

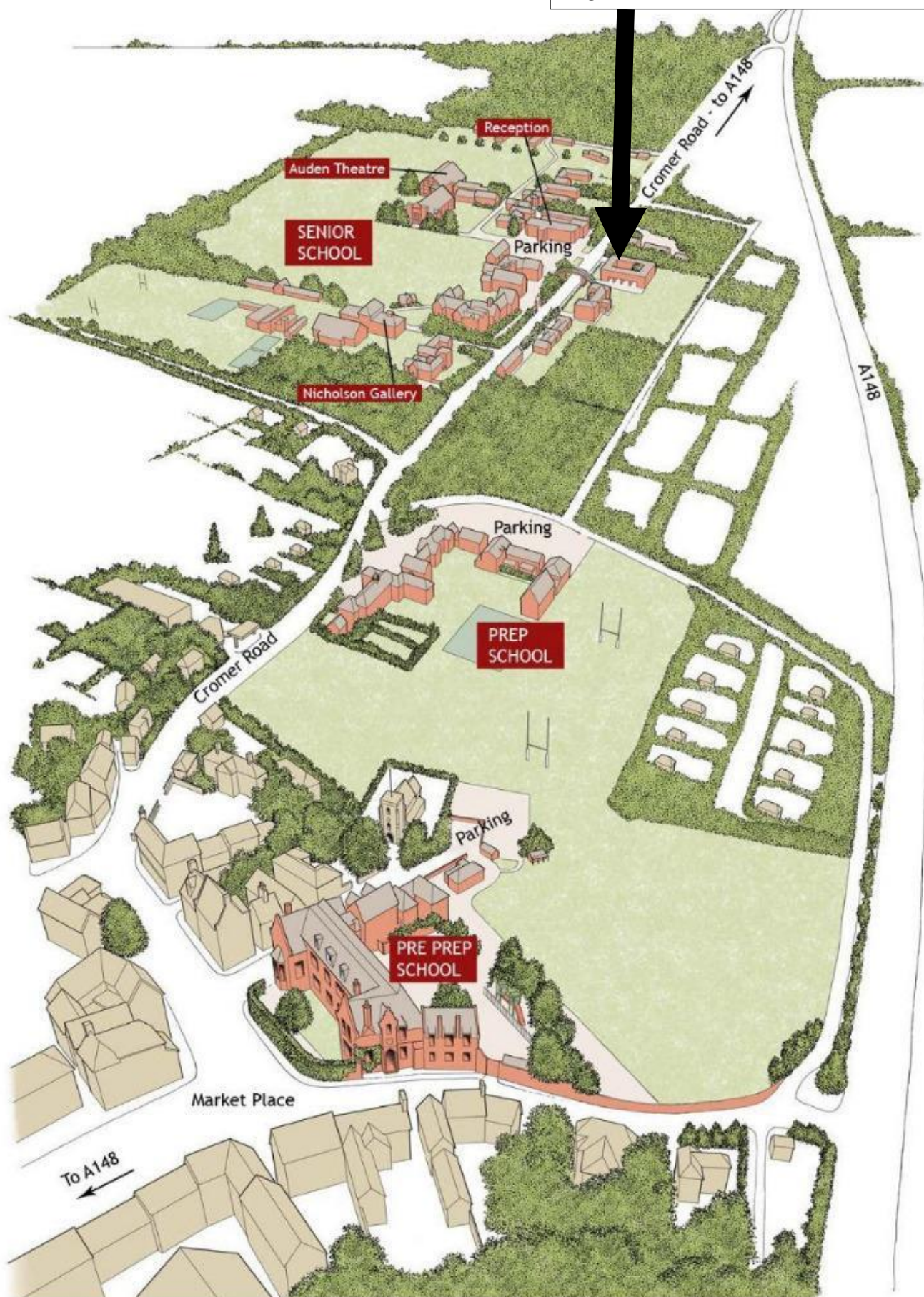
Tallis House Guide

2018-2019



Tallis boarding house was named after Thomas Tallis who was Headmaster of Gresham's from 1606-1640. The building was opened on 21 September 1963 by Sir Colin Anderson, Prime Warden of the Fishmongers' Company.

Tallis is located on the other side of Cromer Road, directly opposite the Parade Ground. We have a car park to the side of the House and a large field to the rear.



Welcome from the Housemaster

Welcome to Tallis!! Starting a new school is both exciting and nerve-wracking. The purpose of this booklet is to give you a basic insight into how things work in the boarding house. This should act as a ready reference when you are unsure of something and help you settle in really quickly so that you might make the most of your time here from the outset. For many of you, Tallis is your new Home, look after it, take pride in it and seize every opportunity and every challenge that comes your way in the weeks, months and years ahead. Courage, ambition, tenacity are three character-defining words you will become very used to hearing this year. They are the traits which all effective learners must have and which distinguish the extraordinary from the average. Here in Tallis it is these values which help craft the culture of excellence I will expect, where nothing but your very best efforts will be deemed worthy of recognition and where courage to take chances, to set your sights high and to work doggedly to realise your ambitions will always be valued more highly than the grades you attain.

We look forward to seeing who you can be!



Mr C Cox



Residential Staff Contact Details

Duty Mobile: The number for this is 07833 206455 the landline for the Duty Staff Office is 01263 714612. Please use these numbers between 17.30hrs and 23.00hrs to contact a member of staff in the House. If no one is available then please contact either myself, Mr Chamberlain or Matron.

In the event of an **emergency** during the night you should ring Mr Cox on his mobile phone. If I am not in House then Mr Chamberlain becomes your next port of call and then Matron.

Housemaster

Mr Chris Cox

ccox@greshams.com

07823321834

01263 714569

I live in the House with my wife, Helen, and our three children Alfie (7), Phoebe (4), and Stanley (2). Our accommodation is linked to the TV room and the main corridor. I am there for most of the time you spend in the House and am available to help you with any matter, School-related or otherwise. Our door next to the Year 11 corridor will be open if I am available, which is most of the time. Do just knock quietly and walk on in. If it is shut, I am absent/unavailable so leave a note, try later, find me in Big School or find the Duty Staff. Often, if I am in House, I will leave a note on the door saying where I can be found. If there is an emergency, find another member of staff and/or inform a prefect as appropriate; there will always be a member of staff available. I always have my mobile with me in term time and many students text or call me on this, or email if it is not so urgent.



Assistant Housemaster

Mr Henry Chamberlain

hchamberlain@greshams.com

01263 71459

Henry has a flat which is also attached to the TV room. He helps me to run the boarding house, sharing duties with me. Henry is available to help boys with their studies and for their pastoral care. He also is responsible for the House every other weekend and one night a week. Chamberlain can generally be found in the House, the PE classrooms, pavilion or staff common room.



House Matron

Mrs Julie Ward-Simms

jward-simms@greshams.com

01263 713568

Julie has a flat in the House and is responsible for all matters of clothing and healthcare and of course is available for any pastoral concerns. She is available for a surgery at 7.45am each day and at other times that she will make known to the boys. Boys are sent to the Health Centre for all but mild complaints. She will also organise visits to the School Doctor, to the dentist or other medical appointments. She keeps a supply of basic medicines and also deals with all of your laundry if you are a boarder. Her time off duty is on a poster by her door, please respect this. She lives with her husband Mr Simms (aka "Mr Matron").



Duty Staff

The following members of staff are the visiting tutors for Tallis and will be responsible for the running of the House between 17:30 and 23:00. They will be contactable during this time on 07833 206455 or you may call them on the Office Phone: 01263 714612.

Each member of staff below will routinely check on you during Prep, asking about your day and what work you are completing. Make use of them while you have them in House! Ask them for help and guidance as you see fit...If you wish to leave the House during Prep sessions, it is their permission which you must seek and it is to them that you must report for roll call.



Mr Chris Nicholls

Monday evenings from 17:30-20:00

Teaches Religious Studies and Philosophy.

cnichols@greshams.com



Mr Tim O'Donnell

Tuesday nights from 19:30-23:00

Teaches History and coaches athletics.

todonnell@greshams.com



Mr Neil Humphrey

Wednesday evenings from 17:30-20:00

Teaches Design and Technology and coaches Rugby.

nhumphrey@greshams.com



Mr Laurence Norfolk

Wednesday nights from 20:00-23:00

Dyson Fellow (DT Department), coaches hockey and takes CCF.

lnorfolk@greshams.com



Mr Tom Howland

Thursday evenings from 17:30-20:00

Teaches Mathematics and coaches Cricket, Rugby and Hockey

thowland@greshams.com



Mr John Wheeler

Thursday nights from 20:00-23:00

Teaches Chemistry and coaches Cricket and Hockey.

jwheeler@greshams.com



Mr Duncan Buckmaster

Friday evenings from 17:30-20:00

Head of Hockey

dbuckmaster@greshams.com

Academic Tutors

You will also be appointed an academic tutor who will work closely with me to monitor academic performance. They will contact your parents in the first week of term to introduce themselves and will meet with you at least twice a week, either in House or in their teaching rooms (they will arrange this with you). It is them who will discuss Reports with you and set academic goals based upon your performance. It is also them that will liaise directly with your parents throughout the academic year. They should be your first reference point for any academic concerns, or any issues with regard to managing/organising your studies. They are also there to address pastoral issues with you and to offer advice with regard to post-16 study/adventures/careers. In addition to the above Tutor Periods you will be able to catch them while they are on Duty in House or of course you may make an alternative arrangement to speak with them via email.

As a House Team we meet every Monday to discuss you all!

Cleaning Staff

The House cleaning team are Jess, Kate, Jane and Rosie. They are here Monday to Friday in the mornings. They do a fantastic job and we are very lucky to have them! Help them by keeping your rooms as tidy as possible and by putting all litter in the bin! Respecting your rooms and furnishings and keeping an orderly room is fundamental to creating a purposeful learning environment and a home of which you and we can all be proud. Untidy rooms will not be tolerated in Tallis!



Jane



Jess



Rosie



Kate

Prefects

The House has a team of prefects. Whilst they carry authority, their main role is to help you. There will also be House Prefects attached to particular year groups. Prefects for the academic year 2018-2019 are:

Mentors

Students will be assigned a Mentor to look after them during their first year. They are there to help you so ask if unsure about anything.

And finally....

The House is your home and runs as such, just on a much larger scale. In order for us all to get on we have to be kind to one another, be helpful and be considerate. The place where we live becomes an extension of our personality. Personalise your living space as quickly as possible and help create an environment you are proud to consider your home. Ensure your living spaces say the right things about you and your character! Invest in Tallis straight away and you will quickly get more from your time here.

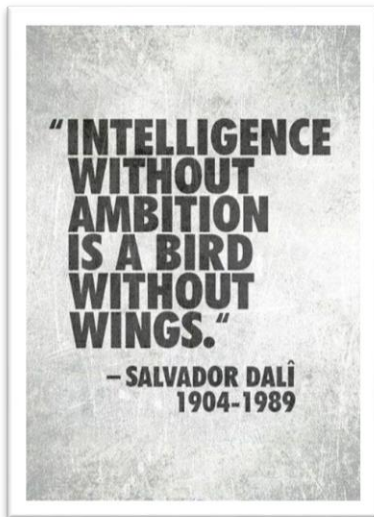
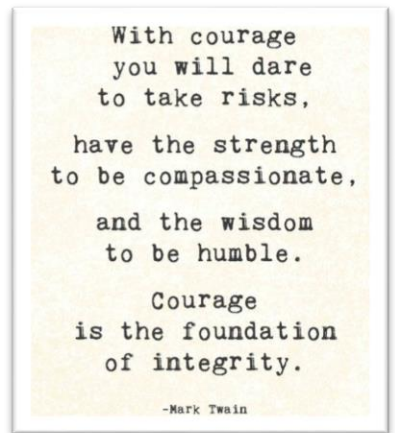
The Tallis House Philosophy

Courage. Ambition. Tenacity

These three words are synonymous with the spirit of excellence and culture of success I want to see in Tallis.

Courage

Students have to be risk-takers in order to see what they can achieve. It is the process of making mistakes which is so vital to learning and the act of correcting them which is so rewarding. Without courage, the challenge would be left not taken, without courage the resilience to keep going and to try again would not be there, without courage achievement and greatness would be illusory. Courage in the classroom and courage outside it is a defining characteristic of what it means to be Tallis.

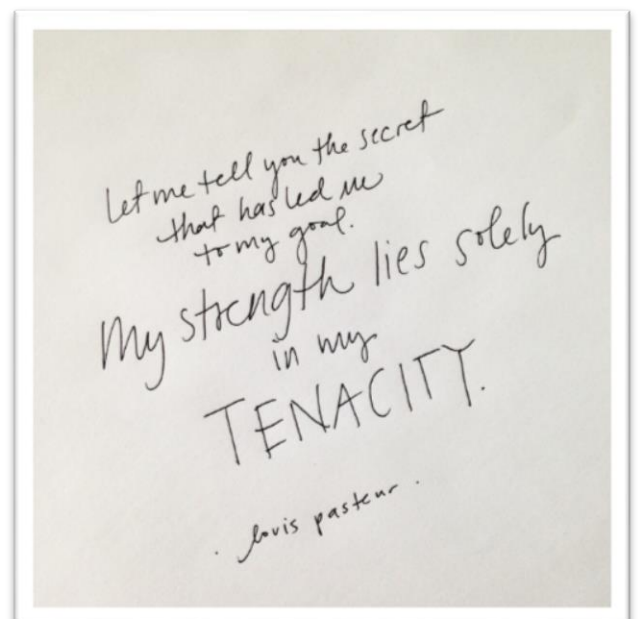


Ambition

Students should always have high expectations of themselves and others. They should be ambitious in outlook and show a positive 'growth mindset' (a can-do mentality) wherein the question becomes 'why not', rather than 'why?' Every piece of work, every task done in House, should be done to the highest standard. In short, if it is not excellent then it is not finished. Such ambition breeds a sense of pride in achievement, no matter how small, and herein lies a key mechanism for success. Setting your sights high and being ambitious in your approach to all you do at Gresham's is central to what it means to be Tallis.

Tenacity

...Or Grit! This is the dogged determination to get the job done, to work harder than you've ever worked before and to leave nothing on the field of play. To cross the finishing line knowing there was nothing left to give. Courage and Ambition will present the challenge to be overcome, but it is the act of being tenacious which will see the outcome realised. The tenacious character chases opportunity and lives with the satisfaction of not doing anything in half-measures. A tenacious character has few regrets. Tenacity, grit, graft, staying power is central to the Tallis House Philosophy and manifests itself as the key requisite in all challenges we face in our everyday lives.



The School Day

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY		FRIDAY	SATURDAY
Ch.	Chapel 8.25 – 8.45	Tutor Period 8.25 – 8.45	Chapel 8.25 – 8.45	Communion 8.00 – 8.20 Tutor Period 8.25-8.45		Chapel 8.25 – 8.45	
1 st	8.50 – 9.35	8.50 – 9.35	8.50 – 9.35	8.50 – 9.35		8.50 – 9.35	8.25 – 9.10
2 nd	9.40 – 10.25	9.40 – 10.25	9.40 – 10.25	9.40 – 10.25		9.40 – 10.25	9.15 – 10.00.
Br	Morning Break (10.25-10.50)	Morning Break (10.25-10.50)	Morning Break (10.25-10.50)	Morning Break (10.25-10.50)		Morning Break (10.25-10.50)	-
3 rd	10.50 – 11.35	10.50 – 11.35	10.50 – 11.35	10.50 – 11.35	Year 9 & 10 Games	10.50 – 11.35	10.05 – 10.50
4 th	11.40 – 12.25	11.40 – 12.25	11.40 – 12.25	11.40.- 12.25		11.40 – 12.25	Chapel 11.00 – 11.35
5 th	12.30 – 1.15 (6 th Form only)	12.30 – 1.15 (6 th Form only)	12.30 – 1.15 (6 th Form only)	12.30 – 1.15 (Year 11 & 6 th Form only)		12.30 – 1.15 (6 th form only)	11.35-11.50 Break 11.50-12.50 Enrichment
L	Lunch	Lunch	Lunch	Lunch		Lunch	Lunch
6 th	2.00-2.45	Games	2.00-2.45	2.00-2.45	Year 11 & Sixth Form Games (from 2.15)	2.00-2.45 Year 9 Lesson	CCF & CAS
7 th	2.50-3.35		2.50-3.35	2.50-3.35		2.50 – 3.35 Year 9 Lesson	
8 th	3.40-4.25		3.40-4.25	3.40-4.25		Timetabled Events including Well-being Lower Sixth (3.40-4.25)	
Br	4.30-5.00	4.30-5.00	4.30-5.00	4.30-5.00		4.30-5.00	Games
E	Electives 5.00 – 5.30	Electives 5.00 – 5.30	Electives 5.00 – 5.30	Electives 5.00-5.30		Electives 5.00-5.30	
Prep	5.30 – 7.00	5.30 – 7.00	5.30 – 7.00	5.30 – 7.00		5.30 – 7.00 Sixth Form Enrichment	
T	7.00	7.00	7.00	7.00		7.00	
Prep/ Quiet	7.30 – 8.30	7.30 – 8.30	7.30 – 8.30	7.30 – 8.30		7.30 – 8.30	

House Timings

Roll Calls

Day	Morning	Afternoon	Evening	Late evening roll in
Monday	0810	1350	1730	1930-1945 <i>Curfew night</i>
Tuesday	0810	1350	1730	1930-1945
Wednesday	0810	1350	1730	1930-1945
Thursday	0810	1350	1730	1930-1945
Friday	0810	1350	1730	1930-1945 <i>Curfew night</i>
Saturday	0810	-	1830	2100
Sunday	1045	1600-1630	1830	2100

Please be....Punctual, correctly dressed and prepared for wherever you need to be next

Absence

It is vital that all absence is reported to Mr Cox at the very beginning of the School Day. This should, ideally, come in the form of an email or text message from your parents/guardians between 7:30 and 8:00. Failure to report an absence results in a lot of time lost by members of staff finding out where you are since we have a mandatory legal obligation to know where students are at all times. If you have an appointment that will take you out of School during the day you must bring confirmation of this from home and prior notification from your parents/guardians is expected.. If your parents wish you to be off games for any reason they should put this in writing to Mr Cox (email or text is fine); it is also useful if they can inform the relevant sports coach when appropriate and provide information so we can support you.

Accommodation

Tallis is a horse-shoe shaped House with various corridors for each year group.

Bedtimes & Return Times

	Return to house	To rooms	Lights out
Year 9	2100	2130	2145
Year 10	2115	2145	2200
Year 11	2145	2200	2215
L6th	2215	2230	2245
U6th	2230	2245	2300
Prefects	2245	2300	2315

Monday evenings – Stay in House, except prefects

Friday evenings – Stay in House, except U6th

Gym availability times are on the notice board

Bikes

There is a bike shed available for you to use. The key is to be found in the Visiting Tutor's Office. You must wear a helmet if you are riding on the roads and observe the Highway Code. Irresponsible riding will see the privilege removed.

Boarders' Rooms

Each room has a desk, bed and space for clothes and luggage. We have a trunk room for additional luggage. Except for the Year 9, boarders work in their rooms unless they wish to use the Common Room.

Cars

Only U6th are allowed cars and must use the School form to register for this. You may not travel in other students' cars or transport other students unless I have received explicit written permission from the parent of the driver and the parent of the passenger. Keys must be handed to me whilst you are in School. L6 will be permitted to drive only with the consent of the Headmaster and will be subject to the conditions above.

Chapel

We have had good House singing in recent years and hope this continues! If you are of a different denomination and wish to attend another church then speak to me (e.g. to go to the Catholic Church in Sheringham) so I can help facilitate this for you.

Common Room

The Common Room is right in the heart of Tallis and it is here where all roll calls are held. There are a range of roles which this room has such as a games room, reading room and work room. Daily newspapers can be found here and there is also a 'Book Exchange' where you can swap a book you have finished with one on the shelf. I am hoping that all pupils will use the room regularly and take advantage of the various facilities.

Competitions – in House

We have table tennis and pool competitions in House and in the past have had croquet. It may be we have more this year depending on what the prefects want to push. Competitive football matches on the School Field between the Housemaster's chosen team and that of the Assistant Housemaster also occur.

Competitions – Inter-house

There are lots of inter-house competitions and many of these occur in the first term. Practice for the Inter-House Music Competition starts in September, which is great fun and a key start to the year in Tallis, closely followed by Interhouse Cross Country. Towards Christmas we have the Rugby Sevens tournament where we have an outstanding record, this term is also when the Senior Indoor Cricket matches are played and indoor hockey. In the Lent Term there is an Art Competition, Swimming, Squash, Football Hockey and Junior Indoor Cricket. In the Summer term there is Sports Day, Tennis and Junior relays. There is also debating through the year. We have an outstanding record in these competitions!

Computer Room

We have two ICT suites in Tallis each boasting six desktop PCs and a printer. One is aimed at the Lower Years and the other is for Sixth Form only. The Sixth Form Computer Room also serves as a careers related and UCAS hub for materials as well as some literature offering discreet pastoral guidance on a variety of specific issues.

Cromer Road

All pupils, with the exception of the Upper 6th cross the road via the footbridge. This rule applies all the time for Year 9-11 and from 8:00 until 20:00 for the L6th. L6th may also cross the road after games on Saturday until Monday morning.

Curry/German Night

Immediately after October half term, we have a theme night which has been an Oktoberfest for the last two years. This is a House Event and full attendance is expected.

Damage/Accidents/Faults

Damage must be reported to Mr Cox or Matron immediately, no matter how small. The sooner I am informed the quicker I can get it fixed. If you come across anything that isn't working, let me know. It is your home in term time, look after it and help ensure everything is in good working order.

Day Boys' Rooms

Day Boys will likely share a study with another member of their year group. In Year 9 you are likely to share a room with up to three other people. You will have a desk, shelving and a noticeboard. It is expected that all

equipment such as books are kept here in a tidy manner. Year 9 will work in the Common Room during first prep. The lower years Computer Room will also have a shelf of useful text books to assist with studies.

Decorations

Please decorate your personal space and make it homely and personal. Your room needs to reflect your character and personality and must be kept in good order at all times. Nails, stickers, pins or sellotape must not be used on walls, woodwork or ceilings. Non-offensive posters only please, if you are unsure check with Mr Cox! Use the pinboards only for posters.

Dress

Pupils must always be dressed respectably and modestly when walking around the house. Normal school rules regarding dress should be observed. Shoes must be polished at all times. There is an area to do this in the junior washroom on the ground floor. You represent Tallis and Gresham's at all times.

Evenings:

Monday and Wednesday – school uniform apart from relaxed in House/on Tallis field after supper.

Tuesday, Thursday and Saturday – home clothes after games.

Friday - either school uniform, CCF kit or games kit – whatever you wear must be worn properly with the correct kit; then relaxed in House after supper/on Tallis field.

Drop-off for day boys

Day boys need to be in School by 0800 at the latest. Morning roll call is at 0810 and you will need to prepare for the day before this. If for some reason you are late you must register at reception.

Early leaves/late arrivals/in-term absences

It should not be the case that you arrive to School late or leave early, I expect you to play a full and active part in the life of the School. If there is a valid reason (such as a family wedding), your parents should write to me and I will forward the request to the Headmaster for approval after liaising with academic and relevant extra-curricular staff. Day boys are expected to leave at the daily leave times stated by your parents at the beginning of term.

Entrances

Only the Upper 6th may use the front door all the time. L6th may use the front door from 20:00 to 8:00. All other pupils must use the side doors. Make sure they shut behind you. The changing room door is only to be used as an exit or entrance when going to/from games. Please do not leave this, or any other door propped open.

Evenings

Boys go to Dave's Diner and Tig's (the 6th form go later) on some nights. Other Houses will no doubt welcome you as we welcome your friends from other Houses. Grass areas are out of bounds after 1730hrs unless you have specific permission from the duty staff or are using Tallis field. Check the House noticeboard for the details on this.

Environment

Please be 'green'. Shut windows to keep heat in over winter months. Switch off lights/electrical items. Put litter in appropriate bins. Electrical equipment such as stereos/lamps left on will be removed.

Fire Safety

The assembly point is by the library facing Tallis. In the event of an alarm calmly leave by the nearest exit and wait for your name to be called out. The fire alarm is tested every Thursday at 0830. Always have shoes ready overnight and a dressing gown to hand.

Food and Drink

Food and drink may be consumed in the kitchen, common room and the television room only. No drinks or food are to be consumed in the studies or in any of the public areas of the House. Anything found in rooms will be disposed of, take away food is easily noticeable. Do not walk around with drinks and food. Kitchen utensils should be washed and put away and the kitchen left clean and tidy at all times. I also expect the TV room to be cleared up. Please return crockery and cutlery. Be thoughtful to others.

Forum

House forum is held every few weeks to discuss the way the School and Tallis run. This is fed back to Mr Cox to pass on, develop, accept or bin(!) the ideas. Mr Cox will speak about each item raised to the House and the decisions made. If you have ideas do not feel they can only be mentioned in House Forum – we want to know what we can do to make your experience better, so let me know! We have a Tallis rep on the Dining Hall Committee, please let him know of any ideas you have for School food. The School Prefects also have a formal voice at School Prefect meetings, please speak to them of any concerns you have.

Front Stairs

Only to be used by the U6th unless permission is given by staff. L6th can use 8pm-8am. All years can use this on a Saturday night and Sunday.

Furniture

Please treat all furniture and furnishings with care. Do not put feet on the sofas and do not sit on desks around House. Please seek permission of the Staff should you wish to move anything and please ensure that anything moved in the communal areas is returned to the original position after use. Breakages and damage associated with misuse will of course be billed to your parents.

Games Kit

Boots should be removed before entering the house. Knock off any loose mud outside, away from the doors, before carrying the boots inside. Use the boot rack to dry them. After games please enter via the changing room facing the Cromer Road. Please ensure this door is closed after you. Games kit can be locked away in changing room lockers. A charge will be made for any lost keys, as the whole lock would then need replacing. No boots/trainers to be left in corridors, all wet kit should be dried out in the main changing room. Any left lying about will be impounded.

Hobbies/activities/electives

Lots of activities at Gresham's occur outside the classroom. You will be expected to sign up for a hobby to take part in each week before lunch on Saturday and CCF/services/Year 9 cyclical activities take place on Friday afternoons. Electives are 4.45-5.20pm Monday to Thursday. There are a wide range of sporting and cultural activities to choose from. You must take advantage of the opportunities presented to you as it will make your time at the School more fulfilling. There are more details in the back of the school diary which you will receive when you arrive. There are matches, concerts, debates, plays and many other activities with which to involve yourself throughout the year. Try to be busy and to make a real contribution but don't overload yourself in the first term. I am available to help you balance your time as is your tutor.

Holidays

Please leave nothing in the House you will need in the holidays, it is locked up and there is rarely anyone here and I do not use email or my mobile very much in the holidays.

Home visits

Please ensure that, when invited to someone else's home during the weekend, I have received explicit permission from the host's and guest's parents. All such notice is expected by the Thursday of any given week so that I have sufficient time to ensure I have the relevant permissions. This must clearly state that the host takes full responsibility for your wellbeing and let me know what time you will be leaving and when you will be back. You are expected to fully abide by these conditions. Only once the above is all met to the satisfaction of the Housemaster will consent be given. Any abuse of these conditions will result in future permissions being denied.

Homesickness

Do not be surprised if you feel a bit homesick in the early days, especially if you are a boarder and have not been away from home before. This is perfectly natural and will pass in time. Some people settle straight into school whilst one or two others feel desperately homesick for a while in the beginning. Come and speak to me or other people about it and accept it as normal and you will be surprised how quickly it all sorts itself out. You will probably find that if you are homesick, it is worse at certain times of the day. If so, try to plan to be as busy as possible during these times. Try and resist the need to continually phone home as this makes the situation more difficult (especially for your parents). In any case give the School a second chance – you will soon feel better and we are all there to help you. Don't forget to talk to us!

House duties

To ensure the smooth running of the House there is a weekly duty rota; tasks include ringing the bell in the morning, tidying the common room, TV room, computer room and kitchen; rations etc. These will be explained to you by the prefects. Take pride in these duties and ensure you do a great job! The requirements for each Duty will be fully explained to you and shown in posters in relevant areas of the House. Year 9 boarders will also be responsible for tidying the Day Rooms, the IT Rooms and the Changing Room at the end of Second Prep.

Hygiene

You should wash and shower regularly and thoroughly. Toilets and showers must be left in a state which others will find acceptable. Good personal hygiene is essential for self-respect and the respect of others.

Illness/injuries

When medical attention is needed see Matron. If Matron is off-duty please see Mr Cox or Mr Chamberlain. In an emergency during the night, please find Mr Cox or Mr Chamberlain in the first instance, Matron in the second. My mobile phone is always on and always with me, so do call this if it is an emergency! If you fall ill during the day please check in with Matron or if needs be go straight to the Health Centre. Do not phone home, this will be done by the Health Centre staff if appropriate. Do not just take yourself off home/get picked up without informing Mr Cox, Mr Chamberlain or Matron. Never go to bed/stay in your study feeling unwell without following the above instructions. Off games chits should be obtained from Matron or Mr Cox in the morning or at lunchtime and a log of these will be kept. The chit must be personally presented to the member of staff taking your game. Unless Matron gives you permission, I expect you to wrap up warm and support your team mates or do exercise as directed by the coach responsible for you. If you need to be inside then you go to the off games room. If you require external services - dental, optometric etc please speak to Matron and she will help facilitate this for you.

Instagram

Tallis House has an Instagram page which I regularly update with photos of the House and the Boys. This is a private account for students and parents, present and previous, of Tallis. Please do submit a request to follow.

Kestrel

The Kestrel is our House emblem due to Kenny the Kestrel who feeds at the back of Tallis. There is also a sparrowhawk that makes a good mess of the pigeons. At dusk you may also see a tawny owl and the bats that feed near the House facing Tallis field.

Kitchen

There is a kitchen to cook small meals and make drinks. It is basically equipped and this will be added to providing the initial equipment is maintained and washed by the pupils. There are basic provisions for pupils such as bread, cereals and milk, though students are encouraged to eat well in the CFB. It is open at morning break, afternoon break for high tea, then again in the evenings after prep (8.30pm) to allow you to prepare snacks. It is available over weekends as well. It is vital you clear up after yourself to maintain a hygienic area for all – leave it as you would want to find it.

Laptops/tablets

Most students have personal devices which are connected to the network. They must be registered with the IT department and can use wireless around House and the School. Misuse of your personal electronic devices (e.g. watching a film in prep/after lights out/in lesson time) will result in their removal for 1 day. If misused again, removal is for: 2 days, 3 days, 1 weeks, 2 weeks then 3 weeks. If you are dishonest expect a longer period of remedial action. Misuse around School is discussed in the Pastoral Care Handbook. You must label all such items and put security codes on them (do not share these with others). Ensure you are sensible with these devices and do not leave them logged on and unattended. Be smart when online and always consider what you are sharing and with whom. Do not make yourself vulnerable in any way!

Laundry

All boarders put their dirty laundry in the appropriate baskets outside Matron's flat each evening before bedtime. Clean clothes should also be collected at 21:30 and put away tidily. Please keep to this timing. Clean laundry is delivered on a Tuesday and Thursday. Matron can organise for the cleaning of individual items or for you to manage your own laundry, just ask. She will also manage dry cleaning, label sewing and repairs for you.

Lost property

Items left 'dumped' around the house or littering a room will be impounded and released for a £1 donation to charity. This rule is in place so that we all respect our home and belongings. Nothing is to be left in the corridors at all overnight!

Meals

It is a School requirement that all meals provided should be taken. You should be in breakfast before 7.40am. We have a Tallis representative on the Dining Hall Committee, do let him know if you have any feedback.

Medicines

No medicines may be kept in your possession unless you have spoken to Matron about the self-medication form. If you arrive with new medication please go straight to Matron so we can organise things. The self-medication form allows you to self-medicate certain medicines if you are deemed competent to do so. No medicines may be shared with anyone else.

Mexican Night

We eat as a House in Tallis and follow this feast with games on stage. This is usually in February after the U6th mock exams. It is great fun and really good for House spirit.

Money/Valuables

It is not advisable to bring valuables into School. If expensive items are needed for some reason they should be left with Mr Cox for safe keeping. Money should be banked in town, or given to Mr Cox who will bank moderate amounts for you and issue it in small amounts as required. You are advised not to keep large amounts of money in your possession. Please note that the School insurance cover does not include personal possessions. Expensive items should be insured by your parents. Please make use of lockable cabinets and the padlocks which I can give you to ensure that any valuable possessions are secured. Please also be sensible about how loudly you publicise your possession of these valuables.

Music

At no point should music be heard in the corridors. Listening to music must be discreet at all times. Expect offending items to be confiscated if the above condition is not met.

Newspapers

These are delivered daily to the House and are to be found by the sofas in the Common Room. Please do read these and keep up-to-date with what is going on in the world.

Out of bounds

These are: staff accommodation and gardens, the Prefects' Room, other boys' studies/dormitories except when the occupants are present, any playing field/woods after 1730hrs without house staff permission (other than Tallis/House Fields). Year 9 and 10 must not go into each other's rooms, they must use the common room to do shared work or to socialise.

Parties

For dinners/parties, please consult the School's Pastoral Care Guide handed out at the start of term. I will help you facilitate such occasions appropriately but remember that the working week is for work. Notification from the parents of the Host and from your parents is required (as mentioned in the Home Visits section above) for attendance at any such event. Hosts will be fully responsible for all invited guests for the duration of the Party and will need to be clear with me as to what alcohol, if any, will be available. You are reminded that you are a Gresham's student at all times, that you represent the School even when not on site and not during regular school hours, therefore any incident at such a Party will result in thorough investigation and punishment as appropriate.

Passports

I look after passports and other such important documentation for you.

Phones - mobiles

Most pupils have their own mobile phones; they should not be used during lesson times unless for an activity authorised by your teacher. Misused phones are removed for 2 days then 1 week. All Year 9 and 10 boarders have their phones/tablets taken in by the duty member of staff and prefect at lights out. This is to prevent late night texting, phoning or gaming thus ensuring you make full use of your following day. Matron will return them at 7am wake up. Your room should be a private space if you are wanting to speak to family or friends. If this is proving

difficult you must see a member of staff to facilitate the privacy – there is also a telephone booth or you could use a staff office.

Pick-up for day boys

Your parents will have let me know which days of the week you will stay late to do prep and when you go home. If there is a change to this I need to know but I expect almost all days to stick to what your parents initially said.

Pizza/kebab run

These are on Friday only. All rubbish must go into the outside bins. Takeaways are not allowed on other nights – we expect you to be healthy and responsible with your money. Remember that all such food must be consumed in the Common Room.

Post

Post is delivered to the House daily. This is housed in the Visiting Tutor's Office and a sheet of paper is used to display who has received an item. Your Housemaster may well ask you to open your post in front of them so that they can be clear that what you are ordering is appropriate and sensible.

Prep

Prep/Homework is undertaken every night from 5.30pm to 7.00pm and for the older students from 7.30pm to 8.30pm. This is a vital time and it is unacceptable for pupils to be walking around the House or not getting on with work. If homework is not completed in this time pupils are expected to find their own time to do this. 6th Form pupils would be expected to work well beyond the times above at crucial points in the year. Quiet study is to be observed at all times. Students are welcome to use their rooms to work in but are strongly encouraged instead to use the Common Room rather than working where they sleep. If Duty Staff are unhappy with your work ethic then you can expect to be made to work where you can be supervised by a member of staff. Remember that many senior boys will still be working long after supper, so be considerate. Music may be played by those in single studies, but not so that it cannot be heard outside the room. All other pupils should use headphones. The same rules apply for 6th form study periods. Failure to comply will result in removal of equipment. Year 9 in Michaelmas Term will be working in the Common Room.

Problems

No problem is meant to be endured. You must find me to talk in trust so that the problem can be addressed – I want everyone to be happy and enthused with their experience at Gresham's; but if you prefer, talk to a prefect (one of whom will be specifically assigned to you), to Matron; to Mr Chamberlain or another member of staff. We also have our school counsellors who you can speak in complete confidence. Mr Yuile can be contacted on 07387025575 or at dyuile@greshams.com or Ms Lubbock can be reached on 07789967518 or at rlubbock@greshams.com.

Registration

This takes place at 8.10am every morning in the Common Room. A bell will ring at 8.05am to warn pupils to assemble. Registration is a legal requirement in all British Schools. Lateness will not be tolerated unless unavoidable. If a pupil is to be late, please either email in advance, text me on 07823321834 or phone 01263 714569 to leave a message between 7.30am and 8.05am. If your child is late they must sign in before Chapel at Reception.

Safety

Matches and lighters are not allowed, nor is smoking, electronic/vapour cigarettes or drinking alcohol. Alcohol can be given to you by staff under supervision (please see the pastoral care handbook). Please use common

sense. Plugs should be fitted correctly. Do not fit plugs yourself. Private electrical equipment (kettles, toasters, heaters etc.) should not be brought into school. The only electrical equipment allowable are desk lamps, music systems and IT systems. Additional heaters are available if you need these.

Sanctions

Prefects may provide sanctions that are appropriate to the misdemeanour, and these will be passed by the staff member. These will be community service tasks or reflective work.

Security

Self-closing doors should never be propped open. Please ensure that you close all exterior doors when you come in and out – it's for your own safety. Close the windows in your study when you leave as these are particularly vulnerable to intruders (especially on the ground floor). Lock away your valuables. We cannot take responsibility for them should they be misplaced or stolen. You are provided with 2 lockable cupboard spaces. These are locked with available padlocks, which must be returned at the end of the year with the key or a charge will be made (~£3). I keep master keys in case a key is lost. There are also lockers in the changing room, with keys available from Mr Cox.

Signing in/out

When you leave the House you must sign out giving your location and timings. Please sign back in. This is before school, during prep, after school and if you are not in House when expected to be (e.g. private study and go to a department). This is for your safety and the safety of others. If there is a Fire Drill or an emergency wherein we have to evacuate the premises then it is, of course, absolutely crucial that we know who is in House.

Tallis Entertains

This is our own variety show, usually performed towards the end of January for two nights. We do this in House. Start thinking early about sketches, songs, magic tricks!

Tallis Field

The field is available for relaxing and sport. Lots of football is played with the goals, there is volleyball in the Summer Term and a croquet lawn outside the front of the House. Please try not to be too noisy as others may be working and it is considerate to neighbours.

Television

The television may be watched at morning break and after supper. I expect you to use your time wisely. If there is something specific you want to watch at a restricted time then speak to me in advance (e.g. a sports match).

Town Leave

Y9/10/11 may go into Holt on Monday and Wednesday lunchtimes (1300-1350); Tuesday, Thursday (1600-1655); Saturday (1530-1730). 6th form times are the same but I will give additional permissions where I feel it is appropriate. You are not allowed to drive in or accept lifts. You should not be eating or drinking whilst walking to or from town. Make sure that you are back in time for registration. Please check the School diary for specifics.

Visitors - Boys

Y11/6th form boys from other Houses must seek duty staff permission to go to studies. Y9/10 boys may only go to the Common Room, TV room or junior IT room. Students from outside of School may only be in House with the duty staff permission. Please remember that you are responsible for the behaviour of your visitors.

Visitors – Girls

Girls may visit the entrance foyer, TV room, common room and kitchen, but only at appropriate times and must sign in and out. They may only come in and out of the main door. Please remember that you are responsible for the behaviour of your visitors.

Visitors – Parents

Parents are very welcome to come and visit. They are most welcome to attend plays, concerts, competitions and sports fixtures etc. I will also invite them to various events. They are also welcome to visit you in Tallis but for security reasons I ask that they make contact with myself or whoever is on duty that day before visiting; it is imperative we know who is in the House at all times. This is in the interests of visitors and boys. If your parents wish to take you out for the evening they must email/call me prior to the event.

Wake up

You should aim to be up at 7:00, and no later than 7:15. A bell will be rung and Matron/House staff will come around to make sure that you are up. You should aim to be in breakfast by about 7:30 (last serving is at 7:40).

Weekend

On Saturday there are normally about 25-30 students staying over. It is quite relaxed. There is a chapel service, either informally in the morning (1100) or formally in the evening (1930). Brunch is at 1130 so you have a more leisurely start to the day. The pool, sports hall and gym are opened at certain points. The Tallis boys will often play sports outside; head into town; or go on a School trip such as go-karting, paintballing, cinema, theme park etc.



Courage. Ambition. Tenacity