

2016.04.03

SUTHERLAND EDUCATION COMMITTEE

Education Offices,

Brora.

20th September, 1963.

Dear Mr. Macrae,

Since meeting the helicopter pilots this morning I have been informed that there is a slight change in the timings. The helicopter will touch down at 12.55 p.m. instead of 1 p.m. but I assume that by the time presentations have been made on the field the car is driven to the hotel and the pipe band have played we will more or less be back on to our original timings if those operations are carried out leisurely.

Yours sincerely.

J. McLELLAN

Director of Education

VISIT OF HER MAJESTY QUEEN ELIZABETH, THE QUEEN MOTHER

WEDNESDAY, 26th SEPTEMBER, 1963

- 1.00 p.m. Welcome at point of arrival by Lord Migdale, the Lord Lieutenant, who will present the Convener, the Chairman of the Education Committee, the Vice Chairman of the Education Committee and the Chief Constable.
- Cars: 1st Car Chief Constable.  
2nd Car Queen Elizabeth and Lord Lieutenant.  
3rd Car Convener and Lady Caroline Douglas-Home.  
4th Car Chairman, Vice Chairman and Captain Aird.  
A 5th Car will remain to convey Squadron Leader Liversidge to the hotel.
- 1.10 p.m. When Queen Elizabeth alights at the hotel the Convener will take Her Majesty forward to the edge of the grass on which the Pipe Band will be playing and when playing ends about one minute after Her Majesty's arrival the Drum Major (Mr Sinclair Gunn) and the Pipe Major (Mr Kenneth D. Macrae) will be presented and Her Majesty offered a plain copy of the tune.
- 1.12 p.m. The Convener will conduct Queen Elizabeth into the hotel, and will present, inside the hotel door, Mr de Marco. The Vice Chairman will then conduct Her Majesty to the retiring room on the first floor and wait for her.
- 1.18 p.m. The Lord Lieutenant and the Convener will wait at the foot of the stairs for Her Majesty to descend and will then conduct Queen Elizabeth to the residents lounge where the Convener will present the guests as shown in Appendix I. The presentations will be made in the order shown in the Appendix. Thereafter Her Majesty and then the guests will be offered cocktails and the guests will leave unobtrusively. The Lord Lieutenant, the Convener and Lady Caroline Douglas-Home remaining with Queen Elizabeth who will be escorted to the dining room by the Convener.
- 1.40 p.m. Lunch.
- 1.40 p.m. Grace will be said by the Rev. F. H. Fulton, Minister of Dornoch Cathedral. Before coffee is served the Convener will propose the Loyal Toast followed in about one minute's time by the toast to Her Majesty Queen Elizabeth the Queen Mother. Immediately thereafter coffee will be served.
- 2.40 p.m. Her Majesty will retire and the guests will proceed as swiftly as possible to the buses which will convey them to the school.
- 3.00 p.m. Her Majesty will leave the hotel and travel by car to the school. There will be the Police car followed by Queen Elizabeth's car followed by a car with the Lord Lieutenant, the Convener and Captain Aird, the other guests having gone directly to the school.

- 3.05 p.m. Her Majesty will be welcomed at the school gate by Mr John H. Mackay, Chairman of the Education Committee who will walk with Her Majesty between two rows of school pupils into the entrance hall where the platform party will be assembled. The whole group will follow Queen Elizabeth and the Chairman on to the platform. The National Anthem will be played when the platform party have reached their seats and are standing in position in front of their seats following which the Ceremony will begin.
- 3.35 p.m. - At the end of the Ceremony the Chairman will conduct Queen Elizabeth  
3.40 p.m. from the stage and in the corridor will invite Mr Robertson to conduct Her Majesty round the school. All the platform party may leave the platform at this stage but the group accompanying Her Majesty will consist only of the Chairman, the Vice Chairman, the Rector, the Architect (Mr Eric Hall) and the Director of Education. The other members of the platform party may go into the teachers' staff room for a little and then when the first part of the school is opened for general inspection proceed as follows:-
- (a) The Lord Lieutenant and the Convener to the library so that they may be there when Queen Elizabeth wishes to leave. They will of course be served with tea in the library along with the teachers and those members of the platform party who have conducted Queen Elizabeth round the school.
  - (b) Other members of the platform party may either accompany the Lord Lieutenant and the Convener to the library or mix with the general public and have tea in the dining hall.
- 4.10 p.m. The tour will end in the school library where Her Majesty will have tea with
- (a) the members of staff who were not presented to Her Majesty during the tour.
  - (b) the persons accompanying Her Majesty during the tour.
  - (c) the Lord Lieutenant, the Convener and any other member of the platform party who wishes to be present.
- 4.30 p.m. Queen Elizabeth will leave the library. In the forecourt of the school a pupil will present a bouquet and a photograph will be taken to be used for the frontispiece of the Souvenir booklet.
- Queen Elizabeth will be accompanied through the school and across the forecourt to the school gate by the Rector, the Director of Education and the Vice Chairman and Her Majesty will take her leave of those three persons in that order.
- The entourage from the school back to the helicopter will be as follows:-
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| 1st Car | The Police car with the Chief Constable.  |
| 2nd Car | Queen Elizabeth with her Lady-in-Waiting and the detective in front with the Chauffeur. |
| 3rd Car | The Lord Lieutenant and the Convener.   |
| 4th Car | The Chairman and Captain Aird.  |
- At the helicopter Queen Elizabeth will take her leave of the Chief Constable, the Chairman, the Convener and the Lord Lieutenant in that order.