

Farfield House Guide

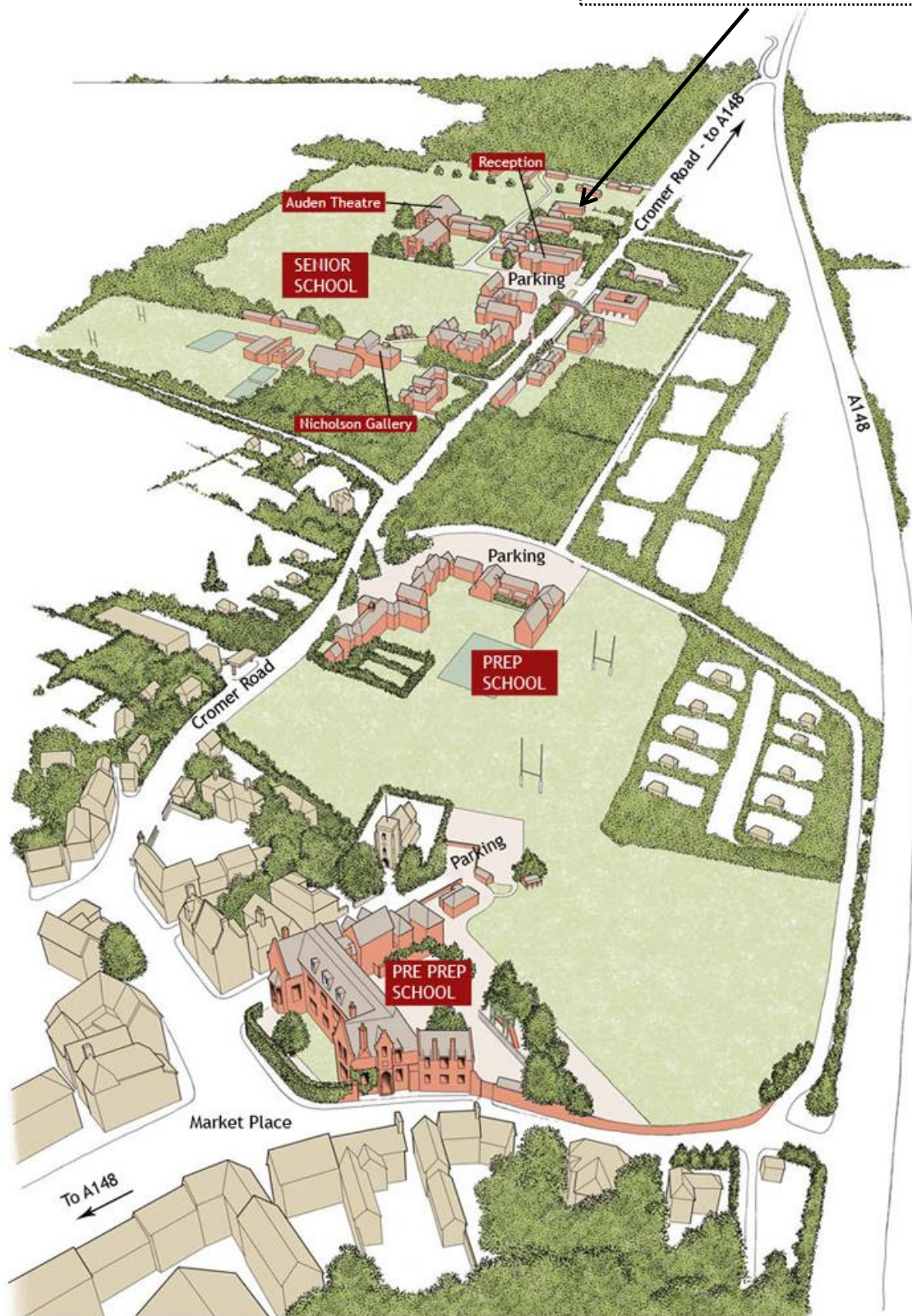
2016/17



Farfield
Gresham's School

Location of Farfield

Farfield – we are the H shaped building facing the Cromer Road. We have a car park to the rear of the House by the Auden Theatre



Introduction from the Housemaster



I can't believe that we are into our 4th year into the House. Last year was again fantastic and the boys excelled academically and in all extracurricular activities. We had particular successes in the House Music and Swimming not to mention a number of both National and Regional representation. It always amazes me how the boys can fit everything into a Gresham's week. And I am sure that 2016/17 will be another one of those years.

I believe that Farfield is a happy and thriving House and one the boys will forever hold close to their heart. We are hugely family orientated and with a close knit House team really hope we provide that "Home from Home" feel. We now have been in Norfolk for over 7 years having originally lived in South London. Sarah and I felt in early 2009 the best move for the family was to the country and I was fortunate enough to be offered a position at Gresham's initially as Head of Geography. We love the Norfolk way of life and particularly the family nature of Gresham's and its surrounds. Our girls, Jemima and Imogen have both been born in Norfolk.

This year is particularly exciting as we welcome Emma Brigham to the role of Matron and we hope that she has many happy years in Farfield. Jacob Jaggard is the new Head of House and with George Jefford as Head Boy this year promises very much. And of course not to forget the exciting news as Mr and Mrs Saker's lovely daughter Adaline was born in the summer.

I hope that the following guide is useful but of course please contact me if you have any further questions. Sarah and I are always delighted to welcome you for a cup of tea at any time, just drop me a line!



Residential Staff Contact Details

Duty Mobile

The number for this is **07833 206 445**. Please use this number between 17.30hrs and 23.00hrs to contact a member of staff in the House. If not available please call the office number below.

Housemaster

Dominic Atkinson datkinson@greshams.com 01263 714566 and 07881943186

I live in Farfield with Sarah, our daughters Jemima (6), Imogen (5) and dogs, Dennis and Tilly. **To contact me please use the landline number to my office above.** It is likely that I will be around the House or the School so please either leave a voicemail message for me to return or email me. I will reply to all calls and emails as soon as possible. To see me personally please make an appointment via a call or email and we can usually sort this out within 24 hours. I would find these face to face meetings particularly important over serious issues. **My mobile is 07881943186.**

House Matron

Emma Brigham ebrigham@greshams.com

Emma has a "cottage" in the House and is responsible for all matters of clothing and healthcare and of course any pastoral concerns. She is available for a surgery at 7.45am each day and at other times that she will make known to the boys. Boys are sent to the Health Centre for all but mild complaints. I will inform you of any serious healthcare issues.

House Tutor

David Saker dsaker@greshams.com

David is resident in the House and is available to help boys with their studies and for pastoral care. He also is responsible for the House every other weekend and 1 night a week. He lives with his lovely wife Alice and their new born daughter Adeline.

Evening Staff

Freddie Grounds, Anthony Stoppani and Steve Lowe will assist on weekday night duty nights in addition to Prep Tutors including Mr Kemp, Lewis, Nichols, Peacock and Mack

Tutors

Your child will also be appointed an academic tutor who will work closely with me to look after academic performance. They will contact you in the first week of term to introduce themselves.

Year 9 – Mr Saker

Year 10 – Mr Lewis and Mr Stoppani

Year 11 – Mr Atkinson and Mr Lowe

6th Form – A variety of staff from departments are responsible for your child's academic performance.

Accommodation

Farfield is a H shaped House with various corridors for each year group.

Day Boys

Day Boys will share a study with another member of their year group. This will have a desk, shelving and a noticeboard. It is expected that all equipment such as books are kept here in a tidy manner. Year 9 will work in the new work room behind the Common Room and over time will be able to leave books there or in their studies. The work room will also have a shelf of useful text books to assist with studies.

Boarders

Boarders live on the first floor of the building above the Common Room and also in New Wing. Each room has a desk, bed and space for clothes and luggage. We have a trunk room for additional luggage. Except for the Year, boarders work in their rooms.

Kitchens

There is a kitchen to cook small meals and make drinks. It is basically equipped and this will be added to providing the initial equipment is maintained and washed by the pupils. There are basic provisions for pupils such as bread provided above the usual school meals.

Computer Room

We have an ICT suite located by the Common Room entrance with printer and 5 computers.

Common Room

The Common Room is the location for relaxation and a House meeting point. There are a range of roles which this room has such as a TV room, games room, reading room and work room. I am hoping that all pupils will use the room regularly and take access of the various facilities.



Farfield BBQ



Farfield Entertains



School Day

Registration

This takes place at **8.10am** every morning in the Common Room. A bell will ring at **8.05am** to warn pupils to assemble. Registration is a legal requirement in all British Schools. Lateness will not be tolerated unless unavoidable.

If a pupil is to be late please either email in advance, **text me on 07881943186** or **phone 01263 714566** to leave a message between 7.30am and 8.05am.

If your child is late they must sign in before Chapel at Reception.

Timetable

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Ch.	Chapel 8.25 – 8.45	Tutor Period 8.25 – 8.45	Chapel 8.25 – 8.45	Communion 8.00 – 8.20 Tutor Period 8.25-8.45	Chapel 8.25 – 8.45	
1 st	8.50 – 9.35	8.50 – 9.35	8.50 – 9.35	8.50 – 9.35	8.50 – 9.35	8.25 – 9.10
2 nd	9.40 – 10.25	9.40 – 10.25	9.40 – 10.25	9.40 – 10.25	9.40 – 10.25	9.15 – 10.00.
Br	Morning Break (10.25-10.50)	Morning Break (10.25-10.50)	Morning Break (10.25-10.50)	Morning Break (10.25-10.50)	Morning Break (10.25-10.50)	-
3 rd	10.50 – 11.35	10.50 – 11.35	10.50 – 11.35	10.50 – 11.35	10.50 – 11.35 Year 9 & 10 Games	10.05 – 10.50
4 th	11.40 – 12.25	11.40 – 12.25	11.40 – 12.25	11.40 – 12.25		Chapel 11.00 – 11.35
5 th	12.30 – 1.15 (6 th Form only)	12.30 – 1.15 (6 th Form only)	12.30 – 1.15 (6 th Form only)	12.30 – 1.15 (Year 11 & 6 th Form only)	12.30 – 1.15 (6 th form only)	11.35-11.50 Break 11.50-12.50 Enrichment
L	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
6 th	2.00-2.45	Games	2.00-2.45	2.00-2.45	2.00-2.45 Year 9 Lesson	Games
7 th	2.50-3.35		2.50-3.35	2.50-3.35	2.50 – 3.35 Year 9 Lesson	
8 th	3.40-4.25		3.40-4.25	3.40-4.25	Timetabled Events including Well-being Lower Sixth (3.40-4.25)	
Br	4.30-5.00	4.30-5.00	4.30-5.00	4.30-5.00	4.30-5.00	
E	Electives 5.00 – 5.30	Electives 5.00 – 5.30	Electives 5.00 – 5.30	Electives 5.00-5.30	Electives 5.00-5.30	
Prep	5.30 – 7.00	5.30 – 7.00	5.30 – 7.00	5.30 – 7.00	5.30 – 7.00 Sixth Form Enrichment	
T	7.00	7.00	7.00	7.00	7.00	
Prep/ Quiet	7.30 – 8.30	7.30 – 8.30	7.30 – 8.30	7.30 – 8.30	7.30 – 8.30	

Farfield A-Z

If there is anything that has been missed please inform me datkinson@greshams.com so I can update and send a fresh copy out!

Academic Matters

I will be keeping a close eye on the academic performance of the pupils alongside the Heads of Department and the tutor which each pupil is assigned. Whilst I trust all pupils to work diligently in their rooms; if standards slip work will take place under close supervision in the work room with the Year 9 pupils.

Alcohol

Alcohol can only be administered by the Housemaster at special events and to the 6th Form only. Apart from this alcohol is banned as per school rules.

Bed Times

Monday to Friday (and Sunday)

	Upstairs	Lights Out
3 rd Form	9.30pm	9.45pm
4 th Form	9.45pm	10.00pm
5 th Form	10.00pm	10.15pm
Lower 6 th Form	10.15pm	10.30pm
Upper 6 th Form	10.30pm	10.45pm

These are slightly adjusted for Saturday night.

Bicycles

If these are used Mr Atkinson should be made aware. Boys must wear helmets and have functioning locks and lights. They can be stored outside the boys' side front door.

Boarders off site

If a boarder wishes to be off site during the weekend such as visiting friends or relatives permission must be sought. If travelling to a friend I will also seek the permission of those friends' parents.

Buddy System

Farfield will be operating a buddy system from September 2016. Each new member of the House will be paired with an established 6th Form member to act as someone to ask questions, talk to and find out about the school.

Bullying

Bullying is simply not tolerated at the School and within the House. If a pupil feels they are being victimised they must come forward and speak to the Housemaster or another member of staff.

Cleaning

We have a wonderful team of cleaners, many of whom have worked here for many years. They are an invaluable part of the team and always welcome a natter with the boys and catch up. We have Bridget Wendy, Lisa and Miranda.

Clothing

All clothes should have nametags to avoid unnecessary loss. Casual clothes can be worn after formal activities have finished and at the weekends. The School Shop stores all the necessary clothing.

Commendations and Achievements

The School regularly rewards pupils for hard work and endeavour. These will also be celebrated in the House.

Contact Details

I will store all parents and pupils contact details in my master file. Please inform me of any changes so I can update the records accordingly.

Damages

I am aware that damages occur. Whilst accidents happen sometimes this is not the case. It is vital that any damage, however minor is reported to Mr Atkinson immediately. This will not only limit any issues there might be but also demonstrate trust and loyalty within the House.

Day Pupils and Boarding

If you would like your child to board for an evening it is important that the Housemaster is informed at least 48 hours in advance. I understand that this is not always possible but early indication is welcome. We will only be able to offer a bed in a part of the House that is free. This is currently limited but we should find

space. There is a cost to this which is added to the fee account. If you would like your child to board over the weekend I will need to know by Thursday at the latest of that week.

Duties

To enable smooth functioning of the house pupils are required to undertake duties such as collecting break, provisions, cleaning the kitchens etc.

Films

We have a regular film night in the House both educational based and feature films. I would encourage all day pupils to stay and watch after 8pm if they so wish on Wednesday and/or Friday nights.

Fire Drills

As part of Health and Safety requirements these will happen regularly. I will brief the House on the proper method and instruction of leaving the House.

Games

We have a table tennis table and pool table in the Common Room in addition to a selection of board games.

Holidays

Pupils are requested to return at the times specified in the calendar. If this is not possible please contact me to discuss further.

Home Weekends

The House remains open if pupils require accommodation. However I recommend that pupils get time away if possible. To arrange relevant travel please email travel@greshams.com

Homework

This is undertaken every night from 5.30pm to 7.00pm and for the older students from 7.30pm to 8.30pm. This is a vital time and it is unacceptable for pupils to be walking around the House or not getting on with work. If homework is not completed in this time pupils are expected to find their own time to do this. 6th Form pupils would be expected to work well beyond the times above at crucial points in the year.

House Assemblies

It is compulsory for all pupils to attend unless a special request for absence. At times the above might change due to events such as House Music. For those who need to catch school buses the evening will start slightly earlier to cater for this.

House Forum

The Head of House will chair a half termly House Forum. This will discuss issues arising in the House and be represented by a member of each year group.

House Music

This is the major event in the Michaelmas Term. I will as far as possible make it not time heavy but towards the end of term this will be unavoidable. When pupils are required to stay late I will inform parents by email. Please apply for tickets early. Pupils leaving for flights are reminded that the boarding house is open on the Friday night and departures should take place on the Saturday.

House Security

The House is locked every night and is only accessible by code doors. Pupils will be made aware of the code and it is important this is not shared. I would like pupils to turn off lights and close windows in their studies as a matter of course. All expensive items should be safely stored away. I have spare padlocks if required.

IPADS and Tablets

I am fully aware many pupils have tablets like me! I will however be taking these in from pupils initially as they can be a temptation too far. I urge you to please label these up with names and contact numbers if lost. I will name up any that are not done at the beginning of term.

Linen

This is all provided by the House and Matron is responsible for organising the laundry system which the boys will be made aware of.

Medication

This is administered by Matron. Pupils are allowed to self-medicate on discussion with parents, Matron, the Health Centre and myself.

Out of Bounds

Pupils are not allowed onto the Cromer Road at any time or along the drive between Edinburgh and Farfield. Pupils are politely reminded not to use the garden beyond the School Shop unless permission is sought.

Overseas Pupils

A full induction for pupils from overseas will be provided by Mrs Ellis-Retter in the first week of the Michaelmas Term. For 2015 there will also be a whole school induction morning on the first Monday of the School year.

Parents' Meetings

These are held periodically throughout the year to discuss progress of your son academically. It would also be a good time to catch up with me to discuss any issues. The dates of these can be found on the website.

Passports

Mr Atkinson holds the passports for the boys in his safe in the office and issues these as and when required.

Telephone and Mobiles

The House is not responsible for valuables such as mobile phones and these should be used at appropriate times. Mobiles will be taken in a bedtime from the boys in the 3rd to 5th Form. They can collect these at registration in the morning. Mobiles should not be used in House to play games, Facebook etc. unless at suitable times.

Pocket Money

Most boys will have bank accounts and can draw money accordingly. Boys will only require small amounts of money for the term and they should look after this carefully. Mr Atkinson can hold money if required and pupils can draw from him.

Postal Address and Parcels

The address for Farfield is –

Farfield House

Gresham's School

Cromer Road

Holt, Norfolk, NR25 6DZ

Prefects

The House management team is made up of Mr Atkinson, Matron, Mr Saker and the Prefects. The prefects have a very important position as role models for the younger pupils. The following appointments have been made this year –

Head of House – Jacob Jaggard

Deputy Heads of House – Seamus Doran and George Jefford

House Prefects – Bjorn Kreisel, Tatenda Chiradza, Harry Butcher

Radios and Stereos

Pupils are encouraged to bring and use these but must remember to turn off on leaving their rooms and to be used quietly!

Roomings

I think long and hard about room placements for the pupils. If there are any problems boys should contact me in the first instance. Boarders unless requests are made will have the same room for the year.

Sanctions

We follow the School Sanctions Policy in the House.

School Rules

School rules apply at all times. I hope the boys are respectful, caring and loyal to their peers and the House.

Signing Out

Pupils must regularly use the Signing Out Book which will be positioned by the Front Entrance. This is crucial to maintain an accurate list of pupils in the House.

Smoking

This simply is not tolerated and will be dealt with sternly in the House.

Television

Television in the Common Room can be watched before Homework and after 7.30pm. Sky TV is provided and big matches will be aired whenever possible. Tottenham Hotspur of course!

Use of Computers

We have a brand new computer room which needs respectful use. Pupils should look after the equipment in addition to restocking printer supplies and paper whenever necessary. Pupils must use the computers using the ICT rules and regulations.

Visits

Parents are welcome generally anytime. It would be wise to contact your child to avoid a wasted journey. I will endeavour to be at school matches where you can catch up over a cup of tea with me if need be. Parents are encouraged to attend School Functions and these can be found in the online calendar.

Useful Telephone Numbers

Health Centre – 01263 712142

School Shop – 01263 714591

Reception – 01263 714500 and reception@greshams.com

Reception will pass on any messages to me as soon as possible

Auden Theatre Box Office – 01263 713444

Farfield Calendar 2016/17

Sunday 4th September 2016 – Start of Term

Saturday 10th September 2016 – House BBQ for Boarders

Sunday 11th September 2016 – Activity for Boarders (more information to follow)

Friday 23rd September 2016 – Upper 6th Parents Meeting followed by Home Weekend – if you wish for your son to stay over that weekend we will lay on a small outing for boys. Please let me know by email.

Friday 30th September 2016 – Boys Coffee Morning for Staff and Pupils at 10.30am in support of Macmillan Cancer Support, Farfield Common Room. Cake donations welcome!

Monday 3rd and Tuesday 4th October 2016 – Field Day

Friday 14th October 2016 – House Music at 3pm in Sports Hall followed by drinks in Farfield

Sunday 13th November 2016 – Remembrance Day, Holt at 11am, all boarders and CCF cadets to attend

Friday 11th November – Drinks in Farfield for all Parents from 6.30pm

Friday 18th November 2016 – Year 9 Parents Meeting followed by Home Weekend - if you wish for your son to stay over that weekend we will lay on a small outing for the remaining boys.

Wednesday 30th November 2016 – Holt Lights from 5.30pm

Wednesday 29th November to Friday 2nd December 2016 – School Production in the Auden Theatre of "Guys and Dolls"

Friday 9th December 2016 – Junior Carol Service and Christmas Drinks in Farfield for Parents

Saturday 10th December 2016 - Christmas Dinner for Upper 6th Form at 7.30pm onwards

Monday 12th December 2016 - Christmas Dinner for 6th Form at 6.30pm onwards in the CFB

Tuesday 13th December 2016 - Christmas Lunch, Senior Carol Service and Term Ends

Thursday 28th and Friday 29th January 2017 – Farfield Entertains 5pm and 8pm, Common Room

Friday 3rd March 2017 – Drinks for parents in Mr and Mrs Atkinson's Private Side

Thursday 29th June 2017 – Farfield House BBQ

Friday 30th June 2017 – Sports Day and Drinks for Parents followed by Theatre in the Woods

Saturday 1st July 2017 – End of Term and Speech Day followed by the Valedictory Ball

