Hall. Civic Dignitaries presented
- 1225 hrs His Royal Highness invited to inspect Quarter Guard
- 1230 hrs His Royal Highness joins Sherry reception in Lincoln Hall Common Room
- 1250 hrs His Royal Highness takes Lunch with invited guests in Lincoln Hall Dining Room
- 1350 hrs His Royal Highness tours the College - Information
-1443 hrs Technology Centre - Fry Hall - Old Science Block
- 1445 hrs His Royal Highness arrives at the Library, and views progress of New Science Block
- 1505 hrs His Royal Highness arrives at Sports Complex via Chapel
- 1512 hrs His Royal Highness tours the Sports Complex
- 1520 hrs Wymondham College line route from Sports Hall
- 1530 hrs His Royal Highness departs Wymondham College for Norwich Airport
- 1600 hrs His Royal Highness departs Norwich Airport.

WMONDHAM COLLEGE REPRESENTATIVE STAFF LIST - 9 MAR 902

Headmaster - Mr R Wolsey

Deputy Head
Systems - Mr B S Mowl

Deputy Head
Main School - Mrs E P McBeath

Deputy Head
6th Form - Mr M J Gooday

Deputy Head
Curriculum/Staff
Development - Mr G W Dorling

College Bursar - Colonel R H Leighton

College Chaplain - Reverend D Hare

House Mistress
6th Form - Miss M G Ferguson

College Policy Group
Representative - Mr D L Lockwood

House Masters - Cavell Hall - Mr A D Hoare
- Fry Hall - Mr M W Brand
- Kett Hall - Mr C J Sayer
- New Hall - Mr K W Rutherford

Matrons - Mrs M Lambert
- Mrs A Bunkell

Departments

Information Technology - Dr A C Hill
- Mr R A Shuter

Science - Mr G W Dorling
- Dr R C Joyner
- Mr K W Rutherford
- Mrs M Francis
- Mr A D Smalls
- Dr R D Norris
- Mrs P A Borrill
- Mr C T Martin

Music - Mr K J Hytch
- Miss J M Rackham

Art - Mr D A Chedgey

Physical Education - Mr A Hayton-Williams
- Mr R G Morgan
- Mrs C P Jewson
- Mrs K M Rhys
- Mr D McLay
- Mr R A Reeve)
- Mr S R Kemp) Duke of Edinburgh
- Miss S E Algar) Award Scheme
- Mrs E A Cave)

WYMONDHAM COLLEGE

PROGRAMME

1150 His Royal Highness The Duke of Edinburgh, attended by his Private Secretary (Mr B McGrath) and his Personal Protection Officer will arrive by aircraft of the Queen's Flight at Norwich Airport and will be received by Her Majesty's Lord Lieutenant for Norfolk (Mr Timothy Colman) who will ask leave to present:

The Lord Mayor of Norwich (Cllr D Fullman)
The Deputy Chief Constable of Norfolk (Mr P Howse)
The Managing Director, Norwich Airport Ltd (Mr S R Parsons OBE)

The Royal Party will proceed by road to Wymondham College by a route selected by the Police

Order of Cars:

The Deputy Chief Constable
His Royal Highness The Duke of Edinburgh
Police Car
The Lord Lieutenant
Police Car

1220 His Royal Highness arrives by car, at Lincoln Hall Car Park via the Morley entrance

The Lord Lieutenant will ask leave to present:

The High Sheriff of Norfolk (Brigadier Peter Stewart-Richardson MBE)
The Chairman of South Norfolk District Council (Mr N G Chapman)
Vice Chairman of Norfolk County Council (Mr L J Potter)
The Chairman of the Board of Governors (Mrs Sally Marshall)

Mrs Marshall will ask leave to present:

The Headmaster Wymondham College (Mr R Wolsey)

1225 The Headmaster will invite His Royal Highness to inspect the Quarter Guard Wymondham College CCF

His Royal Highness will be escorted to Lincoln Hall Small Common Room by Mrs Marshall and the Headmaster
The Headmaster will brief His Royal Highness on Wymondham College - opportunity to tidy

1230 His Royal Highness will be escorted by Mrs Marshall into Lincoln Hall Common Room for a Sherry Reception

Mrs Marshall will ask leave to present:

Deputy Chairman of the Board of Governors
(Mr T C Eaton OBE TD DL).

Lady Ralphs CBE JP DL (President of the Trust Appeal)

The Viscountess Knollys (Chairman of the Appeal Committee and Governor)

The Wife of the Headmaster (Mrs S Wolsey)

College Bursar and Clerk to the Governors

(Colonel R H Leighton)

1250 The Royal Party and Guests will proceed into Lincoln Hall Dining Room for Lunch

1345 At the close of Lunch Mrs Marshall will invite His Royal Highness to tour the College
- opportunity to tidy

1350 His Royal Highness will leave Lincoln Hall for the Information Technology Centre

1352 His Royal Highness will arrive at the IT Centre where he will be invited by the Headmaster to visit the Computer Room and meet informally members of staff and pupils:
Dr C Hill
Mr R Shuter CCF RAF Flight Simulator

1402 His Royal Highness will leave the IT Centre for Fry Hall via the Refectory

1405 His Royal Highness will arrive at Fry Hall North Common Room. The Headmaster will ask leave to present:

The Housemasters (Mr A Hoare - Cavell Hall)
(Mr K Rutherford - New Hall)
(Mr C Sayer - Kett Hall)
(Mr M Brand - Fry Hall)

Matrons (Mrs A Bunkell and Mrs M Lambert)

His Royal Highness will tour Fry Hall escorted by 4x 5th Formers

1420 His Royal Highness will leave Fry Hall by the South Common Room and proceed by car or foot to the Old Science Block

- 1423 His Royal Highness will arrive at the Old Science Block and be invited by the Headmaster to visit classrooms and meet informally members of staff and pupils in classes in session
Science Department: (Mr G Dorling)
(Dr R Joyner)
(Mr K Rutherford)
(Mrs M Francis)
(Mr A Smalls)
(Dr R Norris)
(Mrs P Borrill)
(Mr C Martin)
- 1443 His Royal Highness will leave the Old Science Block and proceed by car to the Library
- 1445 His Royal Highness will arrive at the Lincoln Ralphs Library and will be met by Lady Ralphs. Lady Ralphs will invite His Royal Highness to sign the Visitors' Book Librarian (Mrs V Woodrow)
- 1455 Lady Knollys will invite His Royal Highness to view the New Science Block and ask leave to present:

The Architects (Mr Tucker)
(Mr M Hopkins)
Building Services (Easton) Ltd (Mr M Sparkes)
The Appeal Director (Lt Col Cary Fullbrook)

His Royal Highness will leave the New Science Block and proceed to the Chapel - opportunity to tidy at the Chapel
- 1500 His Royal Highness will arrive at the Chapel and meet informally staff and choir at rehearsal
Chaplain (Rev D Hare)
Head of Art (Mr D Chedghey)
Choir Mistress (Miss J Rackham)

His Royal Highness will leave the Chapel and proceed to the Sports Complex
- 1505 His Royal Highness will arrive at the Sports Complex and meet informally staff and pupils
Head of Physical Education (Mr A Hayton-Williams)

His Royal Highness will be escorted by Mr Hayton-Williams to the Recreation Room and meet participants in the Duke of Edinburgh Award Scheme
Mr R Reeve
Miss S Algar
Mrs E A Cave
His Royal Highness will view pupils under instruction in the Multi Gym and the Swimming Pool
Mr R Morgan
Mrs C Jewson
Mrs K Rhys
- 1520 His Royal Highness will leave the Sports Complex and view Duke of Edinburgh Bronze Award in area of the Assault Course.
Mr S Kemp

1525 His Royal Highness will be escorted to the Sports Hall and will view the College Orchestra rehearsing for the Spring Concert

His Royal Highness leaves by the West Door and is escorted to his car
The Chairman of the Board of Governors and the Headmaster will take their leave

1530 His Royal Highness accompanied by the Lord Lieutenant departs Wymondham College for Norwich Airport by the Main Entrance

1600 His Royal Highness arrives at Norwich Airport where the Lord Lieutenant will take his leave.

TIMETABLE ARRANGEMENTS:

1. Period 4 for Years 6 and 7 cancelled (to early lunch).
2. Period 4 for Main School ends at 12.30 (lunch begins).
Tuck Shop opening hours 12.15 - 13.15.
3. The whole afternoon will be regarded as Period 5 and will begin at 13.35 (warning bell at 13.30) and end at 14.50 (see separate arrangements for subsequent pupil movements).
4. The following classes will be working in the Science Dept:

C11 in S4 (Mrs. Francis)
C22 in S5 (Mr. Rutherford) Mr. Perry is requested to relieve Mr. Rutherford between 13.50 and 14.15 in S5
C31 in S6 (Dr. Joyner)
Year 4 : Mr. Martin's set : in S10
Year 5 : Mrs. Borrill's set : in S9
62K in S7 (Dr. Hill)
62D in S11 (Dr. Norris)
72G in S3 (Mr. Smalls)
72E : Mr. Dorling's set will be generally deployed in the department.
5. Although not normally timetabled in Period 5, Year 1 (except C11) will attend PE/Games in the Sports Complex.
6. Consequent upon the above arrangements and the involvement of certain staff in other activities the following changes will be made necessary:
 - (a) Since Year 1 will be at Games/PE they will not take English during period 5. This frees English staff.
 - (b) C33, C24, C25 and C23 would normally have P5 Friday with teachers who are otherwise engaged. It is proposed that these classes attend the English Dept. If the second year courses are joined by C21 (normally R.E. with Miss Rackham) then Miss Rackham is freed to attend Chapel with choir) and the second year English team is practically complete. The English Dept. is therefore requested to take the second year (except C22) and to plan their afternoon's programme (rooms, activities, groups, etc.). Miss Adams is requested to Take C21; Mr. Chandler C24; Miss O'Grady C25 and Miss Trainor C23.

Mrs. Newlands will have lost her 6th year group (62D) to Science and she could help with "double banking" on remedial work with English team.

C33 to Mr. Spurling for Drama (possibly in E5 rather than isolated in Drama Centre). Please inform.
 - (c) Mr. Kemp's 5H1 - Mrs. Hillier to take please.
 - (d) Mr. Reeve's 7R4 French - Miss Battye to take please.
 - (e) Miss Algar's Year 3 - Mrs. Savage to take please.

7. Pupils will be extracted for the afternoon for the following activities from 13.30 onwards:

- (i) Choir: in Chapel
- (ii) Orchestra and Concert Band in Sports Hall
- (iii) Computing in Computer Room.
- (iv) Cadet activities.
- (v) Library contingents (6th year work experience and 2nd year reps.).
- (vii) Fry pupils.
- (viii) Various runners and attendants.
- (ix) List of 6th formers for Aerobics.

Lists of pupils involved will be posted as notified to me as soon as possible. Every effort has been made to avoid conflict of interest but if there is a potential clash please refer to BSM for resolution only if absolutely necessary.

8. Mrs. Hazleton is asked to contact Mr. Hoare to determine what cover he will need whilst present in Fry Hall for presentation.

9. The following 6th and 7th year classes are free or freed because of the changes:

Freed because staff needed elsewhere

- (i) 62K - Mrs. Jewson (CCPR group).
- (ii) 72K - Dr. Joyner (Biology group).
- (iii) 62B - Mr. Chedghey (Art group).

Normally free P5 Friday

62A
62F
62L
72D.

Unless needed elsewhere, pupils in these groups and any others who are not otherwise occupied in lessons or other activities should report to Tomlinson Hall for P.S. at 13.30.

Mr. Street (normally P5 Lincoln Supervisor) is requested to supervise until 14.30 and Mr. Locke (normally P6 Lincoln Supervisor) is requested to supervise until 15.45.

10. Please remember that any classroom in the school may be visited by one Tour or another. We are also told that the Duke of Edinburgh frequently "diverts". Be warned! Be prepared!

Many, many thanks, in advance, for all the work I know you will do.

MEMORANDUM

SIXTH FORM ARRANGEMENTS FOR MARCH 9TH

MEALS

Breakfast 7.15 in Lincoln or
7.15 in Main Refectory

Break Refectory for all students with use of urns, portable
max packs

Lunch Period 4 cancelled
Lunch at 12.00
Boarders in Main Refectory
Day packed lunches also agreed in Main Refectory

Evening Meal Back in Lincoln as usual

Other arrangements

Lincoln vacated from 8.45 a.m. onwards. No return until afternoon
(time to be agreed).

Lincoln boarders: arrange with Peel boarders use of rooms for book
storage/private study during morning.

Day students: Tomlinson Hall open for private study - supervised
throughout morning and afternoon.

2nd March, 1990

DEPARTURE ARRANGEMENTS

1. At the end of the afternoon lesson (14.50) pupils (including 6th form) return to their House: except those in Library, Chapel and Sports Complex. (At 14.50 HRH is expected to be in the Library.) Pupils returning to their Houses should avoid going past the Library.
2. At 15.10 pupils leave Houses and go to designated area (see attached plan) for departure under supervision. This must be completed in 10 minutes. (i.e. everyone must be in place by 15.20.)
3. Pupils who were in Library, Chapel and Sports Complex (including Duke of Edinburgh Award Scheme participants) do not return to their House but proceed to their designated area (supervised, please) at an appropriate moment after 15.10 (to be determined by supervising staff).
4. I am afraid arrangements preclude the Orchestra members and probably short tennis players from attending the departure line up since they are the last on the itinerary.

BSM
2nd March 1990

ASSEMBLY PLAN - DEPARTURE OF PRINCE PHILIP

