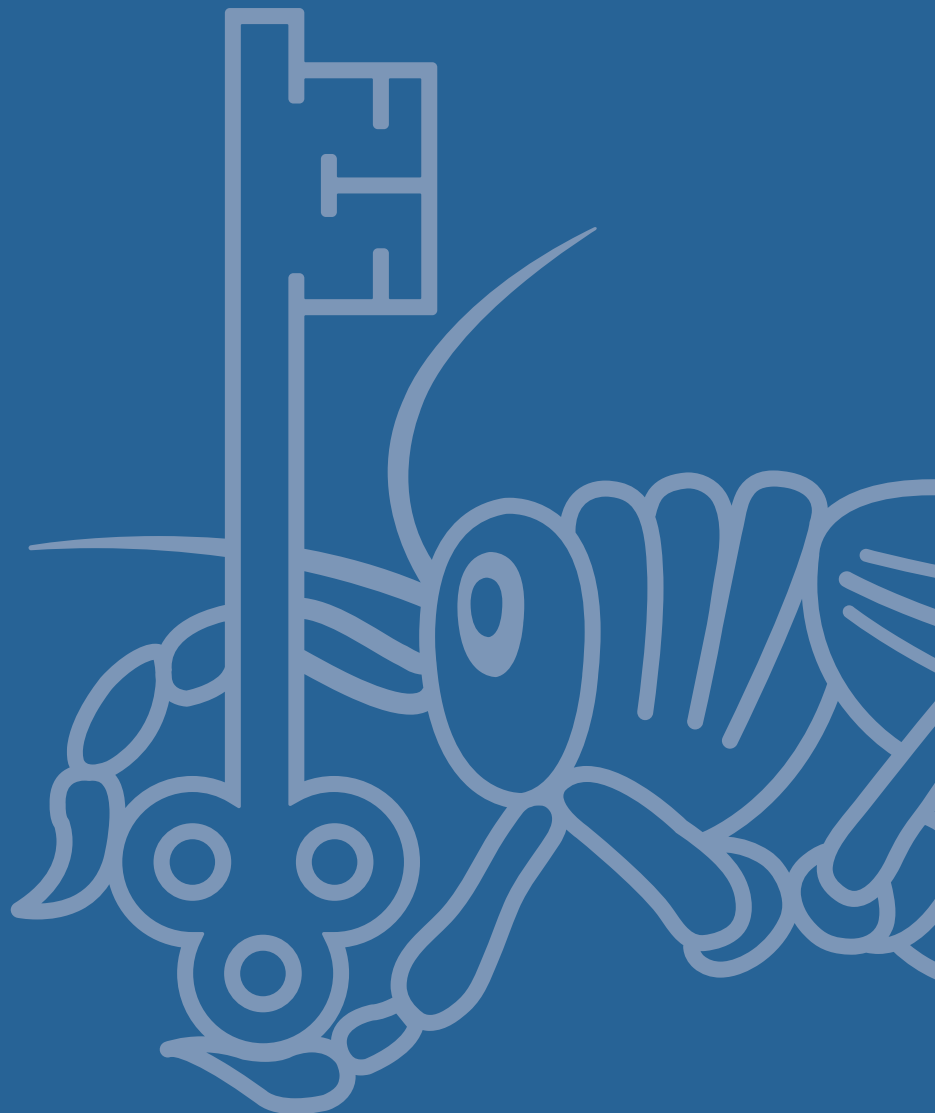


# Pupil Guide Sixth Form

2017–18







## Welcome

You are joining a very happy and friendly community here at Gresham's. You will find we run a busy school day and there are many opportunities available. I encourage you to seize the chances on offer and to make the most of your time at Gresham's.

This guide should help answer some of your questions about how the School works, but do not be afraid to ask if you have questions. We are here to help you make the most of your time.

I wish you a very happy and exciting start to your Sixth Form years and I hope you will form new friendships and gain experiences and memories that will last you a lifetime.

**Douglas Robb**  
Headmaster

# Staff List

## **Headmaster**

Mr D K Robb

[headmaster@greshams.com](mailto:headmaster@greshams.com)

01263 714511



## **Deputy Head Academic**

Mr T Hipperson

[thipperson@greshams.com](mailto:thipperson@greshams.com)

01263 714514



## **Deputy Head Pastoral**

### **Alternative Designated Safeguarding Lead**

Mr W Chuter

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01263 714509



**Director of Pastoral Care: -**

- **Designated Safeguarding Lead (DSL) – Child Protection**
- **Head of Boarding**

Mrs J Flower

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**Director of Studies**

Mr M W Seldon

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# Staff List - 2017/18

<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 J 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

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<b>Director of Studies</b>	Mr M W Seldon	mseldon@greshams.com
<b>Head of Science</b>	Mr M D Matthams	mmatthams@greshams.com
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<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
Mrs H Robinson (p)	HCR	hrobinson@greshams.com
<b>Biology</b>		
Mr T Philpott	TPH	tphilpott@greshams.com
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
Mrs. A Mack		amack@greshams.com
Dr T Schrem (p)		tschrem@greshams.com
<b>Classics</b>		
Dr M Peacock*	MP	mpeacock@greshams.com
Mr W Chuter	WAH	wchuter@greshams.com
<b>Design &amp; Technology</b>		
Mr N P 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 A Fletcher	AF	afletcher@greshams.com
Mr M Seldon	MWS	mseldon@greshams.com
Miss K Thompson	KT	keelythompson@greshams.com
Mr W Chuter (p)	WAC	wchuter@greshams.com
Mrs C Stevens	CS	cstevens@greshams.com
Mr T Hipperson (p)	TPH	thipperson@greshams.com
Mrs 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	wrobinson@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 S Lowe	STL	slowe@greshams.com
Mr A Stromberg	AS	astromberg@greshams.com
Mr J Thomson*	JRPT	jthomson@greshams.com
Mr R West	RAW	rwest@greshams.com
Mrs E McNamara	ECM	emcnamara@greshams.com
Mr T Howland	TH	thowland@greshams.com
Mr A Richardson		aricharson@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, Spanish		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		hchamberlain@greshams.com

**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 & Philosophy**

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

**School Counsellors**

Mrs R Lubbock	rlubbock@greshams.com
Mr D Yuile	dyuile@greshams.com

**School Staff Instructor CCF**

Capt C Scoles	cscoles@greshams.com
MBE	

**Master I/C Shooting**

Mr F Grounds	fgrounds@greshams.com
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**Girls' Games**

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

**Boys' Games**

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

\* Head of Department      \*\* Head of Faculty      (p) Part time

## Support Staff - Key Contacts

<b>Auden Theatre Box Office</b>	Miss C Miller	boxoffice@greshams.com	01263 713444
<b>Clerk to Governors/ 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 Deputy Head Academic</b>	Ms A Miller	avmiller@greshams.com	01263 714516
<b>PA to Deputy Head Pastoral</b>	Mrs L Vyse	lvyse@greshams.com	01263 714521
<b>School Secretary</b>	Mrs C Tabrett	ctabrett@greshams.com	01263 714501

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

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

# School 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

# Your House and how it works

## Housemaster or Housemistress

Your Housemaster or Housemistress is in charge of your House. They live in the House with their families in the private side. They will be the most important adult to you in your time at Gresham's.

## Resident House Tutor

Your Resident House Tutor is a member of the academic staff, who lives in your House as well. They help the Housemaster or Housemistress with their duties in the House.

## Matron

Your Matron also lives in the House. She is often pupils' first port of call for any minor problems or worries, or if you are ill. She also deals with pupils' laundry.

## Tutors

You will have your own Tutor, who will not usually be resident in the House, but who will spend time in the House on duty once a week. Your Tutor will be a key part of your daily life at Gresham's, alongside your Housemaster or Housemistress, and it is hoped that you will develop a close working relationship with them over your time at the School. She or he will be the main point of contact for other staff and your parents on most matters that concern your progress and wellbeing at school. Year 9 pupils are tutored by the Resident House Tutor and often the Housemaster or Housemistress; pupils in Year 10 and above will join a 'vertical' group of about 8 pupils across Years 10-13 and will usually be tutored by the same Tutor for the rest of their Gresham's career.

## Head of House

The Head of House is an Upper Sixth Former who is chosen by the Housemaster or Housemistress and approved by the Headmaster. They are responsible for the prefect rotas, arrange House events, and represent your views at the School Prefect forum. They also help run their House. In return the Head of House has certain privileges.

## House Prefects

House Prefects are Upper Sixth Formers appointed by the Housemasters or Housemistresses, and approved by the Headmaster. They assist the teacher on duty with supervising prep and bedtimes and generally help with the running of the House. House Prefects also have certain privileges in return for their duties.

## Domestic Team

The cleaners in your House do much to help the House and the School and you should always treat them with the highest respect. You should help them in their job – in particular by doing all you can to avoid causing them extra work.

Your Housemaster or Housemistress will send you details of how your own House works, what the rules are in that particular House and what happens at the beginning of term. If you do not understand something, please contact them directly for help and information.



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



# School buildings

Big School



Maths  
History  
Religious Studies & Philosophy  
Chemistry  
Physics

The Reith Block



Physics  
Chemistry  
Chemistry Lecture Theatre  
ICT

The Library



Modern Languages  
Geography  
Classics

The Cairns Centre



Art  
History Of Art  
Design

Britten Building



Music, Economics and Business Studies, Psychology

Biology & Computer Room



The English Department



Auden Theatre



Drama

Scruff Shacks



Drama

ESL & Learning Support



# The School day

## Chapel

On Monday, Wednesday and Friday the school day starts with a short Chapel. A longer service is held on Saturdays after lessons. On Thursday mornings there is a voluntary communion at 8.00am. On Sundays there is often a service for boarders, to which day pupils and parents are most welcome. Sometimes these are informal services; sometimes they are formal.

## Times for Meals and Lessons

You will be given a School Calendar at the start of term which will have the timetable and all the times of breaks and meals, alongside your prep diary. However, if at any point you get confused and can't work out where you should be, when, ask a member of staff or another pupil and they will help you.

## Break Times

- Morning Break lasts 25 minutes and is at 10.25am – 10.50am. In that time you can get toast from your House or go to Dave's Diner to buy tuck. The Sixth Form can visit Tig's Café in the Britten Building at break times.
- Lunch break is at 12.30pm-2pm, Monday to Friday, but its start may vary, depending on your academic timetable.
- Afternoon Break lasts 15 minutes and is at 4.30pm-4.45pm.
- Supper is at 7.00pm and lasts for 30 minutes.

## Town Leave

You are allowed to go in to Holt most days of the week. Your Housemaster or Housemistress will tell you when you may go. You are not allowed to eat or drink outside in either the town or walking back to School. Most importantly, you must sign out and back in, in the House.

## CFB - The Dining Hall

CFB stands for Central Feeding Block, but it is also known as the Dining Hall. The CFB is where all pupils eat their meals. It works on a cafeteria system and there is a wide choice of dishes available, including vegetarian meals and gluten-free food. The general rules for the Dining Hall are: all meals are compulsory (including breakfast for boarders); for lunch, Houses sit together in the first half of the Michaelmas term, although there is a more flexible approach at supper; pupils are requested to talk quietly at the table and once they have finished their meal to remove their tray and push in their chair tidily. If you have particularly enjoyed a meal, do please feel free to thank the Catering Staff – they do a great job for us and it is good to be appreciated. Mobile phones are not allowed in the Dining Hall at any point in the day.

## Roll Call

Roll call (registration) is taken in Houses. Morning roll call is at **8.10am** and Day pupils must arrive at their House by 8.05am each day. Roll call is also taken in the Houses at 1.45pm, and each evening before and after Prep.

## Prep

Prep for Sixth Formers is in two sessions, split by supper. The two sessions are 5.30pm-7pm and 7.30-8.30pm.

## End of the School Day

Day pupils can leave school at 5.30pm, 7.00pm, 7.30pm or 8.30pm each weekday evening, as agreed by your parents with your Housemaster or Housemistress at the start of the academic year. On Saturdays, day pupils can leave at 4.30pm after Games.

## Evenings

Evening activities vary depending on the day and your House. There tends to be a mixture of organised activities, inter-House visiting, and opportunities for pupils to entertain themselves. Socially, Dave's Diner, the BOP and Tig's Café are popular in the evenings, and open Tuesday-Thursday nights.

## Dave's Diner (tuck shop)

Dave's Diner is one of the important social places at Gresham's. At break times during the day you can buy snacks and meet up with friends, and in the evenings the boarders can go there to relax after prep.

## Tig's Café

Tig's is the café in the Britten Building. Is open to Sixth Formers during morning, lunch and afternoon breaks. 6<sup>th</sup> Form Pupil's may study in Tig's Café at the discretion of the Deputy Head (Academic).

# Other information

## Returning to School 'out of hours'

Day pupils and boarders are, allowed to be at School in the evenings and at weekends on occasions when they would usually be at home. However, it is essential that, if you are in School at an unusual time, you check in with your Housemaster or Housemistress and sign in and out of the House, so that the member of staff on duty knows that you are on school premises. This is to keep you safe.

## Travel at Home Weekends and Holidays

If you live between Norwich and London, it is possible for you to book tickets for the coach and train at home weekends, half terms and at the beginning and end of terms. The coach leaves from the Parade Ground and connects with the London train at Norwich. A booking list is circulated within the House, but if you have any questions about using the coach and train, speak to your Matron.

## School dress

In the Sixth Form, you will wear your own suit. Specifications can be found in the Uniform List. At all times clothes must be clean, neat, tidy and in good repair.

In the Sixth Form, girls are permitted to wear discreet make-up and jewellery. Boys' hair should be off the face and collar, with ears showing, no shorter than grade 3. Girls' hair must be off the face. Hair must be a natural colour. Clear guidelines may be found in the Dress Regulations section of you're the School Calendar, which you will receive at the beginning of term. Copies may also be downloaded from the website.

## Equipment

**Calculators:** IB and A level Maths pupils need a GDC (Graphical Display Calculator). We recommend the Casio fx-9860GII or the CG-20 models. For queries about ordering calculators, please contact the Head of Maths.

**Stationery:** Textbooks and files are provided by each of your Subject Teachers at the beginning of the year. Paper is provided in Houses, but you are advised to bring your own stationery i.e. pens, pencils, ruler, etc., especially if you are a boarder.

**Mobile phones & laptops:** Sixth Formers may bring their mobile phones to school but they must be switched off or on silent during lessons and must not be used in the school day around the campus. There is no requirement to bring a laptop to school. However, should you choose to do so, laptops will be connected to the school network and you will be able to use the Wi-Fi network to access the internet. Please ensure it is clearly named and that you look after it carefully. Computers are available in the Library, in the Houses and in the computer labs.

## Lost property

It is not a good idea to leave your belongings around the campus for any length of time.

If books are damaged by being left out in bad weather, you will be charged the full replacement cost.

Items of value such as mobile phones, jewellery and watches will be taken to the Deputy Head (Pastoral)'s office.

Please make sure all your belongings are named.

## Sports equipment and clothing

These items can be claimed from the Sports Hall between 6pm and 8.30pm. Items not claimed within two weeks will be recycled.

## School uniform, files and books

These items can be handed in or claimed from Reception. Items of school uniform not claimed within two weeks will be recycled.

# 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. Year 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.

<b>Engagement Grades</b>	<b>Attainment Grades</b>
1=	above expectation
2=	meeting expectation
3=	below expectation

<b>Year/level</b>	<b>Indicators of performance</b>
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 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 in the Lower-Sixth year 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.

# 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 you make informed decisions about any aspect of planning for your future after you 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.

**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.

**Higher Education Fair at the UEA** - Year 12 students attend this show at the UEA which provides an opportunity to meet representatives from many different universities and find out more about student life.

**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.

**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.

## The Library

The library supports subject teaching and learning across the School curriculum and is open for all of the School day from 8.00am to 8.30pm. Most importantly we provide a peaceful, quiet and comfortable atmosphere in which to work away from the distractions of the Houses.

As you enter the Sixth Form you will begin to realise how important the role the library plays is in supporting your studies. You may spend your supervised study developing skills and learning to work independently, and accessing resources Study skills such as time management, note taking, reading techniques and mind mapping; information literacy skills such as how to reference your work, compile bibliographies, avoid plagiarism and produce work in an academically honest manner are vital components of Sixth Form studies.

The library staff can purchase and request material from other sources to support coursework, TOK, Extended Essays, wider subject reading, university reading lists or personal study. The Library stocks up-to-date university entry, career, gap year, interview and CV guides.

To find out further information about opening times, loan periods, the fiction Library, study skills and copies of referencing guides, please go to the library page on the School VLE at:

<http://intranet.greshams.com/library>

If you have any questions please contact: Mrs C Buxton, Librarian or Mrs Bailey, Assistant Librarian: [library@greshams.com](mailto:library@greshams.com)

# Pastoral

## Who can I talk to if I am worried about something?

It is very important to us that every pupil feels that they can share their feelings with others who may be able to help while they are at Gresham's.

Usually, the best way to do this is by talking to someone in person at the School. This could be:

- A friend
- An older pupil
- Your Housemaster/mistress
- Your Tutor
- Your Matron
- The Chaplain, Rv. Roberts
- Health Centre Nurses
- Any other member of staff

There may be times when you feel you can't talk to a member of teaching staff – this is perfectly alright and natural. The School Counsellors, Rachel Lubuck and Duncan Yuile, are independent and confidential professionals, trained and experienced in giving advice and support about issues and problems that affect young people. Rachel can be contacted at any time on 07789 967518; Duncan on 07387 025575. You can also make an appointment to see them at the Health Centre.

There is also an Independent Listener to whom pupils can speak if they do not want to talk to someone at School. The Independent Listener is Lyn Betts, and she can be contacted on 07825 819173.

## Well-Being programme

On Friday afternoons, you will engage in a number of sessions covering issues such as:

- sex and relationships
- skills in happiness and well-being
- mental and physical health
- life and work skills

In addition, there is a chance to try your hand at yoga, cooking and mindfulness.

# Co-Curricular programme

Games takes place three times a week on Tuesday, Thursday and Saturday.

During the Michaelmas Term, the major game for boys is rugby and for girls hockey. In the Lent term boys play hockey and girls netball, and in the Summer Term boys play cricket and girls have athletics and tennis.

Minor sports are available (predominantly for Sixth Form) options

## TERM

Mich/Lent/Summer

Badminton, Basketball, Cycling, Cross-Country, Golf, Football, Fencing, Pilates/Aerobics/Zumba, Sailing, Street Dance, Squash, Swimming.

Full details of the Games programme will be given to you when you arrive.

Gresham's Sixth Form students will be expected to wear School sports kit only for all games sessions. You will be asked to buy the appropriate kit to wear if representing the School in teams. Appearance is important, particularly when representing the School and must be correct.

## 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.

## Choir, Orchestra and Ensembles

Your music teachers will recommend you for the various ensembles and orchestras depending on your level of playing. You will be given a voice test when you start at the School and may then be invited to join one of the choirs. Every term the Music department puts on several concerts, both in and out of school, from orchestral, choral, jazz and concert bands to rock concerts and musicals. There is something for all! It is important to remember once you join the orchestra or any of the ensembles or bands you will be expected to make a commitment to it and to advise the conductor if you are unable to attend a rehearsal.

## 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.

## CAS

CAS stands for Creativity, Action and Service and it is a required part of the IB Diploma. It encourages students to develop skills beyond the academic requirements of the six chosen IB subjects, extended essay and theory of knowledge course. The CAS requirement reflects the importance of life outside the world academic study.

**Creativity** is interpreted broadly to include a wide range of arts activities, as well as designing and implementing service projects. Examples of creative pursuits are starting a new hobby or developing an existing creative arts talent in music, art or drama.

**Action** can include not only participation in individual and team sports and dance but also taking part in expeditions and in local or international projects. This is usually the sporting activity that you choose to take part in on Tuesday, Thursday and Saturday afternoons. For example, team sports, swimming, pilates, yoga, kick boxing, squash, fencing, sailing, street dance just to give you a sample of some of the active pursuits the students take part in.

**Service** encompasses a host of community and social service activities. Some examples include helping children with special needs, visiting hospitals and working with refugees or homeless people. You can take part in the Combined Cadet Force and specialise in the Army, RAF or Navy or you can choose to take part in a range of service activities such as Volunteer Norfolk Programmes working in care homes.

## Cars

Rules on cars and driving lessons are available in the Senior School Pupil Handbook which you will receive at the start of the year. Copies can also be downloaded from the school website: <http://www.greshams.com/Parent-and-Pupil-guides-s>

No pupil may keep a car or motorcycle at School without the Headmaster's permission.

## Driving Lessons

Pupils are not allowed to miss lessons. Pupils may book a driving lesson during a timetabled study period with permission from a Housemaster or Housemistress. It is the responsibility of the student to seek permission from their Housemaster or Housemistress before the lessons are booked and paid for.





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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.