

# Oakeley



Handbook 2016-17

## **A little introduction to Oakeley.....**

Welcome to Oakeley. Oakeley was built over one hundred years ago and is the oldest of the girl's houses. It is named after Dick Bagnall-Oakeley, Old Greshamian and Head of School (1927), Geography teacher at Gresham's (1933-1968), and radio and TV presenter of Natural History programmes.

The rather quaint and quirky, rabbit warren' nature of the House is the result of several extensions. The building itself may look a little tired' in places, but it is a happy and homely place which will soon be refurbished.

Oakeley Cottages were refurbished in 1994 and house up to 13 pupils. We are currently refurbishing the red brick wings and building a new centre to the house. Ready for completion at Easter!



We hope you will be very happy in Oakeley, whether you stay for one year or many years.

**Please take time to read this booklet, it will help you settle in.**



**Housemistress: Mrs Katrina Mousley.**

Lives in the house attached to Oakeley's main house with her husband Andrew and two young daughters, Isla, 9 and Morgana, 6. Mrs Mousley also teaches Spanish and French to senior level.



**House Tutor: Mrs Louise Barden.** Lives in the house attached to Oakeley Cottages and is married to Anthony. Mrs Barden has a grown-up son and daughter (ex-Oakeley) and is Head of the Languages Faculty. Yr 9 tutor.



**Matron: Mrs Denise Bunkell.** Lives in the flat situated at the east wing of Oakeley and is married to Barry. Matron has two grown-up sons (ex-Woodlands) and over 15 years' experience in Oakeley!



**Evening Staff:**

We have an array of evening staff covering **Prep duty (5.30-7.15pm)**: Miss Gathercole (Biology) Mrs O'Brien (Drama) Miss Zechiel (German) Mrs Green (Biology) Ms Whittle (Psychology) and also **evening duty (7.15-10.30pm)** Miss King (Geography) Mrs Gates (Learning Support) Mrs Botley (Maths) in addition to Mrs Mousley and Mrs Barden. Mrs Jefford (Languages) is also attached to the House as an academic tutor.

**Head of House (Student):** Georgi Bain  
**Deputy Head of House:** Denny Petrova



**Staff on duty:**

Matron is on duty during the day from 7.10am. Her down time' is 5.30—9.30pm so please do not disturb her during this time. Resident staff will register all girls at 8.10am and be around to give notices and answer questions.

Prep staff come on duty at 5.25pm until 7.15pm then the same or a different staff member will cover 7.15pm until bed time.

They will be based in the office opposite the common room, so when they are not patrolling the house, this is where you can find them.

Mrs Mousley is normally on site when not teaching. If there is something urgent that cannot be asked to the member of staff on duty and cannot wait please ring the doorbell by her study.

**You must be prompt to all registrations and roll calls.**

**Night time:**

Don't be afraid to ring any resident staff doorbell if there is a problem in the night.

**IMPORTANT CONTACT DETAILS:**

Please email

kmousley@greshams.com (parents and students)

**Staff Duty phone (24 hour)**

**07833 206 454**— Programme this into your mobiles now!

Day student absences must be notified by email or called in before 8am.

**Alternative numbers:**

Matron: 07899037361 / 01263 712018

Housemistress mobile: 07796603936

House Tutor: 01263 714594



## Daily Routine:

### (Morning)

7.05am Wake-up bell

7am-7.45am Breakfast CFB

8.10am Registration in Common Room & off to Chapel / School by 8.20am

*You will soon learn the timings of your lessons and breaks and these will be printed on your timetable.*



### (Afternoon)

1.45pm (approx.) Registration in Common Room then lessons or Games

4.30pm High tea (Tiffin) in House

4.50pm: Electives-you can see teachers for help

### (Evening)

5.25pm Roll call in the Common Room

5.30pm Prep in house

6.45pm Supper (Juniors—Mon/Weds/Fri Seniors—Tues/Thurs)

7pm Supper (everyone else)

7.40pm Roll call in the Common Room

7.45-8.30pm Quiet time for all or Dave's/Activities for juniors

Curfew and Bedtimes vary—see next page.

Day girls have the option to go home at 5.30pm, 7pm, 7.30pm or later. **This is a prior agreement between Mrs Mousley and parents so staff must be informed of any changes before home time.**

Girls must sign out home in the book.

Girls should be in their **own** studies during prep and quiet time.

Music should not be heard outside dorms.

Year 9 do prep in the Junior Common room.

## IF IN DOUBT SIGN OUT!

**Absences from registration, roll call and prep are always followed up, so make sure a member of house staff knows when you will not be there.**

**If you are going home early or off around campus after prep make sure you sign out.**

**Bed times:**

Life is very busy here and you will need your sleep. Please respect the fact that although you may not be tired your house-mates may be.

**Return to House by:**

**Year 9 – 9.00.pm**

**Year 10 – 9.15.pm**

**Year 11 – 9.45.pm**

**L6th – 10.15.pm**

**U6th – 10.30.pm**

The library is open during Prep and on Sunday afternoons.  
Mondays and Fridays are curfew nights.

If you have been on a school trip, rehearsal or function and have returned late, please always check in with Matron or Mrs Mousley on your return.

**Bedtimes (lights out):**

**Year 9—9.45 p.m. (Hand in phones)**

**Year 10— 10.00 p.m. (Hand in phones)**

**Yr 11 - 10.15 p.m.**

**L6th—10.30 p.m**

**U6th Form must be in bedrooms and quiet by 10.30pm.**

Please help prefects and duty staff by sticking to these times, if you cannot , earlier bedtimes will be imposed and community service!

Exceptions to the above by permission of the duty staff, and on Saturday evenings—Please ask!

**Staff do not enjoy nagging (telling girls off!)  
please stick to all timings in this booklet and  
leave yourself enough time to get ready for  
bed (shower, brush teeth etc...)**

## **Eating and Drinking:**

**All pupils must attend all school meals.** There are many healthy options available, including salad and fruit. Go and have a look even if you don't feel hungry. A Duty Prefect may be asked to check your attendance if absence is regularly noted.

Drinking water is available throughout the House.

## **Use of House Kitchen and Tea bar:**

Milk, bread and spreads are received daily and are available during breaks and in the evening.

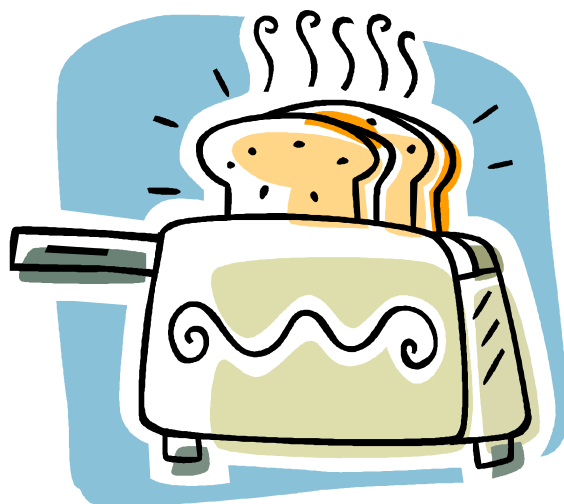
Year 9 collect the bread at breakfast time.

This is a lovely facility to have but please look after it.

If you are using the cooker please use the oven gloves provided to handle hot dishes.

Basic kitchen hygiene is expected; if the kitchen is found repeatedly in a mess, it will be closed for a period of time. Don't spoil it for others, you will make yourself unpopular if you do. Do as you would at home!

**Clean up after yourself**, leaving surfaces clean and putting plates etc in the boxes ready for the dishwasher. Return jam jars to the cupboards and butter to the fridge, and wrap up the bread ready for the next hungry girl!



### **Exercise:**

You will do games three times a week, on Tuesdays, Thursdays and Saturdays. In addition to this there are optional early morning swimming sessions on Mondays, Wednesdays and Fridays at 6.30 a.m.



If you wish to attend the early morning swimming you must obtain permission from Mrs Mousley the night before, and remember to sign out at 6.30 a.m.

Try to enjoy exercise, it can improve your mood!

### **Off Games:**

**Girls must obtain a chit from Matron or Mrs Mousley,** day students must have a letter or email sent from parents. Present the chit in person to the member of staff taking you for games, get it signed by them and then take some work to supervised study.

**Your unauthorised absence from any lessons, Games, Activities, CCF, Hobbies or Chapel will be followed up by staff.**

### **If you are unhappy:**

Please talk to a member of staff **first**. You should feel free to talk to any member of staff.

It is not nice for parents to hear only the bad things and very confusing for staff if you have not spoken to them! Resist the urge to phone home or text all the time.

Homesickness is very normal and natural and will not last forever. Please support any housemates at this time.

### **Bullying:**

This is not acceptable in the House or School and any incidents of bullying will be treated very seriously. indeed.



### **House Security:**

The front doors operate on a number key-pad system. Please do not tell other people the code. **ALL adult** visitors are expected to ring the bell at the East End and see Matron or staff on duty.

Student visitors should be signed in.

Please ensure that the doors **shut behind you** and they must not be wedged open.

The external doors are alarmed overnight.



### **Strangers in the House:**

There may be occasions when you come across people that you do not recognise. It is likely that they are official visitors and should be wearing a Gresham's visitor's badge.

However, if you do come across a stranger you should:

- ☐ Accompany them to a member of staff, if you feel confident enough to do so.
- ☐ If they decline do not challenge them but simply go and find a member of staff.
- ☐ If you do not feel confident with any of the above then just report them to a member of staff
- ☐ Do not direct anyone into the private areas of the House, even if they ask for a specific room. Ask them to stay in the main Lobby outside Mrs Mousley's study and then find a member of staff.

Do not under any circumstances engage strangers in conversation through open windows at night.

### **Emergency Alarm System in the Cottages:**

This emergency alarm rings in Mrs Mousley's accommodation for her to assist residents in the cottages. (IT IS VERY LOUD AND LOOKS LIKE A LIGHT SWITCH SO PLEASE TAKE CARE) . For non-urgent assistance please see Mrs Barden who can be accessed via the cottages common room.

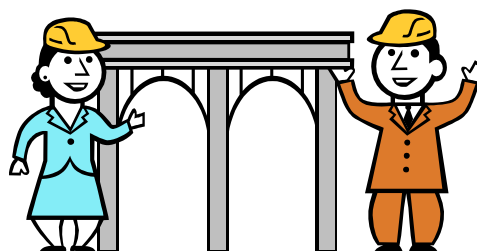
### **The Driveway and Parade Ground:**

This area can be very busy at certain times of the day. Please be careful as you step out of the House, particularly when moving between the House and the Cottages as cars may be turning in. Do not use phones whilst walking around school.

### **Using The Bridge:**

**ALL pupils must use the bridge other than the Upper Sixth.**

Lower Sixth may cross the road between 8.15 p.m. and 8.00 a.m.



### **Personal Belongings and Money: No girl should enter another girls' room unless they are present.**

Be sensible and responsible for your own possessions and valuables. Mobile phones, money, bank cards, and iPods are easily stolen and difficult to trace. This is not currently a problem but you should get used to being responsible.

**Every pupil has a lockable space so please bring a padlock and lock up your valuables.** Padlocks are also available from Matron at £1.00 each. Keep your key in a secure place and do not tell your friends where this is, or give them the code to your padlock. Give a spare key to Matron for emergencies. You do not need large sums of money! Keep any cash locked away or sign up for a bank account in the town. Let a member of staff know if you need help with this.

House staff can look after pocket money and passports.

**Girls must not borrow or lend money to other pupils.**



# Fire !

We have a VERY sensitive fire alarm system which is automatic.

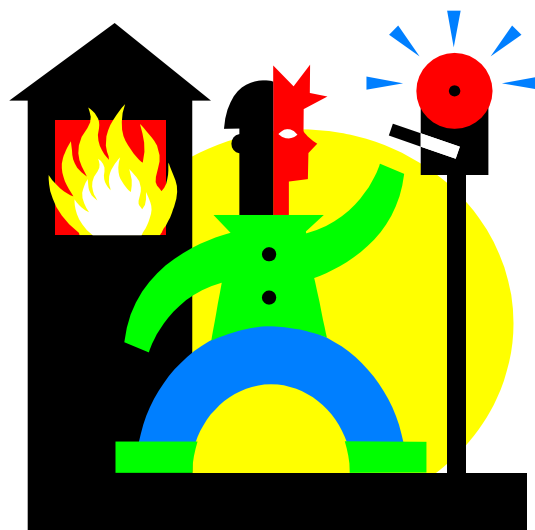
Leave by the CLOSEST exit and make your way to the front of the tennis courts next to Oakeley and await staff.

**Please treat any fire alarm seriously, you will not know whether it is just a drill or in fact a fire.**

Get there as quickly as possible but **do not run**.

Do not stop to get anything.

**Matches, lighters, fairy lights and candles are NOT ALLOWED in the house at any time.**



## **TV, DVDs, Music, Mobiles, internet and more!**

Relaxation is important and the above may be watched/used at times **other** than lessons, study periods, prep, CCF, hobbies or games. Films should be of an appropriate age rating for **ALL** those watching.



iPods, etc.- may be used in free time, please keep the volume down, remember the House contains over 60 girls and they are all trying to study and enjoy school life. Be quiet during Prep, respect the fact that others may have a heavier work load than you and assignments to complete.

Remember to turn off all your electrical equipment when you leave the room, for safety and energy saving.

**None of the above is permitted after bed time and Yr 9 and 10 mobiles are kept overnight.**

### **Boys:**

Male visitors are welcome in the House, if invited in by a girl, but only in the **Main House common room, west lobby (until 9.30pm) and kitchen.**

Boys are NEVER allowed in bedrooms or near bathrooms and must not be left unaccompanied in the corridors. Do not allow them to enter via the east door.

If you are found with a boy in an undesignated area he will be asked to leave the House immediately.

### **Public demonstrations of affection (PDA)**

If your conduct is not acceptable you must expect to be spoken to, asked to act in a proper manner, and possibly punished according to the School Rules.

### **Adopt a Healthy Lifestyle and Avoid Known Risk Factors:**

**Smoking, Alcohol, and Drugs are not permitted in the School and you will incur the fines and sanctions as per the School Rules if you are caught in possession of, purchasing or sup-plying any of these items.**





**Town Leave:**

Juniors may have time on Monday and Friday lunchtimes from 1-1.45pm—you must have lunch first.

Tuesdays, Thursdays and Saturdays

Not before 3.30 p.m. until 5.25 p.m.

**Sundays**

Times by arrangement with the member of staff on duty in the House.

***Remember to sign out and back in again!***

**Dress for Town Leave**

School uniform at lunch times and smart home clothes any other time.

No games kit to be worn.

**Cafes and shops:**

Please remember that you will be recognised as a Gresham's pupil even out of uniform so behave when in town.

**Psssst ! Did you know .....**

**Matron can supply you with:**

Tights, Tampons, Sanitary Towels, Toothpaste, Toothbrushes

If you haven't got it – Matron usually has! Just ask – you will be amazed.

**Be kind and considerate!**

**You are all Oakeley girls and we expect you to watch out for each other as you would do a sister; there will be times when you won't get along—it is natural when you spend a lot of time with the same people. Please ask a member of staff or a prefect to assist and help resolve any differences if need be.**

**Don't keep it to yourself.**



### Personal Appearance:

Take pride in your appearance and expect to be told off if not well presented. You may be sent back to the House to get changed if you break the dress code. This may well result in the confiscation of offending items of dress or jewellery.



Juniors should not be wearing obvious make-up, nail varnish or jewellery (except studs).

No dark nail varnish for Seniors, or long dangly necklaces or earrings. Skirts should be tailored and knee length. **PLEASE REMEMBER YOU REPRESENT THE HOUSE!**

### Laundry:

Make sure all your belongings are named. Put all dirty laundry in a bag and take to the laundry when full.



The washing is done on a daily basis by Matron (don't forget to thank her!) All clothes must be machine washable and be able to go in the tumble dryer.

SIXTH FORM may use the machines themselves at certain times of the day. Ask Matron for help and advice if you are unsure of how to operate the machines.

**DO NOT LEAVE ALL YOUR WASHING FOR THE WEEK-END—IT GETS EXTREMELY BUSY!**

### Bed Change:

You may bring in your own duvet covers and blankets etc, (make sure they are named), to make it feel more homely. There is a regular sheet change night but you may change your bed as often as you wish, just ask Matron for clean bedding at any time. Teddy bears are most welcome to live here too!

**Please keep your room tidy and do not graffiti! A messy house is not relaxing for anyone.** Let us know if things get broken / need replacing. Help with house security by closing curtains and windows at night or at home time.



## What to do when you are unwell

Despite following all of the best advice to maintain your good health you may well catch a bug.

There is a Doctor in School every week-day morning for boarders from 8.15 a.m.

If you are unwell firstly report to Matron in the morning and tell her you wish to see the Doctor. Matron will issue you with a chit to take across to the Health Centre where you will wait to see the G.P. on duty.

On Matron's day off (Monday) please obtain a chit from Mrs Mousley.

If during the day you feel unwell **always report to Matron** or another member of the House staff. If you cannot find them go immediately to the Health Centre.

**NEVER take yourself off to bed or home without letting someone know you are not feeling well.**



## Medication

If you have been prescribed medication from home you must inform Matron. All medication taken by a pupil has to be logged and recorded.

Any medicines that you have must be handed in to Matron who will store them in the Medical Cabinet and issue them appropriately.

If self-medication is necessary you have to have permission from the House staff in order to keep medicines in your room, and the safe storage of the medicines has to be ensured

**Any medication left lying around will be removed.**

**Your medication must be recognised in the UK otherwise you will be reissued with UK medicines by the School Doctor.**



**Never give anyone else any medicines (not even painkillers eg Paracetamol, Nurofen etc)**

And finally.....

- ☐ Be your best, do your best.
- ☐ Communication is the key. Please treat Oakeley like a home and House staff with respect.
- ☐ Treat others the way you wish to be treated.
- ☐ Go green, save the planet. Recycle and more!
- ☐ Get involved and make the most of your time here.
- ☐ Let us know if you have any fundraising ideas for charities you wish to support.

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