

Administrative Arrangements for Portobello Secondary
School Official Opening, 1st December, 1964

List of Contents

- I Time table
- II Platform party
- III Presentation group
- IV Audience
- V Pupils and staff
- VI Janitors
- VII Traffic Arrangements
- VIII Announcements for audience

Appendices

- (a) Route lining
- (b) Platform party and hall seating
- (c) Car parking

I. TIME TABLE OF CEREMONY

- 10.55 am - All should be assembled - choir and audience seated in the hall, the platform party ready in the music room and the presentation group ready to proceed to the vestibule.
- 11.05 am - Platform party to be led in and seated and presentation group to take up position in the vestibule.
- 11.10 am - A police car and two others arrive, the Lord Provost travelling with HRH. Entrance to the playground to be lined by Portobello pupils and the pavement outside by Duddingston and St John's pupils. (See App A) The police car pulls immediately into the car park and the royal car moves to the carpet. The Lord Provost alights and assists HRH to alight. He then leads HRH in and makes presentations. Thereafter HRH is shown to the retiring room upstairs escorted by her lady in waiting and the lady adviser.
- 11.12 am - The presentation group with the exception of the Lord Provost is led in to the platform.
- 11.15 am - HRH descends from the retiring room and enters with the Lord Provost. As they enter the audience will be standing and the choir singing (platform seating - see appendix B).
- 11.16 am - When Lord Provost and HRH are seated the hymn will be sung followed by a prayer from the school chaplain.
- 11.21 am - The Lord Provost introduces HRH.
- 11.24 am - HRH.
- 11.27 am - The Chairman thanks HRH.
- 11.30 am - The pupils present bouquets to (a) HRH and (b) the Lady Provost.
- 11.31 am - National Anthem (one verse).
- 11.32 am - HRH and Lord Provost lead presentation group off stage for a tour of the gymnasium and swimming pool.
- 11.40 am - Presentation group return through the hall to the vestibule to unveil a commemorative plaque viewed by the platform party who have moved out while the presentation group were touring the gymnasium. As the presentation group pass through the hall the choir is singing.

11.42 am - The touring group of the Chairman, Director of Education, Headmaster and Lady in Waiting will move off with HRH for the tour of the school visiting the domestic and art departments, the library (where visitors book will be signed) and kitchen and dining rooms where lunches will be in progress.

12.20 pm - Central group return to the main entrance and chairman bids farewell to HRH.

School pupils will join members of the audience to give HRH a send off. Thereafter, school will dismiss and visitors ^{may}/view the building.

II PLATFORM PARTY

The members of the platform party who are not being presented will on arrival be escorted to Music Room A10 for cloakroom and assembly purposes and must be in the building not later than 10.55 am. They will be called in order by Mr Woodward to proceed on to the platform by the side aisle at approximately 11.05 am.

At the end of the speeches when the presentation party leaves the stage this group will be led off through the hall by Mr Alexander to the vestibule where they will be in position when HRH returns with the remainder of the group at 11.40 am to unveil the commemorative plaque. After the unveiling they will allow HRH and the touring group (HRH and Lady in Waiting led by the Headmaster and accompanied by the Chairman and Director of Education) to leave the vestibule. The remainder of the Platform Party will then be shown to the Staff Common Room by the lady adviser where coffee will be available.

This party should remain in the vicinity of the Staff Common Room until the time of the departure of HRH unless they are required to leave earlier for lunch at the City Chambers.

Those of this group wishing to view the departure of HRH will be escorted downstairs at 12.15 pm to stand in the vestibule.

III PRESENTATION GROUP

This group will consist of the Chairman, the Convener of the Schools Sub Committee, the local MP (Mr Willis, Minister of State), The Director of

also must be in the building not later than 10.55 am.

At 11.05 am they will be ushered downstairs to the vestibule where they will line up in the order listed above with the Chairman nearest the door. On arrival the Lord Provost will introduce Her Royal Highness to each member. HRH and her Lady in Waiting will proceed to the retiring room preceded by the Lady Adviser. As soon as she has gone upstairs the presentation group (with the exception of the Lord Provost) will be led into the hall by Mr Alexander by the side aisle. This party will be in position when the Lord Provost and Her Royal Highness preceded by the City Officer and followed by the Lady in Waiting make their entrance by the centre aisle.

At the conclusion of the National Anthem the City Officer will lead off from the stage HRH and the complete presentation group by the side exit to view the gymnasium and swimming pool, returning by means of the side aisle of the hall to the vestibule where Her Royal Highness will unveil a commemorative plaque. After the unveiling the Lord Provost and Lady Provost will take leave of the HRH who will then go on the main tour of the school with the Chairman, Director of Education and Headmaster and the Lady in Waiting. The other members of the presentation group should wait in the vestibule with the remainder of the platform party until the touring group have gone upstairs and will then be taken to the Common Room for coffee.

IV AUDIENCE

Admission to the school for all persons will be by ticket only to be shown but not collected at the doors. Guests for the reserved portion of the hall will have tickets marked with a green corner while those in the general seats will have either blue cornered or plain tickets. The platform party tickets will be marked with a red or a yellow corner. (Red for presentation group and yellow for the remainder).

The audience will require to be in the hall not later than 10.55 am in order that the vestibule and aisles may be swept and the carpet laid by 11.05 am. Those arriving on foot will enter by the main entrance while those arriving from the car park will enter through the rear door at the house blocks.

Music rooms A4 and A7 will be cleared for use as coat hanging areas. The

As the royal procession enters the hall and again as the presentation group leave the stage after the speeches the audience will stand, following the cue of the choir. After the platform party leave the hall at 11.32 the audience will be entertained by the choir. At 11.40 am the presentation group will return to the vestibule by way of the raised aisle which will be curtained.

Immediately after the unveiling of the plaque the choir will be led out to disperse in the main building. The audience may then go for coffee to the upper house rooms. Those with green and blue cornered tickets will go to Abercorn house rooms and those with plain tickets to Duddingston house rooms. The staff and pupil contingents leave last, to disperse within the main building. At 11.55 councillors will be reminded that their special buses will leave at 12 noon prompt from the parking area. At approximately 12.5 a signal will be given to the remainder to intimate that those wishing to see HRH depart must leave the house rooms and make their way back to the hall. They may return either by way of the playground or re-enter through the hall. They will not however be permitted into the vestibule and if returning to the hall must make their way out through the emergency door which will be opened. Those not wishing to view the departure will remain in the house rooms until HRH has passed. Pupils will be formed up in the playground at the main door at approximately 12.15 and the public may form in behind them to see HRH leave at 12.20.

Immediately after HRH leaves the school will be open for inspection by the general public.

V STAFF AND PUPILS

(a) Pupils

Movement of pupils will be under the supervision of teachers as far as possible. Pupil representations will be as follows:-

- (1) A contingent will be lining the pavement and playground in the front of the school for the arrival and will be waiting and ready to move into position immediately after 10.55 am. They will remain in their places until HRH has entered the building when they should disperse as quietly as possible around the front of the building. In the event of inclement weather this part of the arrangements may be cancelled at the discretion

- (2) Stewarding within the hall will be carried out by senior pupils and in addition six pupils will be available at the front door and the side door to take charge of members of the platform party and escort them to their appropriate assembly points. (A representative from the Education Department will be in attendance at each door to assist the recognition of such persons and their allocation to the appropriate points and will instruct the Stewards accordingly - red cornered tickets proceeding to the Further Education Headmaster's room and yellow cornered tickets to Music Room A10).

No persons are to be admitted after 10.55 am and as soon as the audience is seated the Stewards will take their seats on the raised side aisle.

- (3) The choir and school representatives will be mustered to enter the hall immediately after 10.55, ie immediately the audience has been seated.
- (4) Two senior girls will be required (seated in the centre front row) to present bouquets to Her Royal Highness and the Lady Provost at the conclusion of the Chairman's speech, mounting the platform by the central steps and leaving by way of the wings.
- (5) As soon as the City Officer leads the presentation group off the stage after the National Anthem has been sung the Stewards seated in the raised gangway must rise and quietly move out with their chairs to Music Room A10 to clear the gangway for the exit of the presentation group after they have viewed the Swimming Pool.
- (6) A small number of boys are to be on duty at the Plaque to form a slender cordon round the corner.
- (7) After the Plaque has been unveiled, the choir will disperse prior to the audience leaving the hall. The other pupils and staff will remain until the general audience has cleared.
- (8) All corridor doors will be manned by pupils who are to be responsible for opening them in sufficient time to allow unimpeded progress. As the group pass the pupils must hold the doors firmly and stand as well back as possible within the space available.
- (9) When HRH enters the various gymnasias and rooms the pupils who are forming the classes will continue at whatever activity they are engaged in, stopping only

- (10) In the Library and Study Rooms in addition to the pupils working the Head Boy and Head Girl will be standing at a table on which the Visitors' Book is laid out. HRH will be introduced to them and they will then invite her to sign the Visitors' Book.
 - (11) The covered way between the main block and the house blocks will be lined by pupils.
 - (12) Outside the main door a group of pupils will assemble (different from the group in paragraph 1) to give HRH a send off. They should be in position by 12.15 but not before 12.10 to permit the exit of cars. This part of the arrangements will be at the discretion of the Headmaster in the event of inclement weather.
 - (13) Pupil guides will be available at 12.30 to show any members of the public through the building if required.
 - (14) Normal school lunches will not be available but all on the free food roll must be catered for either in the groups having their dinner when the Princess passes through or at a special sitting later.
- (b) STAFF
- (1) Staff taking part in the hall activities will muster at the same time as the children and enter the hall to take their reserved seats immediately after the pupils at 10.55 and disperse with them after the unveiling of the Plaque. They should be wearing academic dress.
 - (2) During the tour of the school the Headmaster will introduce such members of staff as are present in the classrooms. It is the rule that only the Princess should initiate conversation and during conversation Her Royal Highness should be addressed as "Ma'am". After introductions the staff will move aside to allow circulation around the class if desired.
 - (3) Staff concerned should be advised that apart from the basic instructions contained herein and the domestic school arrangements they must be prepared to carry out any instructions issued by Mr Easson or Mr Timmins during the proceedings in the event of unforeseen circumstances arising.
 - (4) A member of staff will be required to make some announcements to the audience at 11 an.

VI JANITORS

- (1) Mr Woodward will be required at 11 am to escort the first group of the platform party from Music Room A10 by the raised aisle to the stage. This group will be marshalled for him ready to lead on.
- (2) Mr Alexander will be required at approximately 11.12 am to escort the presentation group from the vestibule by the raised aisle to the stage. This group also will be mustered for him and when he has them seated he should take a seat in the wings after leading them on.
- (3) The Princess, Lady in Waiting and Lord Provost will be led on to the stage by the centre aisle by the City Officer who will also take a seat in the wings after they are seated.
- (4) When the City Officer leads off the presentation group at the end of the stage proceedings Mr Alexander will step forward and lead off the remainder of the platform party by the centre aisle to the plaque at the door.
- (5) After the unveiling Mr Alexander will be standing by to usher the group back into the vestibule.
- (6) When the touring group has moved off the Lady Adviser will then invite the platform party to follow her to the common room for coffee.
- (7) All lifts to be used by the touring party must be manned by Janitors who are acquainted with their workings. The lifts should be waiting at each appropriate point for the party to enter. The lift operators will not be introduced nor will they be required to make acknowledgment of the group when they enter the lifts.
- (8) A Janitor will be available to precede the touring group (but out of their sight) to give notice of their approach and ensure the way is clear.
- (9) Cleaners will be available at 10.55 in the event of the vestibule or other parts of the hall having been dirtied by the arrival of the audience.
- (10) As soon as the Princess and the Lord Provost begin to walk down the central aisle the curtains across the passageway at the back of the hall will be drawn.
- (11) While the ceremony is in progress the carpet at the door is to be diverted to the plaque.

- (12) At the close of the hall ceremony the curtains at the back will be partially opened to allow the platform party to leave. They will be closed again immediately they pass through. At the same time the curtains along the raised aisle will also be closed.
- (13) The school will be open for inspection by the public from 12.30 onwards and Janitors will be on duty at key points throughout the building.
- (14) Additional Janitors from outwith the school will be brought in to take care of car parking.
- (15) Extra Janitors will also be required to be in position at doors of the school during the gathering of the audience to prevent persons entering any part of the building other than the hall. Janitors will also be on duty at the outside gates for the same purpose. Janitors in groups 11 and 12 should be on duty not later than 9.30 am.
- (16) Members of this outside staff will be required at 11.40 to usher the guests to their appropriate house rooms for coffee, and to clear persons from the area of the house blocks prior to the arrival of the touring party at approximately 12.10. Two should be at the exit door from the hall and two at each of the house room doors at 11.40 and a corresponding number at 12.5 for the return of the audience to see HRH depart. They will be responsible in particular for ensuring that no members of the audience loiter on any part of the royal route.
- (17) Janitors will be required as soon as the audience have left the hall to clear sufficient chairs from the window side of the hall to allow free exit from the emergency doors when the audience return from having coffee.
- (18) All additional Janitors brought in will be under the direct control of Mr Glancy who will in particular be responsible for ensuring that cars are parked as carefully and as economically as possible (see Appendix C).
- (19) The school will arrange to have a person available at the telephone throughout the entire proceedings and any emergency messages are to be passed to Mr Easson or Mr Timmins.

police responsibility ceases at the gate and only cars bearing the police pass should be admitted to the playground. The normal pass will be a red diamond shape on the windscreen but some special cars will bear a red and white striped pass. These special cars are to be directed only to the main (west gate) and parking for them will be in a specially reserved area to permit a quick departure after HRH has left.

Within the playground space should be used as economically as possible. Members of the Town Council will have provided for their use buses from the City Chambers to the school and for return. These will reach the school at approximately 10.45 and after unloading at the main door will be parked at the rear of the building. Councillors will rejoin these buses at 12 noon at the rear of the school for return to the City Chambers. The departure of all vehicles bearing the special pass must be facilitated in every way and these should always take precedence over the cars of the general audience.

For the day, staff cars will be parked only in the general area of the playground which is being used by the public. The normal staff car park will be the reserved area for the buses only.

VIII ANNOUNCEMENTS TO BE MADE TO THE AUDIENCE AT 11 AM

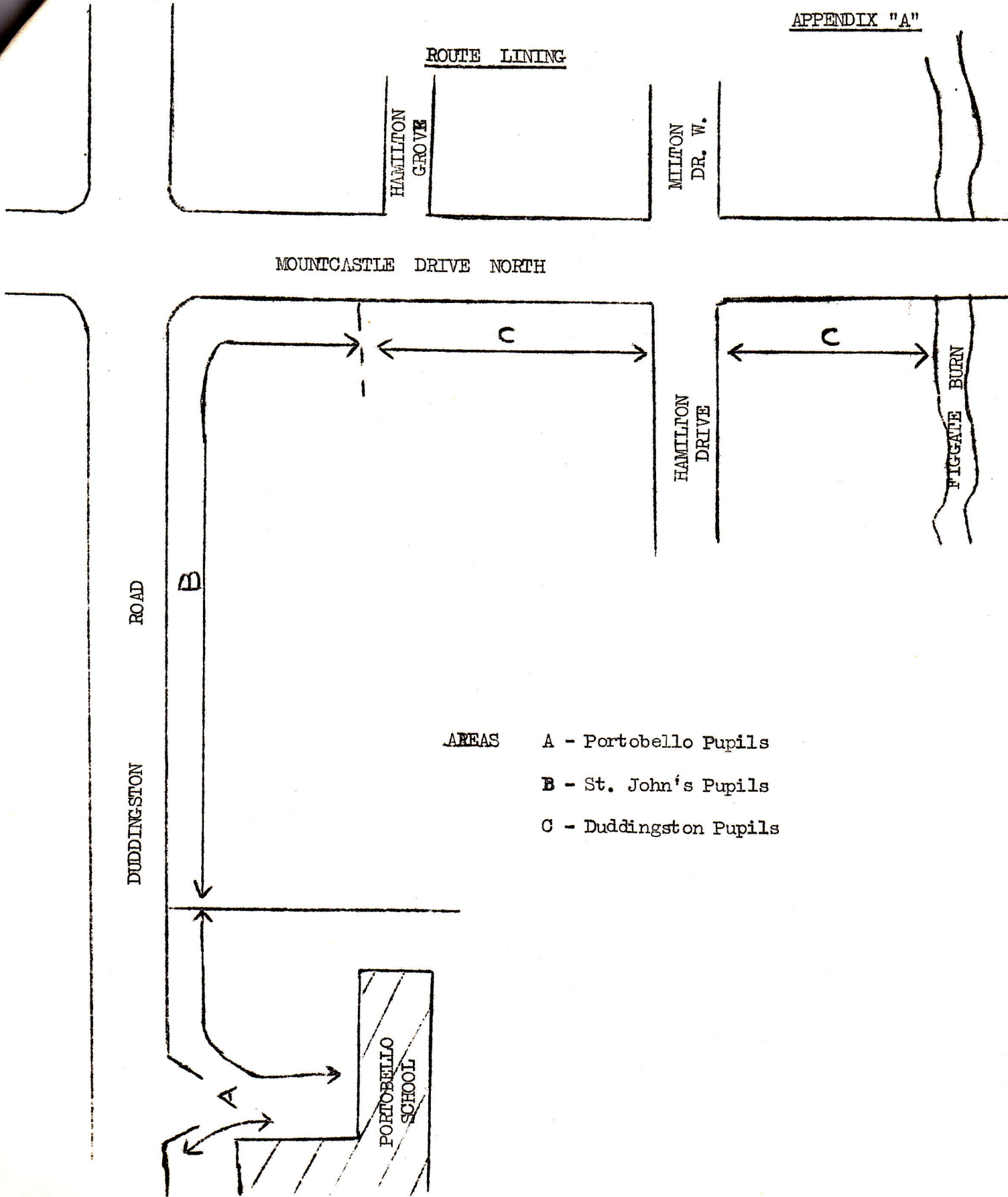
The audience are asked to observe the following directions:-

- (1) As the choir rises all will stand until HRH is seated on the platform.
- (2) After the National Anthem the audience will remain standing until HRH leaves the stage. Thereafter, the audience should resume their seats while the choir sing.
- (3) After the plaque has been unveiled at the main door guests are invited to have coffee in the house rooms. The audience will remain seated until the choir leave the hall. Thereafter, guests will leave by the rear door and show their tickets as they go out in order that they may be directed to the appropriate rooms.
- (4) It is regretted that guests cannot be allowed into other parts of the school until after HRH has left at approximately 12.20. Thereafter, however, they are welcome to inspect the building.
- (5) Any member of the audience wishing to leave the school may do so between

approximately 11.45 and 12.5 pm, but cannot be re-admitted. Cars may be removed from the car park only between these times or after HRH departs.

- (6) Those members wishing to see HRH leave must leave the house rooms **not** later than 12.5 pm (an intimation will be given of this). Those who have not left by then will be required to remain in the rooms until HRH has passed through their part of the building.
- (7) The special buses for the City Chambers party will leave from the parking area at the rear of the school at 12 noon.
- (8) To avoid confusion, members of the audience are asked to comply with the directions of staff and janitors who are on duty throughout the building.

ROUTE LINING



- AREAS
- A - Portobello Pupils
 - B - St. John's Pupils
 - C - Duddingston Pupils

Pupils should stand three deep on the edge of the pavements, keeping clear of bus stops, etc., and allowing pedestrian traffic to pass.

PLATFORM PARTY

The seating plan has still to be finalised. Provisionally the personnel on the platform will be:-

I Platform Party (led on by Mr. Woodward)

Treasurer & Mrs. Brechin	Mr. & Mrs. Borland
Councillor & Mrs. Jameson	Mr. & Mrs. Steele
Councillor & Mrs. Borthwick	Mrs. Reith
Councillor & Mrs. Hunt	Mrs. Forbes
Councillor & Mrs. Fitzpatrick	Mrs. Houston
Mrs. Willis	Mrs. Bamber
Mrs. Dinwiddie	Mr. Hall
Mrs. Knox	Surveyor - Bailie Adamson
Chaplain	Contractor - Mr. Manson
Mr. & Mrs. Graham	Head of Department - Mr. Drummond
Mr. & Mrs. Brunton	Head of Department - Mr. Douglas

II Presentation Party (led on by Mr. Alexander)

Lady Provost
Chairman
Convener of Schools Sub-Committee
~~Mr. Willis, Minister of State~~
Director of Education
Senior Depute Director of Education
Appointed Architect
Headmaster

III Royal Party (led on by City Officer)

Her Royal Highness
Lady in Waiting
Lord Provost