



# Parent Guide Senior School

2017–18







## Welcome

First, thank you for choosing a Gresham's education for your son or daughter. The following guide offers an introduction to the school and I hope you enjoy reading through it.

I firmly believe at the heart of a successful education lies a partnership between school and parents. I want you to feel able to come to me should you have any queries or concerns regarding your son or daughter's education. Whilst we strive to provide you with all the introductory information you will need in this guide, I know there is no substitute for speaking face to face.

I look forward to your support during your child's education, and I wish you son or daughter a very happy and successful time at Gresham's.

A handwritten signature in black ink, which appears to read 'Douglas Robb'. The signature is fluid and cursive, with a long horizontal stroke extending to the right.

**Douglas Robb**  
Headmaster



- 1 Reception & Admin
- 2 Careers Room
- 3 Dining Hall
- 4 Big School
- 5 Lecture Theatre
- 6 Reith Block
- 7 Howson's
- 8 Drama Studio (Scruff Shacks)
- 9 Fiction Library
- 10 Dave's Diner
- 11 Thatched Building
- 12 Health Centre
- 13 Kitchens
- 14 English
- 15 Chapel
- 16 Auden Theatre
- 17 Sixth Form Club
- 18 Chapel Field
- 19 Music
- 20 Biology
- 21 Home Economics
- 22 School Shop
- 23 Farfield
- 24 Edinburg
- 25 Britten
- 26 Theatre in the Woods
- 27 All Weather Pitches & Courts
- 28 CCF Stores
- 29 CCF Headquarters
- 30 Shooting Range (Indoor)
- 31 REME Shed
- 32 Swimming Pool
- 33 Old Gymnasium
- 34 Squash Courts
- 35 Weights Room
- 36 Sports Hall
- 37 Ben Nicholson Gallery
- 38 Cairns Centre
- 39 Cricket Pavilion
- 40 Woodlands
- 41 Oakeley
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## Staff List - 2016/17

<b>Headmaster</b>	Mr D Robb
<b>Deputy Head Academic</b>	Mr T Hipperson
<b>Deputy Head Pastoral</b>	Mr W Chuter
<b>Director of Pastoral Care</b>	Mrs J Flower
<b>Director of Studies</b>	Mr M Seldon

	<b>Housemaster/ Housemistress</b>	<b>Tutor</b>	<b>Matron</b>
<b>Edinburgh</b>	Dr E Fern	Miss. K Thompson	Mrs N Francis-Lubbock
<b>Farfield</b>	Mr D Atkinson	Mr D Saker	Mrs E Brigham
<b>Howson's</b>	Mr A Stromberg	Mr C Reed	Mrs S Lancaster
<b>Oakeley</b>	Mrs K Mousley	Miss S King	Mrs D Bunkell
<b>Queens'</b>	Mrs V Seldon	Miss M Bradley	Mrs C Day
<b>Tallis</b>	Mr P Laidler	Mr H Chamberlain	Mrs J Ward-Simms
<b>Woodlands</b>	Mr F Retter	Mr R West	Mrs T Cameron
<b>Chaplain</b>	Rev B Roberts		broberts@greshams.com
<b>Sports Development Director</b>	Mr S Adams		sadams@greshams.com
<b>Director of Drama</b>	Miss B O'Brien		bobrien@greshams.com
<b>Director of Music</b>	Mr J Bowley		jbowley@greshams.com
<b>Head of Science</b>	Mr M Matthams		mmatthams@greshams.com
<b>Head of UCAS</b>	Mrs L Futter		lfutter@greshams.com
<b>Careers Coordinator</b>	Mrs V English		venglish@greshams.com
<b>Languages Coordinator</b>	Mrs A Watt		awatt@greshams.com



<b>Art</b>	<b>Initials</b>	<b>Email Address</b>
Mr A Gray*	AG	agray@greshams.com
Mrs L Nicol	LN	lnichol@greshams.com
Miss S Pink (p)	SP	spink@greshams.com
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<b>Biology</b>		
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Mr M Gillingwater	MG	mgwater@greshams.com
Miss F Gathercole	FMAG	fgathercole@greshams.com
Mr P Laidler	PRL	plaidler@greshams.com
Mrs A Mack		amack@greshams.com
<b>Chemistry</b>		
Mr M Kemp	MJK	mkemp@greshams.com
Mr J Wheeler	JW	jwheeler@greshams.com
Dr T Schrem (p)		tschrem@greshams.com
Mrs A Mack		amack@greshams.com
<b>Classics</b>		
Dr M Peacock*	MP	mpeacock@greshams.com
Mr W Chuter		wchuter@greshams.com
<b>Design &amp; Technology</b>		
Mr N Humphrey*	NPH	nhumphrey@greshams.com
Mr L Norfolk		lnorfolk@greshams.com
<b>Drama/Theatre Studies</b>		
Miss B O'Brien*	BOB	bobrien@greshams.com
Mrs L Futter	LF	lfutter@greshams.com
<b>Economics/Business Studies</b>		
Mr P Detnon*	PD	pdetnon@greshams.com
Mr A Coventry (p)	AC	acoventry@greshams.com
Mr C Mack	CM	cmack@greshams.com
Ms K Higashi	KHI	khigashi@greshams.com
<b>ESL</b>		
Mrs S Ellis-Retter (p)	SER	sretter@greshams.com
Mrs K Robinson (p)	KR	krobinson@greshams.com
Ms M Masters	MM	mmasters@greshams.com

**English**

Mrs C van Hasselt*	CVH	cvanhasselt@greshams.com
Mr W Chuter (p)	WAH	wchuter@greshams.com
Mr T Hipperson (p)	TPH	thipperson@greshams.com
Mr M Seldon	MWS	mseldon@greshams.com
Miss K Thompson	KT	keelythompson@greshams.com
Mr A Fletcher	AF	afletcher@greshams.com
Mrs C Stevens	CS	cstevens@greshams.com
Dr V Rangeley-Wilson		TBC

**Geography**

Mr S Brown*	SB	sbrown@greshams.com
Mr D Atkinson	DJA	datkinson@greshams.com
Miss S King	SEK	sking@greshams.com
Miss S Mullan		smullan@greshams.com

**History**

Mr C Cox*	CEC	ccox@greshams.com
Dr E Fern	EJF	efern@greshams.com
Mr S Kinder	SAK	skinder@greshams.com
Mr T O'Donnell	TGO	todonnell@greshams.com

**History of Art**

Mrs H Robinson (p)	HCR	hrobinson@greshams.com
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**ICT**

Mr W Robinson	WRO	brobinson@greshams.com
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**Learning Support**

Mrs S Gates*	SG	stephaniegates@greshams.com
Mrs V English (p)	VEE	venglish@greshams.com
Mr T Keen (p)	TSK	tkeen@greshams.com
Mrs P Matthams (p)	PJM	pmatthams@greshams.com
Mrs M Myers	MM	mmyers@greshams.com
Ms M Nash		mnash@greshams.com

**Library**

Mrs C Buxton*	CDB	cbuxton@gresham.com
Mrs C Bailey (p)	CJB	cbailey@greshams.com
Mrs E Barnett (p)	EMB	ebarnett@greshams.com
Mrs C van Hasselt (p)	CVH	cvanhasselt@greshams.com

**Mathematics**

Mr S Curtis	SBC	scurtis@greshams.com
Mr T Howland	TH	thowland@gresham.com
Mr S Lowe	STL	slowe@greshams.com
Mrs E McNamara	ECM	emcnamara@greshams.com
Mr A Stromberg	AS	astromberg@greshams.com
Mr J Thomson*	JRPT	jthomson@greshams.com
Mr R West	RAW	rwest@greshams.com
Mr A Richardson		arichardson@greshams.com

**Modern Languages**

Dr C Hammond – French, Spanish	CMH	cmhammond@greshams.com
Mrs K Mousley – Spanish	KAM	kmousley@greshams.com
Mrs V Seldon – Spanish*	VS	vseldon@greshams.com
Mr F Retter – German*	FJVR	fretter@greshams.com
Dr K Tsai – Mandarin*(p)	KCT	ktsai@greshams.com
Mrs A Watt – French*	AGW	awatt@greshams.com
Mr R West – Japanese*	RAW	rwest@greshams.com
Miss M Zechiel – German	MZ	mzechiel@greshams.com
Miss M Bradley – Spanish		mbradley@greshams.com
Miss J Challis – French		jchallis@greshams.com

**Music**

Mr J Bowley*	AJB	jbowley@greshams.com
Mr W Coleman		wcoleman@greshams.com
Mr J Myers (p)	JGM	jmyers@greshams.com
Ms A Reece		areece@greshams.com

**Physical Education**

Mr J Lewis*	JL	jlewis@greshams.com
Mr S Adams	SMA	sadams@greshams.com
Mr H Chamberlain		

**Physics**

Mr D Saker*	DJS	dsaker@greshams.com
Mr M Matthams**	MDM	mmatthams@greshams.com
Mr C Reed	CMR	creed@greshams.com

**Psychology**

Miss E Whittle	EWH	ewhittle@greshams.com
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**Religious Studies and Philosophy**

Mr S Gates*	SBG	sgates@greshams.com
Mr C Nichols (p)	CJN	cnichols@greshams.com
Rev B Roberts	BRR	broberts@greshams.com



<b>School Counsellors</b>	Mrs R Lubbuck	rlubbuck@greshams.com
	Mr D Yuile	dyuile@greshams.com

<b>School Staff Instructor CCF</b>	Capt C Scoles MBE	cscoles@greshams.com
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<b>Master I/C Shooting</b>	Mr F Grounds	fgrounds@greshams.com
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**Girls' Games**

Mrs J Flower (I/C Netball)	jflower@greshams.com
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Mr D Buckmaster (I/C Hockey)	dbuckmaster@greshams.com
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Mrs E Curtis	ecurtis@greshams.com
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**Boys' Games**

Mr S Adams (I/C Rugby)	sadams@greshams.com
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Mr S Curtis (I/C Tennis)	scurtis@greshams.com
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Mr D Atkinson (I/C Cricket)	datkinson@greshams.com
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Mr D Buckmaster (I/C Hockey)	dbuckmaster@greshams.com
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**KEY**

\* Head of Department

\*\* Head of Faculty

(p) Part time

## Support Staff - Key Contacts

<b>Business &amp; Finance Director</b>	Mr S Willis	swillis@greshams.com	01263 714502
<b>Accountant</b>	Mrs K Olby	kolby@greshams.com	01263 714507
<b>Accounts (Billing)</b>	Miss K Darley	kdarley@greshams.com	01263 714505
<b>Admissions Manager</b>	Mrs L Arole	admissions@greshams.com	01263 714614
<b>Auden Theatre Box Office</b>	Miss C Miller	boxoffice@greshams.com	01263 713444

### Clerk to Governors and

<b>Headmaster's PA</b>	Mrs V Hovenden	vhovenden@greshams.com	01263 714511
<b>Exams Officer</b>	Mrs B McCombie	examsoffice@greshams.com	01263 714513
<b>Health Centre</b>	healthcentreadmin@greshams.com		01263 712142
<b>Library</b>	Mrs C Buxton	library@greshams.com	01263 714539
<b>PA to Business &amp; Finance Director</b>	Mrs A Holloway	aholloway@greshams.com	01263 714506
<b>PA to Deputy Head Academic</b>	Ms A Miller	avmiller@greshams.com	01263 714516
<b>PA to the Deputy Head Pastoral</b>	Mrs L Vyse	lvyse@greshams.com	01263 714521
<b>School Secretary</b>	Mrs C Tabrett	ctabrett@greshams.com	01263 714501
<b>Transport Coordinator</b>	Mrs C Carr	ccarr@greshams.com	01263 714500

**All staff can be contacted via Reception: 01263 714500**

**Email: [reception@greshams.com](mailto:reception@greshams.com)**

# Houses

## GIRLS' HOUSES



### Queens'

Housemistress –  
Mrs V Seldon  
01263 714564  
House Tutor –  
Ms M Bradley 01263714565  
Matron –  
Mrs C Day –  
01263711437

School Map Reference: 20



### Edinburgh

Housemistress –  
Dr E Fern  
01263 712611  
House Tutor –  
Miss K Thompson –  
01263 711035  
Matron –  
Mrs N Francis-Lubbock  
01263 711036

School Map Reference: 19



### Oakeley

Housemistress –  
Mrs K Mousley  
01263 714572  
House Tutor –  
Miss S King  
01263 712564  
Matron – Ms D Bunkell  
01263 712018

School Map Reference: 35



## BOYS' HOUSES



### Farfield

Housemaster –  
Mr D Atkinson

01263 712566

House Tutor – Mr D Saker

01263 714568

Matron – Mrs E Brigham

01263 713838

School Map Reference: 18



### Howson's

Housemaster –  
Mr A Stromberg

01263 714573

House Tutor – Mr C Reed

01263 711646

Matron – Mrs S Lancaster

01263 711008

School Map Reference: 4



### Tallis

Housemaster – Mr P  
Laidler

01263 714569

House Tutor –

Mr H Chamberlain

01263 714 597

Matron – Mrs J Ward-  
Simms

01263 714 568

School Map Reference: 37



### Woodlands

Housemaster – Mr F  
Retter

01263 714570/713236

House Tutor – Mr R West

01263 714571

Matron – Mrs T Cameron

01263 714593

School Map Reference: 34

## Other Information

### Gresham's News

The Headmaster writes a half-termly e-newsletter to parents. We regularly post news from the School to our website, [www.greshams.com](http://www.greshams.com). You are encouraged to follow us on Facebook (search for Gresham's School) and Twitter @Greshams\_School.

### Term Dates and School Calendar

Term dates are included with this guide. All term dates are published in the School Calendar, which pupils are given and parents are sent at the start of each term, and are also available on the school website. Our online calendar is continually updated on our website [www.greshams.com/calendar](http://www.greshams.com/calendar).

### School Holidays

Parents are requested to book trips away within the school holidays so that the educational progress of their child is not affected by early departure or late arrivals. Parents are advised to check the school term dates before booking holidays. **If parents wish to request that their child be absent from school during term time, that request should be made in writing to the Headmaster, giving appropriate notice.**

### Drop-off and Pick-up Times for Day Pupils

Day pupils should be dropped-off at their House before morning roll call at 8.05am Monday – Saturday. Day pupils are able to leave school at 5.30 pm, 7.00pm, 7.30pm or 8.30pm each weekday evening. On Saturdays, day pupils are allowed to leave at 4.30pm after games. It is crucial that a routine is established between parents and the House to ensure that there is no confusion. Your Housemaster or Housemistress will ask you to confirm in advance which collection time you will want for each day for the academic year and, once this decision has been made, the expectation will be that it will remain unchanged for that year.

### Bus Routes

Many of our day pupils use our daily bus services. Buses run from the following places and pick up and drop off at various points along the way:

Route 1 – Houghton Hall, East Rudham, Fakenham, Thursford

Route 2 – North Walsham, Roughton

Route 3 – Norwich (Eaton), Norwich Airport, Aylsham

Further information is available on our website: [www.greshams.com/Getting-to-School](http://www.greshams.com/Getting-to-School)



# School Uniform

Gresham's uniform and sportswear is provided by Schoolblazer Ltd. All sportswear and uniform must be ordered via the Schoolblazer's website: [www.schoolblazer.com](http://www.schoolblazer.com).

Schoolblazer's website offers a sizing system to guide you through online purchasing.

The Schoolblazer online service includes:

- Free delivery for an introductory period from the 16<sup>th</sup> June to 10<sup>th</sup> July 2017.
- Free returns
- Uniform name taped free of charge
- Dispatch to your home or work
- Telephone helpline available Monday-Friday 9am-8pm, Saturday 9am-5.30pm

Schoolblazer contact details:

Telephone: 0333 7000 703

Email: [customerservices@schoolblazer.com](mailto:customerservices@schoolblazer.com)

School uniform lists for boys and girls are available on line.

<https://www.greshams.com/admissions/school-uniform/>

We advise parents to order school uniform as early as possible to avoid any unnecessary delays during the peak summer period and to allow time for returns if necessary.

A fitting service is offered at Gresham's School Shop on site only. School Shop opening hours are published on the school website. If you wish to make an appointment for a fitting, please call the school shop on 01263 714591 and leave a message, or email: [shop@greshams.com](mailto:shop@greshams.com)

Some items of school uniform, sports clothing and sports footwear may be purchased in the Second-hand Shop. The Second-hand Shop is staffed by volunteers and is open during term times. Opening hours are published on the school website: [www.greshams.com/Shop-and-Uniform-list-s](http://www.greshams.com/Shop-and-Uniform-list-s). The Second-hand Shop is located at the Senior School opposite the Chapel in the back of the Learning Support building.

# An Introduction to Academic Life

Central to school life is academic work, and we expect pupils to approach this with evident interest, a keen desire to do well and in an organised manner. An important tenet is that pupils should take pride in their work. What they write, say, do and produce reflects much of themselves. Pupils should feel that academic staff are open to emails and conversations at any time to help support them in their studies; similarly students are expected to react in a timely manner to staff emails, and they should check their school email accounts at least twice a day. The Tutor is the key figure who will develop a strong overview of progress and attitude, and will usually be the pupil's first port of call for concerns about work or school matters.

These notes are not exhaustive and much can be found on the Parental Portal. Please do not hesitate to contact the School if you need further explanations.

One of the early steps to academic success is being organised. Pupils will have a prep diary, in which they will record preps and other important dates and information. This will be inspected from time to time, and should be kept neat. It is a very useful document for parents to keep track of what pupils are being asked to do. A school bag is vital for organisation and all pupils in the lower school are required to have one for their books, folders and equipment. Pupils are expected to check the VLE for preps and supporting resources for learning and listen attentively when notices are read in House and Chapel.

## The Tutor System

Pupils meet their tutors regularly in the two tutorial meetings each week and in one-to one sessions to discuss reports, targets, choices, problems and achievements and informally around the House and School. All staff are attached to one of the Houses, and the House Tutor team will supervise prep and evening times. The pupil's tutor is a major point of contact between staff and parents.

In Year 9, pupils are tutored by the HSM or Resident House Tutor. In years 10 and above pupils will belong to a tutor group, usually of 8 and comprising two pupils from each year group.

## Prep (Homework)

Prep is done in House on all weekday evenings. A prep timetable is published for Years 9-11, and pupils should develop the habit of doing the work on the night it is allocated to be completed rather than leaving it until the last minute. Year 9 prep is supervised, while older pupils work in their studies. Sixth formers are not given subject-specific times for prep but are expected to organise their own time to meet deadlines. If at any time the pressure of commitment grows too great, pupils and parents are encouraged to discuss the problem immediately with the Tutor.

We strongly believe that what makes Gresham's a valuable educational experience is the manner in which co-curricular and academic activities and skills develop the abilities of pupils together. Term time is busy (it is one of the reasons we have longer holidays and Home Weekends) and therefore pupils can expect to work beyond supper from time to time, and increasingly as they advance through the School. Staff will be open and sympathetic to granting reasonable extensions if these are discussed in advance, but pupils are expected to be disciplined and catch up either at home or after supper.

## Academic Rewards

Academic Merits are given at the discretion of subject teachers for good work either in light of effort or quality, and these are recorded. The Deputy Head (Academic) will write personally to pupils, often on the recommendation of teachers, for pupils who are performing exceptionally well. Certificates of Academic Achievement, signed by the Headmaster, are awarded to pupils who are demonstrating academic leadership or sustain very high standards. The Headmaster will congratulate the pupil personally and the certificates are usually awarded in Chapel. Academic prizes for the most deserving pupils are awarded on Speech Day.

## Sanctions

It is important that pupils develop the necessary rigorous approach to study to make the most of their ability. Pupils who fail to hand in work on time or whose attitude is below expectation should expect to be punished. The usual and immediate sanction for incomplete or later work is Academic EP (extra period), which runs each evening. Serious breaches of expectation and cutting activities will result in a Deputy Heads' EP. Work Report, supervised prep and free time are additional sanctions. Pupils who fail to put in the necessary effort towards public exams may be withdrawn from the exam.

## Electives

Electives are an opportunity for pupils to choose additional learning sessions at Gresham's. Pupils should make regular use of these to help with specific areas or to develop interest beyond the examined curriculum. They are not time for pupils simply to be taught again. All departments run Electives and a timetable booklet is produced of when and where these happen, along with target age groups. Electives occur Tuesdays-Fridays inclusive, 4.40-5.20 pm.

## Enrichment

To make the most of their time at School, pupils are expected whenever possible to be involved in the academic enrichment programme to develop their intellectual and cultural understanding. Activities range from academic societies and visiting speakers to debates and trips. Years 9, 10 and 12 have weekly timetabled enrichment activities in addition to these. Cultural events such as music recitals and theatre performances take place throughout the term and pupils should be attending these too.

## School Reports & Grading

Twice a term Report Grades are given for each pupil in each subject. Grades indicate current attainment for pupils in Years 9-13, an estimate which for Year 11 and Sixth Formers relates closely to anticipated performance at GCSE or A-level as the exam approaches. A number, 1-3, is given for effort, with 1 'above expectation', 2 'meeting expectation', 3 'below expectation'. Tutors discuss grades with pupils at formal tutorials each half of term and underachievement is likely to see pupils placed on Work Report.

For students following the IB Diploma, the grading system used by the School will follow the agreed IB Diploma system. Generally, unless specifically indicated, these achievement levels will be applicable to the work covered in the weeks prior to the assessment being made; they should not be used as a predictor of future exam performance. In addition to these achievement grades, there will also be engagement grade awarded for each subject.

Pupils in Years 10 and 12 are also awarded a Challenge Grade which sets them a realistic yet aspirational target, based on their baseline ability.

Engagement Grades	Attainment Grades
1=	above expectation
2=	meeting expectation
3=	below expectation

  

Year/level	Indicators of performance
Year 9	9-1
GCSE	A*-U or 9-1, depending on exam board followed.
A-Level	A*-U
IB Diploma	7-1
IB TOK and Extended Essay =	A-E

Full reports are written each term by subject teachers, Tutors, the Housemaster or the Housemistress and the Headmaster, and are usually sent home shortly after the end of term. Shorter reports called "Comments" are issued usually just before each half-term break. The full reporting schedule can be viewed on the Parent Portal.

It is important that you have supplied the School with an up-to-date email address to receive your child's school report.



## Parents' Meetings

There is a Parents' Meeting each academic year for each year group, with the exception of Year 9 where there are two. (The first of these will be a meeting with the Tutor only.) Parents' Meetings are an opportunity for you to come and meet the teachers and the Tutor to discuss progress and potential in their subjects. The dates and times of these meetings are published in advance in the School Calendar; if you cannot attend then please contact the tutor to arrange some informal feedback. Pupils in Year 10 and above may attend these meetings with their parents.

The Headmaster and Deputy Heads will address parents in the Auden Theatre or similar venue prior to Parents' Meetings. They will discuss points and information pertinent to the year group.

The booking form for each meeting is completed online. Parents are emailed the link two weeks in advance of the meeting. Five minute periods are allocated for each member of staff and these conversations cannot develop longer. All staff are available for one-on-one meetings throughout the year and parents should not feel they must wait for the Parents' Meetings to arrange an appointment or conversation with staff. For parents who live abroad, these can be arranged online.

## Internal Exams

Pupils in Years 9 and 10 have end-of-year exams in the second half of the Summer Term. These are important in their own right as revision and preparation will consolidate material that has been covered in the year. Results may also be used for setting purposes. Pupils will be given time in advance to revise but should expect to spend time with their books during the half-term break.

Pupils in Year 11 will have mock GCSE exams in the first week in January. They will be expected to spend some time preparing for these during the Christmas break.

Pupils in Year 12 will have end-of-year exams two weeks before half-term. These offer good indicators of progress and potential, and the results from these exams will inform the School's predicted grades for UCAS and other university entrance procedures. Pupils should start revision in the Easter holidays and can be expected to be retested if they underperform. Pupils who continue to underperform in the U6th may be removed from entry into public examinations. Mock exams for Year 13 IB pupils will be in the first half of the Easter Term; A-level mocks are after Half Term. Both cohorts will be expected to do some revision over the Christmas break.

## Public Exams

Public exams take place in May and June. Pupils' exam timetables will be published before the Easter Holidays. Dates and details for exam leave will be published then; some GCSEs will fall before exam leave starts.

IB exams usually begin very close to the start of the Summer Term



## Sixth Form

The Sixth Form is an exciting and fulfilling time in the School, and it is different to the earlier years. The Sixth Form offers a more varied curriculum to different students and pupils are encouraged to take greater responsibility for their learning, both within the classroom and throughout the day.

Sixth Form study requires pupils to engage in private reading and academic study outside the classroom in order to develop contextual understanding to the topics within the curriculum. Pupils studying A-levels have study periods, which should be used for study and not seen as free-time. Lower Sixth pupils may have their study periods supervised but will have unrestricted access to the Library and the internet.

In the Sixth Form, academic life is enriched by a programme of lectures on Friday evenings, some given by speakers of national reputation. Others are of a practical nature related to student life for example, or of general interest. There are also academic societies in School, including a discussion forum for academic high-flyers. A-level students may also complete the Core of the IB Diploma as further enrichment, including the Extended Essay.

## Careers and UCAS

All pupils, but especially Sixth Formers, are expected to visit the Careers Department (Gresham's Futures) and to gain advice and help about their future careers, universities and gap years. Tutorials and time are given over in the Lower-Sixth year there to introduce pupils to the UCAS system. Pupils are expected to have completed UCAS by the start of the Michaelmas Half Term.

The Head of UCAS oversees the process of UCAS applications from the Summer term of the Lower Sixth year, and senior academic staff also welcome discussion about applications. The School organises visits to Oxbridge colleges and a few other universities and, within reason, pupils are given permission through their Housemaster or Housemistress and Deputy Head (Academic) to attend Open Days at universities of their choice.

# Pastoral

## Houses

At the heart of pastoral care at Gresham's are the Houses. Our Housemasters and Housemistresses, and their Matrons and Tutors, have frequent contact with the pupils in their care and get to know them very well as a result. New pupils are also strongly supported by senior pupils in the House, including the Head of House and House Prefects.

## Chapel

Gresham's has a Church of England Christian foundation but the School is open to all religious denominations. The Chaplain is always available to the pupils, and Chapel is a focal point of school life. On a Monday, Wednesday and Friday a short Chapel Service takes place and a longer service is held on Saturdays. On Sundays there is often a service for boarders, to which day pupils and parents are most welcome. These are sometimes formal sometimes informal. Boys and girls may be prepared for Confirmation at the School. The School Chaplain is, in addition, always available to provide advice and guidance for individuals.

## Health Centre

Our Health Centre is staffed 24 hours a day, 7 days a week. We have a School Doctor, a Nurse Practitioner, and five Duty Nurses; there is a doctor's clinic every Monday-Friday morning. We have two School Counsellors, who are largely independent of the School, and to whom pupils can take problems and, if necessary, complaints. Pupils may also be directed to them by Housemasters or mistresses where more specialist help is needed. We have excellent links with mental healthcare specialists beyond our own counsellors, and the School Doctor will make referrals to them if necessary.

## Life Skills

To prepare pupils for adult life, we have introduced personal development courses that run throughout the School. Years 9 to 11 have timetabled PSHE lessons and the Sixth Form take part in a 'Personal Wellbeing' course.

The School's Personal Social and Health Education programme covers physical and mental health, relationships, citizenship, economic wellbeing, and substance abuse. In the later years, career options and the world of work are introduced. Included in the scheme is a programme of lectures and presentations using specialist guest speakers.

## Sex Education

Health education is a major aspect of PSHE, and pupils have a right to experience it throughout their statutory education. Sex education is also a major component of the School's comprehensive programme of PSHE. We believe that most of the sex education programme is best discussed openly with teachers who are known and trusted by the pupils. Pupils are taught in mixed-sex groups and lessons are age-appropriate.

Parents have the right to withdraw their children from sex education. Parents should write to the Headmaster if they decide to exercise this right.

# School Policies

The following school policies are available for parents and pupils to view in full on the Parent Portal or on request from the Headmaster's Office: 01263 714511.

- Safeguarding & Child Protection Policy (also at [www.greshams.com/about-us/school-policies/senior-policies/](http://www.greshams.com/about-us/school-policies/senior-policies/))
- Terms & Conditions
- Academic Honesty Policy - for Year 9
- Academic Honesty Policy - for Years 10, 11 & Sixth Formers
- Statement of Boarding Principles and Practice
- Expulsion, Removal & Review
- Behaviour & Discipline Policy
- Parental Concerns
- Complaints Procedure
- Anti-Bullying Policy
- Drugs Policy
- Sex & Relationships Education (SRE)
- Special Educational Needs & Disabilities (SEND) Policy
- Curriculum Policy
- Gifted and Talented Policy
- Internet Safety Policy (including Cyberbullying)
- ICT Acceptable Use Policy for Pupils
- Insurance Documents for Pupils – BUPA Schools Scheme

Pupils will receive a Prep Diary and Calendar at the start of term containing the School Rules. A copy is available online: [www.greshams.com/Parent-and-Pupil-guides-s](http://www.greshams.com/Parent-and-Pupil-guides-s)

If you have any queries or concerns with any of these documents, please contact the Deputy Heads:

Will Chuter  
Deputy Head (Pastoral)  
[wchuter@greshams.com](mailto:wchuter@greshams.com)  
01263 714521

Tim Hipperson  
Deputy Head (Academic)  
[thipperson@greshams.com](mailto:thipperson@greshams.com)  
01263 714516

# Co-Curricular Programme

## Games

Games take place on Tuesday, Thursday and Saturday.

We strongly encourage and expect pupils to participate in the major sport each term. All Year 9, 10 and 11 boys and girls will start the major game for the first half-term, unless they are medically unable to participate. If the pupil is not a regular member of a team, or the major game is not suited to or enjoyed by the pupil after this period, then alternative games options will be allocated in consultation with the Sports Development Director.

In order to provide variety and to develop competitive skills, inter-school matches take place on a regular basis at all age levels throughout the School. In addition, there are national and county competitions and other tournaments that the School's teams take part in. The pupils at Gresham's have numerous opportunities to develop their sporting skills and talents.

The major games at Gresham's are the following:

TERM	BOYS	GIRLS
Michaelmas	Rugby	Hockey
Lent	Hockey	Netball
Summer	Athletics Cricket Tennis	Athletics Rounders Tennis

Shooting runs throughout the year. The team is selected by the Shooting Master, in consultation with the Heads of Sport.

Minor sports available (predominantly for Sixth Form options):

TERM	
Michaelmas/Lent/Summer	Tennis, Athletics, Rounders, Badminton, Basketball, Cycling, Cross-Country, Golf, Football, Fencing, Pilates/Aerobics/Zumba, Sailing, Street Dance, Squash, Swimming.

## Mouth Guards for Sport

The School follows the recommendations issued by the national bodies for Rugby and Hockey and of BAALPE concerning the use of mouth guards (gumshields) when pupils play sport.

They are as follows:

- Gumshields can provide useful protection against injuries to the teeth in competitive games of rugby and hockey
- Their provision is the responsibility of the individual pupil and his or her parents
- When worn they need to be properly fitted
- Gum shields are personal and should not be shared or borrowed

The School strongly recommends that parents ensure that their children's teeth and gums are protected by the provision of a specially fitted mouth guard.

Boil in water mouth guards will not be issued from School by any member of staff. The Health Centre have a supply of Opro once-only mouth guards, which can be fitted by Health Centre staff in an emergency.

OPRO dentists will visit the school on Sunday 3<sup>rd</sup> September 2017 from 2pm to 5.30pm and Thursday 7<sup>th</sup> September 12pm to 2pm for new pupils or those from overseas.

Please ensure you order your child's mouthguard in advance from [www.opro.com](http://www.opro.com)



## Music

Music plays an important part in the lives of many at Gresham's and we encourage pupils to be involved in some way. See the Music Administrator or any of the music staff if you already play an instrument and would like lessons or if you would like to start playing. Lessons take place on a weekly basis in the Britten Building – everything you need to know about lessons and scheduling will be explained in detail once you sign up for lessons.

Choirs, range from the Chapel Choir to chamber groups and choirs for the younger years. Instrumentalists can choose from a varied list of ensembles, including orchestra, string orchestra, jazz and brass ensembles, quartets and rock bands. The Chamber Choir frequently performs at functions throughout the county. The Chapel Choir tours abroad biennially.

All pupils have the opportunity to join a choir and instrumental ensembles of an appropriate standard and the weekly Music & Munch lunchtime concerts which start at 1.20pm pm on Thursdays provide an opportunity for pupils to gain valuable performance experience.

In conjunction with the Drama Department an annual musical production takes place each year.

The House Music Competition involves every pupil and takes place at Michaelmas Half Term. Tickets are available through the Box Office or Houses. Every Lent Term the Gresham's Choral Society, open to members of the public, has weekly rehearsals in the Auden Theatre culminating in a performance which showcases soloists from the School and gives our musicians the opportunity to play in the orchestra.

For further information please contact Mrs Fiona Ross, Music Administrator:  
[fröss@greshams.com](mailto:fröss@greshams.com)

## Drama

Drama has a very strong presence at Gresham's.

The Drama department has an open-door policy, encouraging students to become involved in some way during their time at Gresham's. This includes auditioning for the main school productions, working with our professional technical team behind the scenes, or realising a personal artistic vision to direct, write or perform your own work. If you do not wish to take the stage but are interested in theatre, we have a range of professional touring productions throughout the year that students are invited to attend, free of charge.

Please see the Director of Drama with any queries about the theatre at Gresham's or if you'd like to audition for the National Youth Theatre or Music Youth Theatre.

## Combined Cadet Force (CCF)

### Duke of Edinburgh (D of E)

Pupils may choose to join the CCF Navy, Army or Royal Air Force Sections from Easter of Year 9. The aim of CCF is to develop leadership, teamwork and self-reliance. All cadets are taught expedition skills and many pupils may choose to complete the Duke of Edinburgh Award at Bronze, Silver or Gold levels.

The CCF offers pupils a wide range of activities and opportunities, including climbing, shooting, flying, parachuting, sailing, kayaking, sports, music, lifesaving, First Aid and many more. Cadets also have the opportunity to participate in camps and courses, of which they are expected to attend at least one annual camp during their time with the CCF. It is possible to achieve external qualifications in many of the activities.

#### Programme Outline

The CCF and Duke of Edinburgh Award take place on Friday afternoons. Year 9 and 10, cadets follow the proficiency syllabus for their chosen section (Army, Navy or RAF) and all cadets are trained in basic expedition skills (camp craft, first aid, navigation). All cadets will do an overnight two-day expedition for their proficiency award which also counts as the practice expedition for the Bronze level Duke of Edinburgh Award. There will also be two military field-days which may also involve an overnight stay.

In Year 11, cadets complete the advanced proficiency syllabus leadership training and some also undertake the Duke of Edinburgh Award at Silver level. Many cadets complete an instructors course with a view to becoming an NCO and taking a senior role in the contingent in the Sixth Form.

## Service Activities in the Lower School

At the end of Year 9 if you choose not to become a cadet and join the Combined Cadet Force (CCF) you may choose to take part in service activities. Year 10 and 11 pupils spend two hours a week completing different service activities to benefit the school, local or global charities. Please discuss the options with your Housemaster or Housemistress.

# Gresham's Futures

Gresham's Futures is the name of the Careers Department. Personal guidance and support is available through an appointment system or on a drop-in basis.

Gresham's Futures is managed by Mrs English (Head of Careers) and Mrs Durand (Careers Coordinator).

The department is here to help students make informed decisions about any aspect of planning for their future after they leave Gresham's including thinking about careers and work, Higher Education, apprenticeships and training or taking a Gap Year.

Gresham's Futures provide the following services:

**Careers Interviews** Individual interviews are available with a fully-qualified Careers Advisor, to help with any aspect of future planning. A comprehensive action plan is provided following the interview.

**Morrisby Online** This is an objective and impartial careers and education psychometric testing service. It provides a comprehensive report with lifetime website access and costs £25.

**Careers Education** This is provided through the PSHE/Wellbeing carousel and academic tutoring programmes. It focuses on developing self-awareness, employability skills, soft skills and personal presentation, exploring future pathways, writing personal statements, developing CVs, managing money and applying to university.

**Business Breakfasts** These are an excellent way for Year 11 pupils to be trained on networking and personal presentation skills, which they can then put into practice with local employers.

**Career Bites** A series of weekly informal and interactive talks, provided by visiting professionals and focusing on a particular occupation. Pupils can sign up to any sessions that interest them.

**Lower Sixth Futures Conference** Our annual conference for Year 12s and their parents. It launches the UCAS application process, as well as providing information about alternative routes other than University.

**Gap Year Information** Information about Gap Year opportunities is provided via the Intranet and in our library. Additionally, a Gap Year Presentation Evening is held during the Lent Term.

**HE Open Days and Tasters-** Information is distributed about opportunities for pupils to gain valuable experience of their chosen career or university course.

**Work Experience Support** is provided for Year 11 students wishing to carry out valuable work experience placements during school holidays. Gresham's Futures has confidential access to the OG database, to locate professionals in specific career fields.

**Part-time Holiday Work Vacancies** are promoted from local businesses that are looking for seasonal employees during busy holiday periods.

**International Study Event** At this event, Year 12 pupils hear about the potential opportunities to study overseas. Representatives attend from universities in USA & Canada, Europe and Australia.

**Futures Fair** Our careers trade fair provides an opportunity for students to speak to apprenticeship providers, gap year companies, HE providers and a range of local employers.

**Access to Careers Library** The Careers Library includes resources on a wide range of careers, gap year opportunities and training providers. Pupils can drop-in anytime.

Please email us to make an appointment to discuss your future: [futures@greshams.com](mailto:futures@greshams.com). You can also follow us on Facebook 'Gresham's Futures' and Twitter [@greshamsfutures](https://twitter.com/greshamsfutures).

## The Library

The Library has a large collection of resources in many formats (books, other printed material, CDs, videos, online databases and a developing e-library) both for study and leisure, and pupils are encouraged to read widely. Developing reading stamina is a vital skill for university and we encourage pupils to view reading as a pleasure rather than a chore.

Pupils undertake Library induction and study skills sessions at the beginning of Year 9 and again on entry to the Sixth Form. These skills are also taught through subject lessons and research projects across all years.

The Library has 20 computers that are part of the whole-school network, laser printers and scanners, Wi-Fi and Kindles.

The Library is open the whole of the school day from 8.30am until 8pm (9pm Tuesday and Thursday evenings for U6th only). It is also open on Saturday morning until 1pm and Sunday afternoons 2pm until 5pm.

The library is staffed at all times

A separate Fiction Library is available for pupils next to our Careers Department.

For further information, please contact Mrs Buxton, Librarian: [library@greshams.com](mailto:library@greshams.com)



# Information Technology

## The Academic Network

All pupils are provided with a user name and a password to access the system and the internet, and a storage area on the main fileserver in which to keep their work. The Acceptable Use Policy for using both school networks and the internet is available on the School's website.

The **Bring Your Own Device Network (BYOD)** provides a network to which parents or guardians may request that the students' devices are connected for internet access. Any such devices connected to the BYOD network must meet a minimum standard set by the School for reasons of security and safety, and may be inspected by the school at any point. Whilst pupils may use their own devices to play games in their free time, they must not participate in any games that have any detrimental effect on other people, fall outside their appropriate age restrictions or consume large internet resources. Peer to peer gaming is explicitly prohibited owing to the risks and impact on the network. Voice Over IP (VOIP) is only supported using Skype.

The VLE contains teaching materials, web links and other subject related information. A web based Learning Platform (VLE) provides a sophisticated and content rich intranet. A web based portal exists for pupils to access the central file servers, departmental Learning Platforms, school calendars and the messages from both inside and outside school.

**Printing** is available throughout the School, with colour printing in the library and computer suites. Within reason, there is no restriction on normal mono printing, and there are CD writers and document scanners in the library.

**Microsoft Office and Internet Explorer** are used on all school computers. Gresham's has partnered with Microsoft to offer pupils the chance to buy educational student copies of some product titles at reduced cost. Once issued with a school email address, students can apply to the Education Portal to receive very substantial discounts.

**Internet** – All students initially have access to the internet using the Gresham's Academic Network, for use in lessons and study. Access is primarily restricted to appropriate categories of website.

Internet services are available to different pupil age groups, at different times. Younger pupils have their internet access terminated in line with their earlier bedtimes.

**Email** – The school provides all students with a Gresham's email address. Pupils are free to use any web based e-mail system that they wish for personal use.

**Personal Computing** – Pupils may bring a laptop or tablet. Parents and pupils must ensure that they are appropriately secured and updated, including Antivirus and Firewall solutions. Pupils are not required to have any of these devices, but may find it a considerable benefit to them to have at least one.



# Learning Support

The School is committed to helping those who need Learning Support. The School accommodates pupils with special needs, and has due regard for the Special Educational Needs Code of Practice.

- In the Learning Support Department experienced and qualified teachers help pupils who have a specific learning difficulty (dyslexia/dyspraxia or dyscalculia). The department deals mostly with pupils who have problems with basic literacy skills (i.e. reading, spelling or comprehension) or mathematics.
- Whilst as much help as possible is given to overcoming or developing strategies to cope with the learning difficulty, attention is also focused on supporting the pupil with his or her classwork, and encouraging better organisation, study skills and revision techniques.
- The majority of lessons are given within the normal timetable. For pupils in Year 9 most of the lessons take place during the language options, whilst in the GCSE years pupils often take one less subject, giving time for individual lessons and supervised study periods within the department.
- The number of individual lessons a pupil receives depends upon the needs of the pupil. Pupils in Year 9 normally receive one individual lesson a week and this is often supplemented by supervised study time or help in small groups. For pupils in Years 10 and 11 individual lessons are still given at least once a week, depending upon each individual pupil's needs and their workload, but not all pupils will need the supervised study time. The aim is to give each pupil the help they need when they need it.
- There is an additional charge for 1:1 support from the Learning Support department that is added to the school bill at the end of term.
- Pupils are normally referred for help by their previous school with a recent report from an educational psychologist or specialist teacher.
- Within the first term of Year 9, all pupils are tested to try to ensure that no one that needs specialist help is missed. Teachers may recommend a pupil for testing if they are concerned with their progress. If, you are concerned that your son or daughter may have a problem then contact the Tutor.
- Pupils are normally tested to see whether they qualify for access arrangements for public exams in the year before they take their GCSEs, A-levels or IB examinations. Not all pupils who have help in the department necessarily require extra time and not all pupils who have access arrangements necessarily require individual help.







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[www.greshams.com](http://www.greshams.com)

Gresham's School (Registered Charity No. 1105500)  
Gresham's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.